



RULES AND REGULATIONS

OF

BAYSIDE CONDOMINIUMS

ASSOCIATION OF BREVARD, INC.

MARCH, 2021

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INTRODUCTION

Bayside Condominiums Association of Brevard, Inc. ("Bayside") was established in 2002 at Cape Canaveral, Florida, in compliance with city, county, and Florida statutes governing condominium living. The community consists of three five-story buildings containing 24 residential units each and 28 town-home units.

The Bayside Condominiums Association of Brevard, Inc. Board of Directors consists of unit owners elected by the membership to govern the Association according to the procedures outlined in Bayside's governing documents. Bayside's governing documents include Bayside's *Declaration of Condominium, Articles of Incorporation, Bylaws*, and Board made *Rules and Regulations*. Bayside's Declaration is recorded in the public records of Brevard County, Florida.

The Board of Directors meets periodically, and meeting times/locations will be posted on the bulletin boards in each of the mid-rise buildings, in the pool house, and at our property management company website. The Board of Directors controls the operation and management of the Condominium.

Normally, if you have a concern, a service request, or want to report a violation, you should submit it through the website or call the management company. Membership participation in Board meetings may be limited to meeting agenda items, and subject to Board rules governing member participation during meetings.

In a community consisting of 100 units occupied by people with diverse backgrounds living in close proximity and sharing common walls, floors, ceilings, hallways, elevators, garages and other common areas, it is necessary to have reasonable Rules and Regulations to ensure that everyone can enjoy the wonderful community lifestyle that we all desire. The information contained in this Board of Directors' approved booklet is condensed from the Bayside's governing documents, which are also on the management company's website, www.cloverkeyinc.com.

This rule booklet is not all inclusive, is intended to be a quick reference guide, and may be amended from time to time at the Board of Director's discretion. Please refer to Bayside's governing documents for further information. Also, refer to *Guidelines for Neighborly Living*. These Board-made Rules are intended to promote the health, happiness, and well-being of residents.

All owners and tenants must make an effort to respect the rights of our neighbors and to abide by the governing documents of the Association. Florida statutes governing condominium living require that the Board, to the best of its ability, enforce the governing documents and relevant statutes in a timely and consistent manner.

Any infraction of the governing documents (including these Rules) may result in the

Association levying fines at the rate of \$50 per violation or \$25 per day of a continuing violation. You are urged to follow the governing documents and these Rules without forcing anyone to initiate litigation. The resulting action can be very expensive. These Rules are in place to keep our community a great place to live.

NEW RESIDENTS

The Board of Directors wishes to become acquainted with all new residents of the community, both owners and lessees. Please remember that Bayside is a condominium community. Although you own your unit, you now live in close proximity to many people. Please be kind, considerate, and respectful of your neighbors' rights and property. Additional information applies:

It is the responsibility of the owner to:

1. Provide the owner profile information to the management company so that they can update the mid-rise door entrance information, as well as the keypad and the gate entrance call box with your name and telephone numbers for each mid-rise unit and townhome. Accurate mailing address and e-mail address are also needed.

Rules to follow when moving in/out:

1. The restrictions on where the moving trucks unload and park. (see PARKING)
2. The use of elevator pads. (see ELEVATORS)
3. The method of discarding moving boxes. (see TRASH RECEPTACLES/ROOM)
4. You will be responsible for any damage to common property as a result of your move.
5. Replacement cost of common keys, mailbox keys, storage room keys, garage door openers, and entrance gate openers. (see KEYS)

AIR CONDITIONING

The heater/air conditioning unit belongs to the unit owner. The operation and maintenance is your responsibility. The air handler is inside your unit.

If you are having your unit serviced/installed, you must make arrangements 24 hours in advance with the management company, (321) 453-1585 (preferred days--Monday, Wednesday or Thursday when maintenance staff is on duty)*, for proper access to rooftops and to add protective padding and flooring to elevators.

Window air conditioning units are not permitted unless approved in writing by the Board of Directors for temporary use for emergency or unusual conditions (see EMERGENCY EQUIPMENT).

ARCHITECTURAL CHANGES

No changes are permitted to the exterior of the unit, except for the installation of storm shutters, screens, shutter screens, or solar screens, following written approval by the Board. (see STORM/HURRICANE SHUTTERS, SCREENS, and SATELLITE TV DISHES).

ASSESSMENT/MAINTENANCE FEES

All assessment (maintenance) fees are due on the first day of each month and will be considered delinquent one day after due date. When payment is more than ten (10) days late, a \$25 late charge will be assessed and a courtesy letter will be sent to any delinquent owner. If payment has not been received by the first day of the following month, the account will be turned over for collection. Refer to the Association Rules and/or Section VII Common Expenses, Assessment, Collection, Lien and Enforcement Limitations of the Declaration of Condominium for details of this process. Bayside may charge interest at the maximum rate permitted by law, if assessments are unpaid for over 30 days after the due date.

