

Cloister Beach Towers Association, Inc.

1200 S. Ocean Boulevard
Boca Raton, FL 33432
561-391-0286 - Phone 561-391-5183 - Fax
E-Mail: office@cbt1200.com

Rules & Regulations

Introduction

Your Board of Directors herewith submits the revised Rules and Regulations as approved by the Board on October 21, 2011.

Careful consideration and long experience have led to the rules outlined in this binder. It is the responsibility of all owners to become familiar with these Rules and Regulations and to advise their guests, lessees and contractors of their content. The Rules and Regulations are available to each owner in binder form, on the Cloister Beach Towers website, and in the Manager's office. By using the binder format, we can provide page updates more quickly and economically, especially for the Directory section. If anybody needs help with inserting binder page updates, please ask a neighbor or the office assistant for help. The Rules will be enforced uniformly and for the benefit of all living at Cloister Beach Towers.

Condominium living imposes more obligations on owners than living in a single family home. Violation of the Rules and Regulations by owners, guests, lessees, contractors, or anyone admitted by an owner becomes the responsibility of that owner, who will be held responsible.

Violations of the Rules and Regulations should be reported promptly to the Manager. During hours in which the Manager is not on location, violations should be promptly reported to Security.

Fines

The Association may levy reasonable fines against a unit owner for the failure of the owner of the unit, or its occupant, to comply with the provision of the Declaration, the Association By-Laws or reasonable Rules of the Association. No fine will become a lien against a unit. No fine may exceed \$100.00 per violation; however, a fine may be levied on the basis of each day of continuing violation, with a single notice and opportunity for hearing, provided that no such fine shall be in the aggregate to exceed \$1000.00

No fine may be levied except after giving reasonable notice and opportunity for a hearing to unit owners and if applicable, the unit owner's guests, licensees, contractors, or anyone admitted by the owner. The hearing must be held before a committee or other unit owners. If the committee does not agree with the fine, the fine may not be levied.

Your Board of Directors is a voluntary group of owners, who have been elected by the owners. Your Committee Chairs have been appointed by the Board. They are donating their time and effort to manage the building efficiently and responsibly. Under Florida Law, it is the mandate of the Board of Directors to maintain, repair, replace, improve and operate the condominium property.

We thank you for your cooperation in advance in helping to make the beach-living experience at Cloister Beach Towers an enjoyable one. Welcome!

MANAGER'S OFFICE

The Manager is your first source of information and the office is open from 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding holidays.

In case of an emergency after office hours, the Manager can be reached by Security.

It is the Manager's job to supervise building and security employees, manage the office and office staff, and to carry out the policies of the Board of Directors. The Manager alone is responsible to the Board of Directors and for the operation, cleanliness, and maintenance of the building. As such, equipment and mechanical failures should be reported to the Manager immediately and the problems will be remedied as soon as possible. All building complaints or any infraction of the Rules made by an employee or contractor working for the Association must be brought to the attention of the Manager. It is suggested that complaints be put in writing. The Manager is expected to make recommendations to the Board and it is also the Manager's responsibility to see to it that the Rules and Regulations are adhered to.

No Board Member or unit owner is authorized to interact (supervise, direct, interfere with, or question) with the Association's contractors performing work for the association; or janitorial or maintenance staff of the association with the exception of the President, his/her designated representative, or the manager, or his/her employee representative.

Suggestions and complaints should be made in writing and should be addressed to the Manager and, if desired, to the appropriate Committee. Written suggestions and complaints should be left with the Manager during office hours, or may be sent via email at manager@cbt1200.com, by fax, or via U.S. mail. Please do not call Board Members directly.

Board Meetings are held the last Thursday of each month. No later than seven days prior to Board Meetings, owners may submit their ideas, topics, suggestions, and complaints to the Board in writing. This will allow the Executive Committee to consider items for the agenda. All notices of Board Meetings will be posted on the bulletin boards in the tower lobbies and in the garage level hallway.

