

BEL MARE CONDOMINIUM ASSOCIATION, INC
SUMMARY OF RULES AND REGULATIONS

The following rules and regulations shall govern and control the use, occupancy and enjoyment of the Bel Mare Condominium Properly, and are hereby promulgated for the mutual welfare and benefit of all unit owners of the Condominium. These rules and regulations furthermore apply to all persons from time to time occupying, residing, and visiting units within and on the Condominium property.

1. Automobiles, non-commercial passenger trucks not larger than pickup trucks, bicycles and the like must be parked only in the parking spaces assigned to each unit, or such additional parking space(s) designated by the Association for such purposes. All other motorized vehicles, including but not limited to, boats, motor homes, and trailers, shall not be parked on the condominium property.
2. Use of the recreational facilities will be in such a manner so as to respect the rights of all other unit owners.
3. No radio or television antennas, aerials, satellites dishes, or any wiring for any purpose may be installed on the exterior of the building without the prior written consent of the Board of Administration, or as otherwise provided for by law.
4. No signs, flags, pennants, advertisements, notices or other lettering shall be exhibited, inscribed, painted or affixed by any unit owner on any part of the condominium property visible from the exterior or common elements without the prior written consent of the Association, except that pursuant to Florida Statute §718.113(4), 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' X 6', which represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.
5. No wash lines will be erected outside an owner's unit, and no owner, tenant, or other occupant of a unit shall hang or display any laundry, garments, or other unsightly items or objects which are visible outside of the unit.
6. All common elements inside and outside of the building will be used for their intended purposes, and no articles belonging to unit owners shall be kept therein or thereon, and such areas shall at all times be kept free from obstruction.
7. Children under 12 years must be accompanied by an adult when using all common elements and/or recreational facilities, and such facilities shall not be utilized after 11:00 PM without prior approval of the Board of Administration. Neither children nor adults shall utilize other common elements as recreational or play areas except those common elements to the rear of each cluster of units.

8. All units shall be used for residential purposes only.
9. The disposal of garbage and trash shall be only by the use of receptacles approved by the Board of Administration. No owner, tenant, or other occupant of a unit shall allow any rubbish, refuse, garbage, or trash to accumulate in places other than the receptacles provided; therefore, and each unit, the Association property, and the common elements shall at all times be kept in a clean, safe, and sanitary condition.
10. No owner may make or permit any disturbing noises or improper use of the premises whether made by himself, his family, friends, tenants, lessees, vendors nor do or permit anything to be done by such persons which will interfere with the rights, comfort, and convenience of other owners or occupants. No owner may play or allow to be played in a loud manner any musical instrument, phonograph, radio, or television set in his or her unit between the hours of 9:00 PM and 8:00 AM the following day, if the same shall disturb or annoy other occupants of the condominium.
11. The activities and behavior of all children, whether residents or visitors, when upon the condominium property shall be regulated by an adult including physical supervision where necessary. The directors or their designated representatives, shall at all times have the authority to require that the owner, tenant, lessee, guest or other adult who is responsible for a particular child remove him from any common element if the child's conduct is such that they believe this action is necessary.
12. Nothing shall be hung from the windows or balconies or placed upon the windowsills. Neither shall any rugs or mops be shaken out from any of the windows or doors.
13. The Association has the irrevocable right of access to each unit during reasonable hours, when necessary, for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the Declaration, or as necessary to prevent damage to the common elements or to a unit or units. The association and management company, if contracted for, may retain a key to the premises. The unit owner shall provide the association and management corporation with a duplicate key pursuant to its right of access to the premises.
14. These rules and regulations shall apply equally to owners, their family, guests, tenants, and lessees.
15. If the Board of Administration determines that any pet has become a nuisance to other unit owners, the pet shall be removed from the premises. Pets shall be leashed at all times when upon the common elements. All animal feces must be picked up and properly disposed of by the owner of the pet, or by the person responsible for

the pet at the time the animal defecates. Pets should be walked in designated areas and are not permitted in the lobby or amenity level.