BALCONIES

The following rules apply to both mid-rise and townhouse balconies:

1. Storage of bicycles, surfboards/boogie boards, storage boxes/sheds, beach carts, or any watercraft is not permitted.
2. Carpeting of any type, or any other type of floor covering on individual limited common element_unit balconies or any common walk-ups, or other areas designated as limited common areas or common areas, is prohibited and the Association shall not grant permission to install carpet,_or any other type of floor covering on the individual unit balconies or walk-ups.

BARBEQUE GRILLS/FIRE PITS/TIKI TORCHES/PATIO HEATERS

Florida Fire Protection Code prohibits the use or storage of cooking or heating devices (including LP Gas and charcoal grills) or LP gas tanks on mid-rise balconies or used within 10 feet of any structure. **NOTE: ELECTRIC GRILLS ARE PERMITTED.** Fire pits, tiki torches, and patio heaters are also prohibited on balconies. These regulations are

enforceable by the Fire Marshall.

BICYCLES **

Bicycles must not be ridden or parked on the pool deck, sidewalks, or front and rear balconies of the mid-rise buildings. **NOTE: Mid-rise front balconies are considered common areas, and rear balconies are considered limited common areas. Bicycles cannot be parked or stored in these areas.**

Townhouse residents must not permanently park or store bicycles in front or side yards, walkways, or patios/porches. Bicycles may be parked or stored within and out of plain sight in those townhouses that have enclosed and gated courtyards.

****EXCEPTION:** Upon written request and subsequent Board of Directors' approval, bicycles may be stored within the lines of your assigned parking space in mid-rise garages according to these Rules:

1. Spaces 1 & 12: Bicycles must be parked on a rack along the north or south side wall.
2. All other spaces: Bicycles must be parked on a rack and within the lines of your assigned parking space.
3. Bicycle racks must be portable/moveable and not attached to the floor, wall, or ceiling. A rack is not required for three- or four-wheeled bicycles.

CHANGE OF OCCUPANCY

If you plan on leasing your unit, be aware of owner responsibilities and liabilities (See page 11). When your unit is sold, notify the management company of your move date.

CONTRACTORS/SERVICE PERSONNEL

1. Owners are responsible for applying for appropriate building permits, following all building codes, and hiring licensed and insured personnel for renovation or service work.
2. **Mid-rises**--Renovations performed by contractors/service personnel must only be conducted between the hours of 9:00 a.m. – 5:00 p.m. Monday through Saturday. Emergency repairs after hours are the exception.
3. Contractors may unload/load their vehicles in front of the mid-rise buildings, but thereafter these vehicles must then be parked in the pool house parking lot.

DECORATIONS

1. No permanent hanging devices may be attached to the outside walls, doors, or gutters.
2. If music or motors are a part of the decoration, it must be turned off before 10:00 p.m.
3. Electric lights or decorations must be turned off or unplugged before 10:00 p.m.
4. Decorations are not to pose a safety or fire hazard.

The following rules apply to all common area mid-rise lobbies/breezeways/elevator landings/stairwells:

1. Decorations are not to pose a safety or fire hazard.

The Board of Directors reserves the right to remove decorations that do not comply with these rules or present a safety or fire hazard. Decorations will be returned to the owner after the holiday has passed.

DELIVERIES

Damage done to common property during delivery/pick-up is the responsibility of the owner/lessee.

DRONES

Due to the expected level of personal privacy in residential settings, the use of drones or similar devices is prohibited on Bayside Condominium property, except by Board of Director's or Management Company's authorization.

ELECTRIC VEHICLES:

If you choose to purchase an electric vehicle and live in the mid-rises, you must seek approval before installing the charger unit for the vehicle from the Board of Directors and pay the respective costs of installation. Any expense to charge the vehicle is the responsibility of the owner.

ELEVATORS

If the elevator malfunctions while unoccupied, call the management company. **NEVER call the elevator company first, because it will result in an expensive service call.**

If the elevator malfunctions while you are inside it, press the call button to phone for help. The elevators are monitored 24/7.

ELEVATOR PADS/FLOOR PROTECTION

The use of elevator pads/ply board to protect the interior of the elevator is extremely important. Elevator pads/ply board must be used to prevent damage while **moving furniture, appliances, renovation materials/equipment or large bulky items.**

Contact the management company at least **24 hours prior to needing pads and flooring placed in the elevator.** **The preferred days are Monday, Wednesday, and Thursday when maintenance staff is on duty.*** Any damage done to common property is the responsibility of the owner.