List of Holidays

New Year's Day
Memorial Day
Independency Day
Labor Day
Thanksgiving Day
Christmas Day

Contractors cannot work on these holidays except in the case of emergency repairs. Emergency access will be given by Security for any contractor called by an owner for emergency repairs in addition to any contractor called by the Manager for any building emergency. These include, but are not limited to:

FPL
Comcast
Water Utility and any other City Utility Agency
Fire Alarm Company
Elevator Repair Company

GUESTS

Prior to their arrival, owners must submit to Security the names of guests, contractors, and workers. Failure to do so will prevent their admittance until the owner can be reached and has given approval to allow their admittance. No one will be admitted unless the owner can be contacted. Owners will be held responsible for all who are admitted at their request.

Guests may use the facilities of the building only when their host, the unit owner, is in residence. Guests of guests may not use the building's facilities. It is not the intent of Cloister Beach Towers to impose restrictions on guests. However, it is the responsibility of the unit owner to ensure the proper conduct of and to be responsible for all actions of their guests. It is essential that guests be informed of the Rules and Regulations by the owner and that the Rules and Regulations binder be made available to them.

Let it be understood that any non owner who is frequenting CBT premises for more than thirty (30) days a year, must also have a background check.

In the event that owners who are not in residence wish to allow family members and other guests to use their apartment and the building's facilities, written information, including the list of names, dates of stay, and time of arrival must be submitted to the Manager prior to their arrival. Guests under the age of eighteen are not permitted to occupy any unit unless adult relatives are in residence at the same time.

In the event that guests violate the Rules, the Manager will notify the owner, at the owner's expense. The owners will be held responsible for the actions of their guests, and subjected to fines. Security has the final say on immediate actions to be taken against inappropriate guest behavior.

The supervision of children is the responsibility of their parents or guardians, and the owners whom they are visiting. No bicycling, skate boarding, rollerblading, ball throwing, contact sports, or the use of power toys is allowed on Cloister Beach Towers premises. No playtime behavior can involve contact with the building or damage to the grounds. Owners are responsible for the playtime supervision of their children and child guests. Any damage to Cloister Beach Towers property of facilities by owners, their guests, or children, including any damage made by any motorized or non-motorized device is the full responsibility of the owner.

General Building Information

Building Exterior

Owners are not permitted to paint or decorate or change the appearance of any portion of the exterior of the building.

Vestibules

Vestibules between two apartments are the responsibility of the owners sharing them. They are responsible for the cleaning and decorating of them, and to keep them in good condition.

TV Antenna

A house TV antenna is available for owners who wish to connect their television to it. Cable TV service is provided as part of the maintenance. Premium channels are available at an extra charge. Please contact the office for details.

Apartment Flooring

In units in which hard floors were installed without insulating materials, rugs must cover floors in walking areas (except kitchens and baths). New marble, tile, wood, and laminate floors must have a soundproofing underlayment with an IIC (Impact Insulation Class) rating of 55 or greater for the type of flooring it will be used with. If no specialty soundproofing is utilized, a minimum of ¼ "cork may be accepted as a substitute. Sound insulating materials are subject to the Manager's approval.

Checklist of Extended Leaves

When not in residence, owners are responsible for shutting off the water supply to their hot water heater, washer and other appliances – see the "Forms & Maintenance Suggestions" section in this binder for the "Extended Leave Apartment Preparation Checklist". To prevent water damage, owners must turn off both hot and cold water to the washing machine, when the machine is not in use. Owners are responsible for preparing their refrigerator and for closing their hurricane shutters along with a number of other important procedures.

Mandatory Evacuation

If a mandatory evacuation is called for during a hurricane or any other emergency, unit owners are to follow the same procedure checklist as when leaving for an extended period. This includes preparing all appliances and most importantly, closing all hurricane shutters, because if one unit is compromised, then all units are compromised. A fine of \$100 will be imposed for each occurrence the Association must intervene for and secure the unit.

Homeowner's Insurance

The Board of Directors recommends that owners carry Homeowner's Insurance applicable to condominiums.

Doors

All doors leading to the shared foyer between the two apartments, when not in use, must remain closed at all times. Leaving doors open when cooking or when washing and drying clothes can not only activate the fire alarm system, but also can cause damage to walls and ceiling of the entry way and allow unpleasant odors to enter the elevators and adjoining apartment.