16. Unit owners shall not drill through slabs for any reason, unless prior written approval is obtained from the Board of Administration.
17. Unit owners shall not paint or otherwise change the appearance of any exterior wall, door, window, patio, balcony or any exterior surface; place any sunscreen, blind or awning on any balcony or exterior opening; place any carpet, tile, or other floor coverings on balconies without prior written approval from the Association board of Administration.
18. Leasing or renting of a unit by an owner, either directly or through an agent, for a period of less than ~~(30) thirty~~ (90) ninety consecutive days is prohibited. The Association must be supplied with copies of the application and lease. Any lease of a unit must contain a statement to the effect that it incorporates by reference all of the condominium documents including, but not limited to, the declaration of condominium, as amended, the articles of incorporation and bylaws of the Bel Mare Condominium Association, Inc, and these rules and regulations.
19. In the event a tenant violates the rules and regulations of the association relating to the normal use and occupancy of the unit within the condominium or use and occupancy of a common element or limited common element, then the association shall have the right to terminate and cancel the lease, and to bring appropriate legal proceedings when necessary to complete eviction. The cost involved in an eviction action, including the cost of reasonable trial and appellate attorneys' fees, shall be the obligation of the tenant and the owner, jointly and severally.
20. The association retains the right to modify or make exceptions to these rules and regulations, or to promulgate additional rules and regulations.
21. All capitalized terms not specifically defined herein shall have the same meaning as ascribed to it in the Bel Mare Declaration of Condominium.
22. All realtors must have a valid Florida license and register with the property manager. Open house showings will be limited to Saturdays and Sundays from 1:00pm to 5:00pm. The property manager must approve all realtor only open houses. The listing agent or approved backup must be present when showing the property. Any and all showings must be scheduled when guards are on duty. The realtor must accompany all prospective buyers while they are on the property. All costs of extra security, etc. shall be the responsibility of the realtor. No signs are allowed on the property.
23. The association prohibits underage drinking and substance abuse in Common and Limited Common Elements.

The Owners at Bel Mare have approved the following amendments to the Declaration:

1. Motorcycles are not permitted on Bel Mare property. Several owners are grandfathered in to allow them to keep their motorcycles on property.
2. Motor Homes are permitted to be on property for no more than 24 hours to allow for loading and unloading only.
3. Leasing or renting of a Unit by an owner for a period of less than three (3) months is prohibited and no Unit (nor the entire Unit) may be subject to more than two (2) leases in any one calendar year.

COMMON AREA MAINTENANCE

All cleaning and maintenance is managed by the Condominium Association. The cost of the maintenance is paid by the monthly association fee. If you have comments or questions, please contact the Condominium Association representative. Please see the section "Important Numbers" for the current Condominium Association representative.

COMMON AREA CLEANING

Initially, the frequency of cleaning in the various areas will be on a regularly scheduled basis:

- Interior area and restrooms on the amenity level
- Outside amenity deck
- Ground floor lobby
- Elevators
- Social Room, Theater Room, Billiards Room, Conference Room
- Service hallways (1x per week staggered floors)
- Garage
- Trash Rooms
- Guest parking and drives
- Guardhouse
- Fitness Center

The frequency of cleaning will be adjusted in accordance with need.

LANDSCAPE MAINTENANCE/GRASS CUTTING

The landscaping maintenance will be performed on a regular basis throughout the year; frequency will be adjusted seasonally.

PEST CONTROL SPRAYING

The pest control company provides monthly exterior service. If you are experiencing pest control problems, please submit a work order on the website.

POOL AND SPA CLEANING

The pool and spa maintenance will be performed on a regular basis throughout the year; the frequency of cleaning will be adjusted seasonally.

TRASH REMOVAL

The trash is scheduled to be picked up every Monday, Wednesday and Friday. Recycling pickup is on Monday. If a holiday falls on one of these days, pickup is generally the following day.

CONSTRUCTION AND IMPROVEMENTS

When a residence owner desires to make improvements to his/her residence, the building manager must be notified in writing about planned construction. If a building permit is required from the city of Palmetto, it is residence owner's sole responsibility to apply for, pay and obtain a building permit. Before materials are delivered to the building or residence and the owner's contractors are authorized to begin work, the building manager must be notified at a minimum of 24 hours in advance and the following provided:

- Certificates of general liability for owner's contractor in the minimum amount of \$1 million
- Evidence of Workman's Compensation Insurance for all workers
- Copy of any permits
- \$2,000 damage deposit. Deposit will be returned after building managers inspection of all common areas finishes, elevators, etc. If the costs exceed the amount of the deposit, the excess will be billed to the residence owner.