EMERGENCY EQUIPMENT/GENERATORS

Window air conditioning units and space heaters are not permitted unless approved by the Board of Directors for temporary emergency use or unusual conditions.

Town Homes--Owners of townhomes may request in writing to the Board of Directors the permanent installation of emergency generator/equipment, to exclusively service their town home. The Board of Directors must approve the location of the generator/equipment. Any approved generator/equipment must be powered by natural gas and shall be a limited common element appurtenant to the unit it serves.

The unit owner shall bear all costs for the installation, maintenance, repair, and replacement of the generator/equipment and all electrical/mechanical/physical fixtures and/or equipment associated with the generator/equipment. The unit owner shall indemnify, defend, and hold the Association harmless thereafter in any aspect of the generator/equipment and its operation.

Mid-Rises--Generators are not permitted to service mid-rise condominium units.

EXTERIOR OF THE UNIT

Nothing shall be permanently attached to any exterior common wall or door other than the standard unit numbers; religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep in accordance with Section 718.113 (6), Fla Stat.; permanent storm/hurricane shutters or temporary storm panels.

For mid-rise buildings:

1. Only artificial or living potted plants (up to two) at the front door area are permitted. They must be within the recessed door area so as not to obstruct the walkway. Water must be contained within the pot at all times. Dry up any water leaking from the pots. Faded and/or dying plants must be removed as soon as possible. **Nothing** is permitted on the walkway.
2. Door mats are allowed but cannot protrude into the walkway.
3. Chairs may be used on the front breezeway but cannot protrude into the walkway. They must be brought in when not in use and/or must be removed each night per the Cape Canaveral Fire Marshall.
4. No plants, ornaments, or other decorative objects are to be hung on or from any of the breezeway balconies, except decorations (see DECORATIONS).

FIRE EXTINGUISHERS

Mid-Rises

Fire extinguishers are located on each floor of the mid-rises and are annually inspected, refilled or replaced if necessary by the Cape Canaveral Fire Department.

Town Homes

Fire extinguishers are located in the garage if originally provided in the Town Homes at time of purchase. They will be inspected, refilled or replaced if necessary by the Association.

GARAGES

Mid-Rises--The garage storage room doors are considered limited common elements; and, therefore, no item may be attached to the doors such as hooks, brackets, decals/stickers.

Nothing should be stored on the exterior of the garage storage room or in your designated parking spot except for bicycles, motorcycles, or non-motorized watercraft, as specified in other sections of these Rules. (See *Bicycles* and *Parking*).

HURRICANE PREPARATION

The Bayside Hurricane Preparedness Plan may be found on Clover Key, Inc.'s website, www.cloverkeyinc.com. Review the plan and know your responsibilities in case of a storm.

IMPACTS ON PARKING SPACES AND DRIVEWAYS

Residents or owners whose vehicles drip oil, transmission fluid, and/or similar fluids onto the concrete or asphalt parking spaces or driveways shall clean up the drippings as soon as possible and are responsible for removing any stains left by the drippings or other damage. Failure to comply will result in the Association having the stains removed or the damage repaired at the owner's expense.

INTERIOR RESTRICTIONS

Mid-rise buildings are constructed with post tension cables that run the length and width of the building between all floors. **It is VERY important that there is NO DRILLING of holes in the floors or ceilings of the mid-rise buildings (including rear balconies) for ANY REASON.** Drilling may cause severe structural damage to the building and/or harm to individuals if the cable should snap due to a puncture.

Fire codes prohibit the painting and/or damage of the fire sprinklers/alarms and can result in a fire inspection failure. The unit owner will be charged for replacement if they are painted and/or damaged and can be fined by the Fire Marshall. Do not hang items on the fire sprinklers as it can damage or set off the sprinklers.

Interior renovations that require city/county/state permitting must be approved, in writing, by the Board of Directors and follow all pertinent building and safety codes.

IRRIGATION WATER/PONDS

Irrigation water is non-drinkable and is not safe for consumption. **No swimming, fishing, or watercraft of any type is permitted in the ponds.**

KEYS

One set of keys to the common areas (high-rise lobby doors, stairwell doors, pool gates and Pool house), as well as garage and gate openers are issued to unit owners only.

Unit owners are responsible for the keys to their unit, mailbox, and common areas and must not give keys, entry gate codes, or remote-control devices to non-residents. Replacement keys to common areas will be issued at a cost of \$100 each.

The Association does not replace entry gate remote control devices or garage door openers. Remote control devices may be purchased at local hardware or home improvement stores. Additionally, you can contact the management company to obtain a remote-control device. Locksmiths, at the cost of the owner, should be called to replace mailbox keys.