Balconies

Owners are not allowed to installed layers of tile on older existing balcony tile. Balconies may not be carpeted. Any owner tiling a balcony in violation of this regulation will be required to remove the tile down to bare concrete at their expense. Should they refuse to do this, the Association will remove the tile and the owner will be charged for this work. Consult the complete regulations for tiling balconies in the “forms” section of this directory for complete information, or consult with the manager for further clarification.

Flower pots, planters, or any other objects may not be put on the top of railings and ledges. Do not suspend flower baskets, etc. outside your windows or doors. Care must be taken when watering plants to prevent water from dripping off the balconies.

Hanging towels, blankets, rugs or clothing on the balconies is **not** permitted. Mops, cloths, brooms, rugs, and vacuum cleaner bags must not be dusted or shaken from balconies or windows, nor in halls or stairways. Do not throw any object, including cigars, cigarettes, or ashes from balconies. No cooking is permitted on balconies.

Windows

To prevent damage from sudden storms, residents should close all windows and doors when leaving at all times.

New windows must conform, in color, to building standards, and must look similar to all other windows to maintain a uniform appearance.

Installation of window tinting must conform to building standards. Contact the office for samples and specifications.

Window treatments, curtains, etc. must be lined in off white in order to maintain a uniform building appearance.

Hurricane Protection of Windows and Units

The Board of Directors strongly recommends hurricane shutters, impact windows, or other approved materials determined as hurricane protective materials by City and State Code be installed on all unit openings that contain glass.

Hurricane shutters, impact windows, or other approved materials must conform to the building standards. Hurricane shutters must be accordion type, white, ceiling to floor on the balconies, placed behind the railings, and they must conform to current building codes. Contact the office for specifications and samples for shutters, windows, or other approved materials. The office will supply sources and further details on request.

Owners must submit plans and permits to the Manager for approval prior to installation of new windows, shutters, or other approved materials.

Hurricane shutters must be closed whenever you are not in residence; when you are away on extended leaves, and when leaving the unit for any period of time longer than three days during the months commencing June 1 and ending November 30 of any year. You must also ensure to remove any materials from the unit that could possibly leak or cause any other problem, health or otherwise, during an extended time without power. There will be a one hundred dollar (\$100.00) fee charged, per occurrence, to owners, for each occurrence the Association must intervene for and secure the unit.

Shutters must be kept clean and in functioning condition. Installation and maintenance are the owner's responsibility. Maintenance should be completed between December 1 and May 30 of each year.

Storage Areas

In accordance with fire regulations, no flammable objects may be stored in the storage areas, the apartments or exit hallways. **No items of any sort may be stored in exit hallways and staircases.** Also, new storage cabinets may not be built in the fire exit passages of each floor.

Personal belongings, luggage, etc. may be kept in the storage bins assigned to the owners for their exclusive use.

To prevent water damage, it is recommended that these items be raised off the floor by at least three inches. Cloister Beach Towers will not be responsible for stored items, for any reason.

Renovations & Alterations

Service or repair to individual units is the responsibility of the owner, and must be arranged by the owner. In an emergency (broken water pipes, etc.), immediate steps to minimize damage must be taken. The Manager will provide assistance. Call Security if the emergency is after hours.

Owners who plan to renovate or remodel their apartments are required to file all plans with the Manager. **No work may proceed without plan approval.**

All work must conform with the city building codes as well as to the Cloister Beach Towers documents. OWNERS WHO DO THEIR OWN RENOVATIONS ARE ALSO SUBJECT TO THESE RULES.

All contractors must be insured and licensed. **A certificate of insurance naming "Cloister Beach Towers" as an additional insured must be indicated on the certificate.** The insurance policy dollar requirements vary for the type of work being done.

Contractors who provide the following services are eligible for the \$300,000 insurance requirement, including product liability and completed operations:

- Window Treatments
- Interior Painting
- Wall Coverings
- Closet Treatment Installers
- Mirror Installers
- Carpeting and Wood Flooring
- Finish/Trim Carpentry (i.e. Cabinets, shelving, moldings, interior doors)
- Sound Systems
- Caterers
- Car Detailing
- Valet Service

All other contractors and general contractors must have \$1,000,000 minimum insurance, including product liability and completed operations.