Whether you are performing the construction yourself or with the help of professional contractors, please contact the building manager so that the proper legal release forms are completed prior to any commencement of work.

The following rules apply to all construction activity.

- Only service elevators are to be used; Passenger elevators are designed solely for the transport of people. Service elevators must be padded for its protection. Please contact the building manager at a minimum of 24 hours in advance of all construction deliveries so that the padding is installed prior to work commencing. Do not exceed the weight limit posted inside the elevator.
- Owner's contractor must lay down floor and carpet protection during its deliveries. The protection must be placed from inside the elevator, to the residence, and all points in between. If the construction will extend more than one day, all materials and tools must be stored in the owner's residence after each workday.
- If owner's contractor needs the elevator to be locked off, please contact the building manager at a minimum of 24 hours in advance to schedule.
- Owner's contractor and personnel must enter and leave the building through the garage area- no material delivery is allowed through the front door or through any lobbies.
- Owner's contractors must use designated contractor parking spots which must be coordinated with the building manager.
- Delivery hours are Monday through Friday, 8AM to 5PM and will be strictly enforced.

- The service corridor, the workshop, or the residence owner's personal garage shall not be used for any assembly of construction materials.
- All smoke detectors within the residence must be covered when cutting, painting, soldering, or carpeting within the residence. Failure to cover these detectors could cause a false reading from the dust or smoke and trigger a general fire alarm to sound. Any resultant fees charged by the local fire/police department for their response will be charged to the residence owner.
- The cost to repair any damage or extraordinary cleaning costs to the common areas resulting from construction will be deducted from the damage deposit. If said costs exceed the deposit those excesses will be billed to the residence owner.

DEFINITION OF TERMS

"Amenity Level" refers to the interior area at the amenity floor level.

"Association Fees" refers to a quarterly fee paid by residence owners to the Condominium Association.

"Closing" refers to the closing of the residence and transfer of title and funds.

"Common Area" refers to all areas outside of the owner's residence.

"Contractor" refers to any entity or person employed directly or indirectly by a residence owner and includes all companies, company agents, company employees, subcontractors, and subcontractor employees.

"Guest" refers to the particular person or pet who is the guest of a residence owner.

"Condominium Association" refers to the association formed by the residence owners.

"Outside Amenity Deck" refers to the open-air area of the deck at the amenity floor level.

"Owner's Contractor" refers to the particular contractor or subcontractor who has contracted with the residence owner.

"Owner's Mover" refers to the particular moving company who has contracted with the residence owner.

"Owner Storage Room" refers to the large room where residence owners are assigned a storage cage.

"Owners' Workshop" refers to the room on ground level where residence owners can tend to hobbies or repairs.

"Passenger Elevator" refers to the northern and southern elevators designed for passengers.

"Pest Control" refers to the service provided by the pest control company hired by the Condominium Association.

"Service Elevator" refers to the single elevator located in the center of the building that is designed for moving heavy contents and pet transportation.

"Residence" refers to each individual residential unit.

"Residence Owner" refers to the person(s) who the residence is deeded to.

IMPORTANT INFORMATION

CABLE TV, INTERNET, DIGITAL PHONE

Frontier 800-921-8101
Spectrum Google area #

ELECTRICITY AND GAS

Florida Power and Light: <https://www.fpl.com/>
For electrical service call: 941-917-0708
Contact for service online at www.fpl.com

GUARDHOUSE

941-723-8789
941-780-8238 (cell)

Hours: Mon-Fri 1:00pm – 10:00pm
Sat/Sun/holidays 8:00am – 10:00pm

CONDOMINIUM ASSOCIATION

Board of Directors

Current Board Members and Committee Members can be found on the website.