Florida Statute 718.111(5) and the City of Cape Canaveral Fire Department require that our Association maintain a key to each unit front door (both townhomes and mid-rise units). **If you change your lock, you MUST give an extra key to the management company or a Board member.**

If your storage room key is different from your unit's front door key, you must provide the extra storage room key to the management company or a Board Member, in case of emergency.

In the event that entry is required to a unit during an emergency in your absence, and a key is not available either from a neighbor or the management company, a locksmith will be called, and the door opened at the expense of the owner. If an emergency dictates immediate entry into a unit and a key is not available, the unit door will be forced open and damages charged to the unit owner.

LEASING YOUR UNIT

1. It is the responsibility of the owner to ensure that all leases are in order and that the resident profile form, including emergency contacts and all vehicle information, are provided to the management company.
2. A copy of these Rules must be given to the lessee at the time of application. A copy can be found at www.cloverkeyservices.com. Owners are responsible for ensuring that lessees and guests comply with Bayside's regulations set forth in the governing documents, and these Rules. Owners may be held liable for a lessee's or guests' non-compliance with Bayside's Rules and Regulations set forth in the governing documents.
3. The following forms must be completed and provided to the Management Company at least 2 weeks prior to a new tenant occupying the unit:
 - A. Completed *Tenant Profile Sheet*.
 - B. The Board of Directors shall be provided with a copy of the lease as well as any modifications to the lease within one business day.
4. The lease shall be in writing, consistent with the pertinent provisions and Rules and Regulations of the Bayside Condominiums Association.
5. The lease shall be for a term of no less than 6 months.

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6. The lease shall not be modified, amended, extended or assigned without the prior written consent of the Board of Directors.
7. The lessee may not assign his interest in the lease for sublease of the unit.
8. It is the responsibility of the owner to provide common keys, mailbox keys, storage room keys, garage door openers, and entrance gate openers to the lessee.

LIMITED COMMON ELEMENTS

When floor coverings have been placed over original floor or ground surfaces associated with an area designated as a limited common element or common element associated with a unit, and those floor coverings that have caused damage to areas designated as limited common elements or common elements, in which case the current unit owner shall be responsible for the costs of such maintenance or repairs of damage; or when an owner, occupant, tenant, or invitee has committed some act causing damage to areas designated as limited common elements or common elements, in which case the current owner is responsible for the costs of such damage.

Carpeting of any type, or any other type of floor covering on individual limited common element unit balconies or any common walk-ups, or other areas designated as limited common areas or common areas, is prohibited and the Association shall not grant permission to install carpet, or any other type of floor covering on the individual unit balconies or walk-ups. The owner of the unit associated with the floor coverings on areas designated as limited common elements or common elements is responsible for the costs of repairing any damages to areas designated as limited common elements or common elements, caused by such floor coverings, irrespective of when the floor coverings were installed or constructed.

NOISE/NUISANCE

Mid-Rises--Home improvement projects creating excessive noise MUST be performed between the hours of 9:00 a.m. and 5:00 p.m. (see CONTRACTORS)

PARKING

Residents--Each unit is permitted two (2) vehicles per the Association condo documents. All vehicles must have a license plate with a current registration sticker. A parking sticker for each vehicle is required and may be obtained from Management.

1. ALL guests (including service companies) must park in the villa driveway they are visiting/servicing or park at the Poolhouse parking lot.
2. Guests staying overnight must park their vehicle in the Poolhouse parking lot and must have a "Guest Parking Pass" with the duration of stay and the Bayside Villa or Mid-rise Building Unit Number. The "Guest Parking Pass" must be hung from the vehicle's rear view mirror. This is not required for visitors parking in the Villa driveways.

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3. Our Management Company's permission is required for any Visitor vehicle parked in the common parking areas for more than 5 days. Cruise parking is not permitted.
4. Mid-rise Residents must inform their visitors and service company personnel to park in the Poolhouse parking lot. Guests may unload/load in front of the mid-rises, but thereafter must move their vehicle to the Pool house parking lot.
5. Vehicles parked more than 24 hours in the Poolhouse parking lot or any time in mid-rise "Resident Parking Only" parking spaces without a "Bayside Parking Decal or "Guest Parking Pass", will be issued a parking notice.
6. The "Residents Only" parking spaces in front of the mid-rise buildings are limited in number and are, therefore, at a premium. Parking is on a first-come basis for residents, and spaces are not intended to be permanent parking or assigned parking. Only regularly used vehicles should be parked in these spaces. These spaces have a sign stating "*Parking limited to 72 hours.*"

Disabled Spaces--Specially marked Disabled spaces are in front of the mid-rise buildings and in the common parking area and are by law for those vehicles authorized to display a valid state-issued Disabled parking permit in the window, a Disabled decal on the license plate, or a state- issued Disabled Military Vehicle (DMV) license plate.