Prior to the start of work, contractors and owners must sign an agreement form indicating that they understand the Rules and Regulations of the building. In addition, if a dumpster is to be rented, contractors and owners must also sign an agreement form and post a deposit with the Association in accordance with the size of the dumpster. There are numerous safety and usage

rules regarding rental dumpsters. Consult with contractor and dumpster forms provided in the 'forms' section of this directory for complete information or consult with the Manager for further clarification. Work will not be allowed to proceed until all these documents are submitted to the Manager and approved.

The hours for all work and for moving in or out are 8:15 A.M. to 4:45 P.M. Monday through Friday. Work is not permitted on Saturdays, Sundays or holidays. (See list of holidays under the "Manager's Office" section in this binder). Contractors must be off the premises by 4:45 P.M. **Contractors must obtain a daily parking pass from Security.** No soliciting is allowed on the premises.

Owners and contractors are responsible for the removal of all construction debris from the building. The building's trash chutes and dumpsters may **not** be used for this purpose. Violations will result in a fine to the owner.

Security Rules

Apartment Keys

You are required to leave a key to your apartment with Security to be used in an emergency when you are away. It is the responsibility of each unit owner to ensure the keys given to Security are the proper keys and in working order. When extra locks are installed or locks are changed on apartment doors, owners must report these changes and furnish keys to the new locks to the Manager. Keys will be kept by Security, in a locked cabinet.

Medeco Keys

For security reasons, Medeco keys provided to you for the building entrance may not be given to employees or anyone other than the occupants of the apartment. There is no reason for anyone other than the owner to have Medeco keys, as all entrance doors have cameras and intercoms, alerting Security to arrange for entry. Owners breach the security of other owners by the careless handling of these keys. Do not attach a name or address to these keys.

If an owner has forgotten the Medeco key, call Security over the lobby intercom to be admitted.

Identification of owners, guest and visitors

All owners must provide Security with a three number or three letter 'pin'. This 'pin' will be used to make a positive identification of an owner over the telephone or intercom. No guest will be admitted when the owner is not in residence, unless the owner calls and is identified from said 'pin'.

All guests of owners, whether here for a day or longer, must be registered with Security, by the owner, before the guests arrive.

It is the responsibility of each unit owner to ensure the keys given to Security are the proper keys and in working order.

A guest who has not been registered with Security will not be admitted to the building until the owner has been contacted and has given approval for the guest's admittance.

The above applies to all persons: nurses, trades persons, professional persons, etc.

Security will keep an accurate and complete record of the name, arrival and departure of all guests and others admitted to the building.

Owners who plan to be away for any number of days should notify the office or Security, giving dates of departure and return, and an address and telephone number where they can be reached in case of emergency.

Noise Prevention

We encourage radios, televisions, and musical instruments must be kept at a reasonable volume level, especially between 11:00 P.M. and 9:00 A.M. Wind chimes are not permitted in open areas.

Please use the trash chutes between the hours of 8:00 A.M. and 11:00 P.M. only.

Parking Regulations

The parking garages were designed for standard passenger automobiles and as such the garage entrances have a limited height clearance. Therefore, no vehicle may enter the garages other than a passenger automobile or similar passenger vehicle of a height no higher than 67 inches, as posted at the garage entrances. Failure to observe this height restriction that results in damage to a vehicle is solely the responsibility of the vehicle owner or driver and is not the responsibility of Cloister Beach Towers. All other vehicles must be parked on the north side of the upper deck but commercial vans and trucks, and trailers may not remain parked overnight. **Recreational vehicles, motorcycles and campers are not allowed on the premises at any time.**

All spaces in the two garages are the private property of their owners. You must not park in any space but your own. If an owner obtains permission from another owner to park in his/her space, it must be in writing and filed with the Manager. Only other owners in the building will be allowed to use owner's spaces. Owners may not allow employees or contractors to park in any garage space.