Additional Vehicles--An owner/lessee may request permission, in writing, to the Board of Directors to have more than the two (2) permitted vehicles. The Board of Directors may approve additional vehicles, for a period of six (6) months, and may renew its approval for an additional six-month period, and/or may authorize an additional time period as an exception, if circumstances dictate. All permitted vehicles in excess of two (2) must be parked in the common parking spaces near the pool house.

Owners of mid-rise units may park only **one** car between the painted lines of their designated parking space in the mid-rise garage. One motorcycle may be parked parallel to the wall in front of the parked vehicle and between the painted lines of the parking space.

Non-motorized Watercrafts--Upon written request and subsequent Board of Directors' approval, up to two non-motorized watercrafts (canoe or kayak) may be stored within the lines of your parking space in mid-rise garages provided it does not hinder foot traffic or the use of the parking space by an authorized motor vehicle.

Assigned Parking--An owner must advise the Board of Directors in writing prior to giving permission to another owner/lessee to park in their assigned high-rise building garage space during their absence.

Car covers--are only allowed in garages.

In accordance with city code, parking is not allowed on sidewalks or sidewalks that cross driveways and is enforceable by a fine. The *Declaration of Condominium* prohibits parking curbside in front of townhouses or mid-rise buildings.

Contractors, delivery trucks, moving vans/trailers may unload/load their vehicles in front of the mid-rise buildings, but thereafter these vehicles must then be parked in the pool house parking lot.

Motorized Watercraft, Moving Vans/Trailers/Recreational Vehicles/Special Purpose Vehicle, and Commercial Vehicles

1. Motorized watercraft of any type, moving vans/trailers, trailers, recreational vehicles, special purpose vehicles, and commercial vehicles are not to be parked on the property for more than a 24-hour period without prior Board approval. Such vehicles must be stored at an off-site location.
2. Moving vans/trailers, trailers, and recreational vehicles may be parked in a townhouse driveway or in the common parking area for a maximum of 24 hours when loading and unloading.
3. POD containers require board member approval.
4. Do not park across more than one lined space unless the size of the vehicle prevents parking in one lined space.

Non-motorized watercraft may be kept in the enclosed garage parking spaces provided they do not prevent the use of the parking space by an authorized motor vehicle.

Commercial Vehicles--For purposes of this Section, "commercial vehicles" shall mean those which are not designed and used for customary, personal/family purposes. "Commercial vehicles" are vehicles that may have commercial license plates, graphics or lettering displayed on or in the vehicle, or have work-related paraphernalia on or attached to the vehicle. The prohibitions on parking and storage contained in this Section shall not apply to brief temporary parking of trucks and commercial vehicles, such as for construction use or providing pick-up and delivery and other commercial services.

Residents who have commercial vehicles, temporary signage such as magnetized advertising must be removed when parked in the outside parking lots.

Maintenance or repairs of vehicles, except car washing at the wash area, is not permitted in the common parking area.

Motor vehicles without valid license plates and registration stickers shall not be kept, stored, or maintained on the property without prior approval of the Board of Directors.

Notify the management company to report violations to the parking rules using the e-forms tab on the management company website, www.cloverkeyinc.com.

PETS

1. Two (2) pets, not exceeding thirty-five (35) pounds each, shall be allowed to be kept in the owner's unit.
2. In accordance with Brevard County and the City of Cape Canaveral laws, all pets must be kept on a leash or be caged upon leaving their residence. This includes the mid-rise front breezeway/elevator/lobby/garage.
3. Each pet owner shall be responsible for cleaning up after his/her pets in the common elements (the entire Bayside Condo complex outside their unit).
4. Pets shall not create a nuisance.
5. Exotic or farm animals are not allowed as pets. The Board of Directors shall be authorized to enact board-made rules and regulations governing pets and animals, and shall be authorized to determine whether or not a pet or an animal constitutes an exotic animal or farm animal.
6. Pets are not permitted in the pool, on the pool deck, or in the pool house.
7. Cat litter **MUST** be disposed of properly in tied containers in the trash receptacles. To prevent bursting bags, do not drop the bagged litter down the trash chute. Cat litter **MUST NOT** be disposed of in drains or toilets. This will lead to drainage problems both on the property and in the sewer.