The Security office will provide you with a parking sticker. Parking stickers are provided only for unit owners and residents who have been approved by the board. If any person is in residence who has not been approved by the board and who wants a parking sticker; they must go through the approval process. Two parking stickers are provided for each unit, and each unit is currently limited to the parking of a maximum of three vehicles due to our restricted space. Under no circumstances will parking stickers be given out to other family members who are visitors, even if for extended periods of time. A guest pass obtained by Security and to be placed in the windshield are to be used in these instances.

You are required to display the sticker on your vehicle in order for the Security staff to be able to identify your vehicle. If you are away for an extended period, leave a key to your vehicle with Security. The cars may have to be moved for garage and deck painting or cleaning.

Pull up to stop blocks and do not back into the parking spaces. Observe a five mile per hour speed limit!

Cars in parking areas are parked at the risk of their owners. Damage to cars in case of fire, flood, hurricane, theft or any other reason is not the responsibility of the Cloister Beach Towers Association.

The parking areas on the upper level deck facing the building are reserved for owners. Please respect the other owners and do not allow guests or employees to park in the "Reserved Owner" parking spaces.

Use of Facilities

The Pool Area

NOTE: THE RULES GOVERNING THE USE OF THE POOL AREA ARE ALSO POSTED IN THE POOL AREA.

All persons using the pool do so at their own risk. The use of the pool is for owners and their guests only. Guests may not bring guests. The swimming pool is open between 7:00 A.M. to sundown. Please be considerate and keep activities to a reasonable level during early morning or late evening use. Remember to respect your neighbors' comfort.

Children under the age of twelve are not permitted in the pool, unless accompanied by an adult who will be responsible for them. Infants under three years of age are not permitted in the pool. Children three years or older must be toilet trained to use the pool.

All persons must take a shower immediately before entering the pool. Persons with skin sores must not use the pool and persons with skin or other ailments are requested to consult with their doctor before using the pool.

Food is allowed on the upper deck of the pool area only. Drinks must be in plastic containers. Glass containers are not allowed. Use the refuse containers in the area to dispose of all trash.

The barbecue must be wheeled out from its storage area under the overhang, preferable by the banister near the staircase and ramp. Please clean any spills from non-grill areas and return utensils to the kitchen. After using grill, it is the owner's responsibility to clean. Tools are provided.

Cover all furniture with towels before using. Pool patio and deck furniture may not be taken to the beach or removed from the pool area.

To avoid accidents, users of the pool and patio area shall not participate in games involving ball playing, running, jumping and diving into the pool.

When listening to radios or similar sound emitting devices, please respect your neighbors' auditory comfort. The use of headphones is recommended.

Before entering the pool and pool area from the beach, feet must be washed to remove all sand and tar. Facilities for showering and removing sand and tar can be found on the deck near the beach entrance.

All owners can use their Medeco keys to open the deck gate leading to the beach stairs. Please make sure the gate stays locked after passing through it. **DO NOT CLIMB OVER THE GATE.** Owners and guests must be properly attired when going to and from the pool, as well as in elevators and public corridors. Wearing of tops, robes, and shoes is required. Please dry off before entering lobbies and elevators.

Please enter the restrooms through the restroom doors and not through the gym to prevent unwanted sand and water in the gym.

The Gym

Persons using the equipment and the sauna do so at their own risk. A towel must be used in the sauna. Follow instructions posted before operating all equipment. The use of the facility is restricted to owners and their guests. Anyone using the equipment must be at least sixteen years

old. Anyone using the sauna must be at least eighteen years of age or have an adult companion. Please turn off the sauna heater before leaving.

Proper attire, including rubber soled shoes and dry clothing must be worn when in the exercise room. Wet clothing from the pool or beach is not allowed.

Please use head phones when listening to radios or similar sound emitting devices.

When leaving the exercise room make sure all equipment is turned off including the TV and lights.

The Club Room

These facilities are for the enjoyment and comfort of owners and their guests. Use the furniture and equipment with care and discretion. Bathing suits are not permitted in the Club Room. Use of the gym or any use of the pool and pool area is not permitted by guests attending a social function in the Club Room.