POOL AND POOL HOUSE

1. The swimming pool and pool house are for the exclusive use of owners, approved lessees, and guests accompanied by an owner or lessee. The pool is heated and there are restrooms inside the pool house. A common key allows entrance into the pool deck area and the pool house. For safety reasons, the pool gates are to be kept closed and locked at all times. The pool is open from dawn till dusk. Pool Rules are posted and enforceable by the Board of Directors.
2. Swim at your own risk. No lifeguards are on duty. In an emergency, call 911.
3. Only commercially manufactured swim diapers made for children or adults are allowed in the pool. Children 15 years of age and younger are not allowed in the pool/pool deck/pool house area unless accompanied by a parent/guardian and/or owner/lessee.
4. Smoking (cigarettes, cigars, pipes, e-cigarettes, or chewing tobacco) is NOT allowed in the pool or pool house. Smoking is permitted on the pool deck with the use of an ash tray/stand. Extinguish smoking materials properly.
5. Food and drink, on or in unbreakable containers, are allowed on the pool deck area. No eating or drinking in the pool.
6. No bathing or showering is permitted in the pool area. Soap, shampoo, etc. can be harmful to the pool water.
7. Pets are not permitted in the pool, on the pool deck, or in the pool house.
8. The pool house is used for association meetings and social gatherings. The pool house can be reserved for private parties by submitting a reservation form online at www.cloverkeyinc.com. Residents are prohibited from using the pool house or other common areas for commercial or "for profit" purposes. The fact that a proposed use of

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the pool house or common area is for a “not-for-profit” purpose shall not prohibit the Board from deeming the “not-for-profit” purpose to constitute a commercial purpose. Clean up is required immediately following the event and is the responsibility of the owner/lessee reserving the pool house.

9. The pool house and/or pool must be reserved through the management company, www.cloverkeyinc.com. The management company is responsible for maintaining the pool house event schedule.

RETURNED CHECKS

Any fees, resulting from returned checks, charged to the Association, will be passed on to the owner.

REQUEST FOR DOCUMENTS

Owners are entitled to a year-end financial statement at no charge. Documents recorded in the public records of Brevard County are linked to our management company website, www.cloverkeyinc.com. Copies of other documents require a written request pursuant to Florida law.

I. Records Defined

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

II. Persons entitled to inspect or copy

Every unit owner, or the unit owner’s duly authorized representative, as designated in advance in writing, shall have the right to inspect or copy the official records pursuant to the following rules:

III. Manner of Inspection and copying

A. Every unit owner, or the unit owner’s duly authorized representative, desiring to inspect the Association’s records shall submit a written request, sent via first class mail, postage prepaid, to the Secretary or Manager of the Association. The request must be specific, identifying the particular record(s) subject to the inspection request, including pertinent dates or time periods covered thereby, except that no single request shall request records covering a period of three (3) consecutive years. The request must be sufficiently detailed to allow the Association to understand and locate the records requested.

B. Inspection or copying of records shall be limited to those records specifically requested in the original request, except that the Association may, at its option, produce records containing the requested records, and may allow inspection of all records so produced, provided it shall be under no obligation to isolate, locate, sort or designate the specific records requested.

C. No unit owner or the authorized representative shall submit more than one written request for inspection in a two-week period nor for copying of the same record more than once in a thirty (30) day period.

D. All inspection of records shall be conducted at the Association's [Management Company's](#) office, or at the official location where the records are located, or at such other location designated by the Association, provided that such locations shall be either within 45 miles of the condominium property or within the county in which the condominium property is located. No unit owner or the authorized representative shall remove original records from the location of inspection. No alteration of the original records is permitted. To prevent loss of records and to better maintain the organization of the official records, not more than two owners or their authorized representatives shall inspect records at any one time, provided that each has signed a request to inspect records either together or separately.

E. On or before the fifth (5th) working day subsequent to the actual receipt by the Association of the written request for inspection, the Association shall, at its option:

1. make the requested records available for inspection, or
2. indicate in writing to the unit owner or authorized representative requesting inspection of records or the unit owner's authorized representative that the records will be available by the Association for inspection at a stated location during stated hours, or
3. notify the unit owner or the unit owner's authorized representative, in writing, that the records are available on a specific time, date and place for such inspection, or
4. offer, in writing, the option to provide the unit owner or the unit owner's authorized representative some or all of the records of the Association either electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

A sample response complying with the forgoing rules is attached hereto as an exhibit. The time frame may be extended by written request of the unit owner or the unit owner's authorized representative. In addition, this time frame shall be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable.

Unless mutually agreed to the contrary, inspection shall be made only on working days during normal Association business hours or normal business hours of the location of inspection if other than the Association office. (The term "working days" shall mean Monday through Friday, exclusive of federal, state and local holidays during which the office of the Association is closed. The term "normal business hours" shall be the hours that the Association office is customarily opened, or the hours at the location where the records are inspected is customarily opened, or if there are no customary hours, then between 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. of each working day.) Notwithstanding, the foregoing, if and for as long as the Association is self-managed, the Association shall from time to time designate a specific day of the work week for inspections to be held.

F. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired, or in the alternative shall designate such record by use of a tab or clip upon the pages desired. If the location of inspection has a copy machine, then copies of the record shall be available within two (2) working days of the request. If the location of inspection has no copy machine,

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then copies shall be made available upon return of the records from a copying service. In the event the above-referenced item frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.

- G. A unit owner or authorized representative shall pay the reasonable expense of copying. Copies shall cost \$1.00 per page, or the actual charges imposed by a commercial copy service, plus a fee of \$25.00, to defray the cost of locating and assembling official records, removing and/or redacting information excluded by statute from the official records, and assisting with locating specific documents in the official records. In the event the expected cost of copies exceeds \$5.00, payment in advance of copying may be required. The \$25.00 fee must be paid in advance in all cases.
- H. No single request for copies shall exceed one hundred (100) pages of materials.

IV. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. With the sole exception of an inspection that has been terminated under Section III(J) of these rules, any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any request for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate in writing the nature of the noncompliance and transmit same to the requesting party.
- C. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine in the event fining is authorized by the condominium documents.
- D. The Association shall be under no obligation to provide access to or copies of records for which the Association related either to prior responses to inquiries or prior inspection and copying of records, whether pursuant to Chapter 718, Fla. Stat. or pursuant to discovery in court proceedings. If the facts and circumstances indicate that the inspection or copying is being made on behalf of another, no access to or copies of records for which the Association incurs any expense in obtaining, producing or reproducing such records shall be allowed until the owner or who's behalf the inspection or copying is being made has paid all outstanding obligations to the Association related either to prior responses to inquiries or prior inspection and copying of records.
- E. The Association shall advise the member in writing that the records will be produced and available for copying when the outstanding indebtedness is paid in full.

SAMPLE RESPONSE TO REQUEST TO INSPECT RECORDS

Dear _____:

The Association acknowledges your recent request for copies and summaries of various documents. Under the Florida Condominium Act you have the right to inspect the official records of the Association, and upon your inspection, you may designate some or all of those records for copying at your expense. We reserve the right to require advance payment.

Please note the Association has no obligation to copy and mail or deliver records to you, nor does it have the obligation to create summaries, extract or compilations of documents, as you have requested. You may create these from the records you inspect.

Please contact _____ at (321) _____ during the hours of _____ through _____ Monday through Friday to arrange a mutually convenient date and time for your inspection. At that time, you will be allowed to inspect all records in the Association's possession. All inspections are held on a _____ day each week.

The Association may be able to offer you the option to provide some or all of the records of the Association either electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. When you contact us, please indicate whether this option would be of interest to you.

Sincerely,

SATELLITE TV DISHES

Permission for installation and location of the satellite dish must be obtained in writing from the Board of Directors prior to installation. The unit owner will be responsible for all costs related to the installation, maintenance, repair, replacement, removal, and any damage to the building, roof, or common area. Satellite dishes are limited in size to an approximate 18-inch diameter.

SCREENS

Permanent screens must have all vertical posts line up with the vertical posts of the handrails and must match the color of the railings. Approved solar screens may be permitted. Written Board approval is required.

SIGNS/ADVERTISEMENTS

There shall be no advertisements of any sort displayed on common elements, including lobbies, other than "Open House" signs for units that are for sale.

Open House signs shall not be attached to trees, road signs, light poles, or buildings. *Open House* flags or banners are not permitted. All *Open House* signs must be removed by dusk each day.

Signs informing residents/visitors of Board-sponsored events are permitted.

Signs or decals for protective services, such as ADT, may be placed on the lawn or in a window, but not attached to exterior walls or doors.

SKATEBOARDS

Skateboard use is not permitted within the condominium property.

SMOKING

Smoking (cigarettes, cigars, pipes, e-cigarettes, or chewing tobacco) is NOT allowed in building lobbies, stairwells, elevators, front breezeways, mid-rise garages, storage rooms, pool or pool house (including restrooms), or near pool equipment. Extinguish smoking materials properly before entering these areas.

Smoking is permitted on the pool deck with the use of an ash tray/stand. Please extinguish smoking materials properly.

STAIRWELLS

Stairwells must not be used for personal storage. Any items located in the stairwells will be removed.

STORAGE ROOMS

Refrigerators/freezers may not be used in the storage rooms.

Emergency automobile battery charging may be used for the duration of the charge. Battery charging is not permitted.

The only items that are allowed outside the storage unit and within the owners lined parking space are bicycles on racks (see BICYCLES).

Owners may not store flammable and volatile liquids; such as, but not limited to, gasoline, kerosene, paint thinner, degreasers, and solvents in the storage areas. LP Gas tanks cannot be stored in condo mid-rise storage units.