The Club Room is for family and social functions only. The room may not be used for charity, political, professional, or other similar business purposes. Owners must be present at the event. Due to limited guest parking, no more than fifteen cars of non-residents of Cloister Beach Towers can be parked on the premises. If additional parking is needed, an insured valet service must be hired by the owner. A list of non-resident guests must be submitted with the application and only those guests listed will be admitted by Security. When using the Club Room, please respect the other owners and do not allow guests to park in the "Reserved Owner" parking spaces.

Owners who desire to use the Club Room for their own private parties must submit a Club Room application to the Manager at least two weeks prior to the event stating the date, purpose, and approximate number of persons expected. If an owner wants the Club Room less than two weeks, approval will be given if the room is available. Consult the Club Room form provided in the "forms" section of this directory for complete information or consult with the Manager for further clarification. Guests of owners may not schedule the room. Due to fire code restrictions, occupancy limits must be adhered to and the event will not be approved until a proper guest list within the occupancy limits is submitted to the Manager. The Association has priority for the use of the Club Room. When the Club Room is not in use by the Association, owners may schedule use of the room on a first come, first served basis. All use of the Club Room must be pre-approved.

The owner/ hosts will be responsible for the behavior of their guests and the prompt clean-up, within 24 hours, after parties, and will indemnify the Association against any loss, damage, or expense, including legal expense. Cloister Beach Towers is to be held harmless for any negligence and/or liability resulting from use of the Club Room by unit owner/user.

There is no charge for the use of the room by an owner, but a security deposit of five hundred dollars (\$500.00) must be given to the Manager at least five business days prior to the use of the room. Owners must inspect the space prior to the event and inform the Manager of any unacceptable conditions and these will be noted on the application. If no notation is made for any unacceptable condition prior to the event, the security deposit will not be returned.

The deposit will be returned less any amount required to clean or repair, if this is not done properly by the host owner. This does not mean the owner's responsibility is limited to \$500.00. The owner will be billed for the total cost of clean-up or repair. Deposits will be returned within five business days if there is no clean-up or repair damage. In the case that clean-up or repair

damage has occurred and is billed to the owner, any remaining deposit will be returned after the clean-up or damage repair has been completed, whether by house staff or by an outside vendor.

The Library

The library is located in the Club Room. Books and magazines have been donated by the owners of Cloister Beach Towers. Feel free to use the books and magazines and to remove them from the library. Please return them after you are finished with them. Please donate your used books and magazines to the library since it receives no funds from the Association.

Pets

Owners, lessees, visitors, relatives and employees are not permitted to have pets of any description at Cloister Beach Towers.

Elevators Moving Hours, and Deliveries

The appearance of the elevators will be preserved only if care is taken not to damage the interiors with packages, shopping carts, or furniture.

Moving hours are 8:15 A.M. to 4:45 P.M. – Monday through Friday. No moving or delivery will be allowed on Saturdays, Sundays or holidays. Please give the Manager notice for the installation of padding 24 hours prior to the arrival of any move or delivery. Failure to comply will result in the refusal of the move or delivery.

Padding must be in place before large items may be loaded into the elevators. If pads are not in place, notify Security and the pads will be hung promptly. Any damage occurring, if these rules are not adhered to, will be the responsibility of the owners, their employees and contractors.

Do not, for any reason, block the elevator doors open for an extended period of time. Other owners may want to use the elevators. Movers must fill elevators and move the items out of the elevators immediately. No items are to be left in the main lobby area or in the shared lobby areas. Because moves are time consuming, we encourage neighbors to be considerate of the situation and if an elevator is in use due to a move or a large delivery, to consider using another elevator and the catwalk for immediate access.

Furniture may not be brought through the lobbies, but must enter the elevators at the garage level. Please return grocery carts and luggage racks promptly to their designated places in the garage level.

In the event of a power failure, the elevators will return to the lobby level. Only those elevators that are required by city code will run; the others will remain on the lobby level with the doors open. They will not operate until the power is restored.

In case of emergencies, use the telephone in the elevator cab. The phone will automatically call the elevator company. The elevator company will contact CBT Security immediately after receiving a call.

Avoid using the elevators during thunder or lightning storms when most power failures occur. Do not use elevators in case of fire.

Stairways

The Stairs are available for the use of owners at all times. The second floor exterior doors are kept locked for security reasons. Please do not prop these doors open.

No storage of any kind is permitted in the stair towers by order of the Fire Marshall. Newspapers and trash are not to be placed in the stairways.

Garbage, Debris & Trash Removal

Use the garbage disposal in the kitchen sink for food garbage.

Large bones and all other items must be securely wrapped in plastic before using the chutes. Please double wrap or cushion heavy items, cans and especially glass in separate plastic bags and toss down the chutes. The chutes must be used for all other items. Owners who abuse this policy will be fined.

To prevent fire hazards, do not empty waste baskets directly into the chutes. Do not deposit cigars, cigarettes, or ashes into the chutes until they are completely extinguished and wrapped in foil. Check with the Manager for the proper disposal procedures for hazardous or combustible materials.

To avoid clogging the chutes, cartons or heavy cardboard cannot be dropped into the chutes. They must be brought to the garage level trash room located in the south garage.

Residents may recycle newspapers by using the yellow recycle containers in the garage level. If you wish to recycle bottles and cans, please wash them and place in the blue recycle containers also located in the garage level trash room. Do not leave any trash anywhere in the garage level hallway.

Cloister Beach Towers will not supply trash or waste basket bags of any kind.

The Association is responsible for the proper operation and condition of the trash chute door. If damaged by misuse by the unit owner, the association will make the repair and charge the owner. Do not block or seal the trash chute – access is needed in the event of fire or blockage.

Pest Control

The Association provides monthly pest control for the apartments and common areas of the building. The service is included in the maintenance fee. All apartments are required to be treated for pests on a monthly basis.

If an owner chooses not to use the Association's pest control company, it is the owner's responsibility to provide the office monthly written proof that the apartment has been appropriately treated for pests. The Manager will keep a record of owners who are using approved pest control alternatives to the Association's pest control company. Owners who do not use either the Association's pest service or their own will be fined \$100.00

Employees & Live-In Workers

The following repeats Section 10, Paragraph one, of the Declaration of Condominium of Cloister Beach Towers. "Each apartment shall be occupied only by a family, its servants and guests, as a residence and for no other purpose."

If an employee of either the Association or an individual is terminated, for cause, that individual will not be permitted on the premises unless he/she is a guest of an owner, and only when that owner is in residence.

Sales and Leasing (also see Condo documents, page 2)

Owners who wish to sell or lease their apartment must first notify the Manager's office. Brokers or sales agents will not be admitted unless the owner's notice to sell or lease is listed at the office. Owners must have their sale or lease transaction approved by the Board of Directors prior to closing.

All new owners and lessees must sign an agreement to comply with the Rules and Regulations of the Cloister Beach Towers Association.

After approval of the tenant by the Board of Directors, entire apartments only may be leased for a period of not less than one year, provided the occupancy is only by the lessee, his family, servants and guests. No rooms may be rented and no lease may be sub-leased. The two-bedroom apartment may be occupied by a maximum of four people and the three-bedroom by not more than six.

No apartment may be leased for the first three years after it has been purchased. No apartment may be leased for a period of less than 12 months or more than one year. No "For Rent" or "For Sale" or any other signs are permitted on Cloister Beach Towers property. Open houses are not permitted.

Owners who rent their condos cannot use any of the facilities during the period of lease.

Liability

An apartment owner shall be liable for the expense of any maintenance, repair, or replacement in the common areas of Cloister Beach Towers rendered necessary by his or her negligence or by the negligence of any family member or guest, employee, agent, or lessee. The owner will be charged for damages as deemed necessary.

The Fire Department will fine the Association \$100.00 for each false alarm. If the owner or his or her guests or employees are responsible for setting off a false alarm, the monies due for this offense will be the responsibility of the homeowner.

Solicitations

Solicitations are not permitted in the building or on the building grounds by any owner or outside agency.