Adequate time (48 hours) will be allowed for residents to keep items within their own parking space when cleaning/organizing their garage storage rooms.

STORM/SCREEN DOORS

Approval of the Board of Directors must be obtained prior to the installation of storm/screen doors. The storm/screen door must be visually compatible with the rest of the storm/screen doors within Bayside Condominiums and must be white in color.

STORM/HURRICANE SHUTTERS

Approval of the Board of Directors must be obtained prior to the installation of hurricane/storm shutters. The application "Owner Application for Installation of Hurricane Shutters" can be found on the management company website. The application must include a copy of the City of Cape Canaveral permit and a written description of what is to be installed and where. A copy of the final building inspection must be provided to the Board. All shutters must be white. All screws are to be stainless steel. The maximum screw length is 1-3/4". Conduits may not be attached to the exterior walls. Any intermediate vertical posts required for shutters on balconies must line up with the vertical posts on the railings.

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Storm panels may be used during a storm event, but must be removed within one week after the end of the storm. Permanent fasteners embedded in exterior walls cannot protrude as to be a danger to persons passing through a walkway.

Panels to be attached to exterior walls (common elements) must utilize plastic inserts so that the exterior wall is affected only during the initial installation. Subsequent fastening/ installation of storm panels must utilize the plastic inserts with no new effect on the exterior wall.

Storm Catcher-type "Rolling Screens" may also be used on a temporary basis.

TRASH RECEPTACLES/ROOMS

For townhouses: Trash receptacles must be kept in the garage except for the evening before and the day of scheduled trash pick-up and must be returned to the garage as soon as possible, but no later than midnight of the scheduled pick-up day.

For mid-rises: There are trash chutes on each floor of the building across from the elevators. The chutes empty into the dumpster located on the first floor of all high-rise buildings with access from the outside of the building. All garbage should be securely bagged to minimize foul odors.

Recyclable items (unbagged) should be put in the Recycling Container. Special containers to recycle light bulbs are next to the large recycling container.

Restrictions

1. Do not put trash on the floor beside the dumpster or on top of recycle bins. Our waste removal company, Waste-Pro USA, is not contractually obligated to pick up items from the floor or on top of the recycle bin.
2. Do not put recyclables in the dumpster. It increases costs and maintenance fees.
3. Do not put boxes or large/bulky items in the trash chutes.
4. Do not put palm fronds or yard debris in the trash dumpster.

TRASH REMOVAL FOR LARGE/ BULKY ITEMS

1. Appliances, furniture, computers, and televisions must not be placed in the dumpster or trash room.
2. It is the owner's responsibility to contact Waste Pro USA (321-837-0055) for special pick-up.
3. After you have scheduled a special pick-up date, you may place the large item outside the trash room (against the building wall) one day prior to that pick-up date.
4. Any expense incurred by the Association for removal of these items will be charged to the owner/lessee.

U.S. FLAG

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Any unit owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coastal Guard, regardless of any declaration rules or requirements dealing with flags or decorations.

For the mid-rises: The U.S. flag may be draped or hung from the rear balcony railings. No permanent flag mounting to the railings/ceilings/walls is permitted.

For the townhouses: The U.S. flag may be mounted on a column or on the wall between adjacent garages or may be flown using a ground mount.

VACATIONING

For emergency purposes, notify a trusted neighbor/friend within the Bayside community and the management company of your extended absence and provide an emergency contact phone number.

WINDOW AND SLIDING GLASS DOOR REPLACEMENT

1. Owners shall obtain written approval from the Board of Directors prior to modifying, installing, or replacing windows or sliding glass doors associated with an individual unit.
2. Windows and sliding glass doors must be visually compatible, as determined by the Board of Directors, with the rest of the windows and sliding glass doors within Bayside Condominiums, and frames must be white in color, subject to the Association's written approval.
3. The Board of Directors is authorized to make and amend Board made Rules and Regulations governing windows and sliding glass doors, the appearance of existing and replacement windows and sliding glass doors, and the procedures for obtaining the Association's written consent for installing, altering, or replacing windows or sliding glass doors.
4. The application for obtaining the Association's written consent for altering or replacing windows or sliding glass doors, shall include a copy of the City of Cape Canaveral permit, and a description of what is to be installed, and anything else deemed relevant by the Board of Directors, as more particularly set forth in Board made Rules and Regulations, before any work is performed.
5. The installation and replacement of such windows or sliding glass doors in accordance with the procedures set forth herein shall not be deemed a material alteration to the common elements within the meaning of the Condominium Act.
6. Owners are responsible for satisfying all regulatory or government requirements associated with the installation of windows or sliding glass doors, and the Association shall not be responsible for any defects or other problems associated with the alteration or replacement of windows or sliding glass doors.