Service

All work orders must be submitted to the Manager during office hours or on the office answering machine after hours. Emergencies will receive prompt attention. All other work will be scheduled after the work chores on the building have been completed.

Rosters

For the benefit of all owners, the Management will maintain rosters of all owners of apartments. The lists will also give the parking spaces, addresses and telephone numbers of owners not in residence. All name changes and updates must be submitted to the Manager's Office as soon as possible. Lists will be kept in the office, of apartments known to be for sale or lease.

Smoking

For the health, safety and enjoyment of all owners, **NO SMOKING IS PERMITTED IN ANY COMMON AREAS**, except designated areas. Smoking is not permitted in the lobbies, basement, elevators, stairways, office, Club Room, exercise room, bathrooms and pool area. Ashtrays are provided outside lobby and parking garage entrances. This rule will apply equally to all owners, their guests, employees and any workmen allowed onto the property.

If you smoke on your balcony, you must be considerate of your neighbors. Do not drop or throw any cigar or cigarette butts or ashes from your balcony.

Miscellaneous

All notices of Board of Directors meetings will be posted on the bulletin boards in the lobbies and garage level hall.

At these meetings, owners may speak, when recognized by the Chairperson, at the end of the Board of Committee discussion and before a vote shall be taken.

Pursuant to the condominium act of Florida Statutes 718.106(3) and 718.111(5), the Association is granted, by statute, the right of access to each individual condominium unit.

Such access must be during reasonable hours, for the purpose of maintenance, repair, or replacement of common elements, or any portion of the unit for which the Association is responsible. The Association shall have access for emergency repairs which are necessary to prevent damage to common elements or to another unit.

Access to Association Records

Pursuant to the provisions of Section 718.11 (12) Florida Statutes, the Board of Directors of the Cloister Beach Towers Condominium Association, Inc. has adopted rules governing property owners' rights to access the official records of the Association:

1. The official records available for inspection and copying are those designated by Florida Law.

2. Every owner or the owner's authorized representative, as designated in writing, signed by the property owner, shall have the right to inspect or copy the official records pursuant to these rules. Wherever an owner is referenced in these rules, the owner's representative designated in writing, signed by the property owner, shall be included.
3. An owner desiring to inspect the Association's official records shall submit a written request to the Secretary or Property Manager of the Association. The request must specify the particular record subject to inspection, including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association to retrieve the specific records requested. The inspection or copying of records shall be limited to those records specifically requested.
4. No unit owner may submit more than two written requests for inspection or copying in a thirty (30) day period.
5. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No records may be removed from the location of inspection. No alteration of the original records may be made.
6. Records will be made available for inspection on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection and, where a representative will be inspecting, the written designation of the representative must accompany the request. This time frame may be extended by written request of the property owner. In addition, this time frame shall be extended in the event records are so voluminous or otherwise in such a condition as to render this time frame unreasonable.
7. Inspection shall be made only during normal Association business hours or normal business hours of the location of inspection, if other than the Association office. (For the purposes herein, the term "working day" shall mean Monday through Friday, exclusive of Federal, State and local holidays on which the office of the Association is closed. For purposes herein, "normal business hours" shall mean those times the Association offices are open.) 9:00 A.M. to 5:00 P.M., Monday through Friday, shall be deemed the hours that the records are available.
8. If a copy of any records is desired, the property owner shall designate in writing which record is desired, or, in the alternative, may designate such record by use of a tab or clip upon the pages desired. Any written request must designate the specific record or portion thereof.
9. A property owner must pay the expense of copying including a charge of twenty-five cents (\$.25) per page or such other amount allowed by law. Payment in advance of copying may be required at the sole discretion of the Association. No written request for inspection or copying may be made in order to harass any property owner, resident or Association agent, officer, director or employee. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and may not interfere with the operation of the Association office or office where the records are otherwise inspected or copied.

The Association may request that advance payment of a reasonable number of hours anticipated depending on volume of documents requested be paid by the property owner or representative in advance of the date of the document production.

10. A violation of the inspection Rules may cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith. Requests for inspection which do not comply with the rules may not be honored by the Association.

10-21-11