BUILDING MANAGER

Castle Group

On site Property Manager: Jeannette Graham 941-729-5891 or jgraham@castlegroup.com
Administrative Assistant: 941-729-5891 or office@belmarecondos.com
Maintenance Supervisor: 941-225-3020 or maintenance@belmarecondos.com

KEYS AND ACCESS

Magnetic Controllers (FOBs)

1. Key FOB remote controls are transferred from the previous owner to the new owner. The FOB operates the arm at the front guardhouse gate, the main rolling exterior garage door, the building front door, Social Room, Theater Room, Billiards Room and the Fitness Center. A call button is located at the main gate so that you can activate the gate arm at the main entry (from your unit) so that guests may drive into the development (note that the rolling door will not be operational from your unit and that guests must park in the outside parking spaces). The guardhouse will be staffed from 1:00 pm to 10:00 pm Monday through Friday and 8:00am to 10:00pm on the weekends. The phone number to the guardhouse is (941) 723-8789.
2. The keypad has a directory system that stores your name and phone number (local number only) and allows your guests to call you from the front gate and lobbies. Once your guest calls you, you have the option of pressing 9 on your phone to open the gate or doors. Please, refrain from giving your gate code to guests or visitors.

Traditional Metal Keys

Square key will open the following building entries:

- Doors leading into the building from the outside Amenity Level.
- Doors into the stairwell, doors from the outside.
- Doors into the trash closet on your floor and trash room at garage level.
- Doors into the owners' storage rooms (where the individual residence owners' storage cages are located).
- Door into the owners' workshop on the first floor.
- Entrance gate at Fitness Center and pool area.

MOVE IN PROCEDURES

Prior to your scheduled move in/move out, owner's movers are required to produce a certificate of insurance for general liability with "Bel Mare Condominium Association", 130 Riviera Dunes Way, Palmetto, FL 34221, **named as Additional Insured**. All required insurance documentation must be presented to the office a minimum of 1 week prior to any work commencing or furniture delivery, otherwise your move-in will be rescheduled to the next available day. If you are moving in yourself, without the help of professional movers, please be sure the proper legal release form (move waiver) is completed.

The following rules apply to all current and future furniture deliveries/move-ins, move-outs.

Only 1 move per day will be scheduled.

- Only service elevators are to be used; passenger elevators are designed solely for the transport of people. Service elevators must be padded for its protection during a move. If a security guard has been scheduled for your move, the guard will install the floor pad.
- Owner or owner's mover must lay down floor and carpet protection. The protection must be placed from inside the elevator, to the residence, and all points in between.
- For a move that will last more than 1 hour the elevator to be locked off, which requires a security guard. This must be coordinated with the office at a minimum of 1

week in advance to schedule the move-in date and a security guard to assist with the move. A deposit of \$250.00 will be collected in case of damages. The current security guard rate is \$24.24 per hour with a 4-hour minimum charge (\$103.75 w/tax included).

- Owner's furniture delivery personnel and/or owner's movers must enter and leave the building through the garage area - no moving is to be conducted through the front door or through any lobbies.
- Owner's movers must use only designated loading parking spots in front of each building.
- Move-in and delivery hours are Monday through Friday, 8AM to 5PM and will be strictly enforced.
- Any damage or extra ordinary cleaning costs to the common areas resulting from a move-in, move-out, or furniture delivery will be billed to the residence owner.

BRING A LOCK

Purchase a combination (gym locker-like) lock for your owner's storage locker. Each owner is provided a storage cage in the owner's storage room; no locking mechanism is integrated into the cage, so each owner is required to purchase his/her own lock.

CABLE/INTERNET SERVICE

Cable and Internet Service are **“not”** provided or paid for by the Condominium Association. Internet service should be arranged by the owner and will be billed directly to each residence owner. The Bel Mare address may be listed in their records as 130 or 140 Riviera Dunes Way, Palmetto, Florida.

SERVICES AND AMENITIES

The following descriptions pertain to the use, operation, and maintenance of the onsite services and amenities offered to Bel Mare residence owners. Note that the Condominium Association is responsible for the management and operation of all the foregoing. If you have any questions, please call the building manager. See section "Important Number" for the contact's name and number.

GUEST ACCESS

Guests are welcome to visit anytime. A call button is located at the main gate so that you can activate the gate arm at the main entry (from your unit) so that your guests may drive into the development (note that the rolling door will not be operational from your unit and that guests may park in the outside guest parking spaces). During the times that the guard is on duty, owners are required to notify the guard about a guest's arrival in advance. The guest must park in the guest parking area only. The guest shall enter the building via the front door only. Once residents activate their phone service, names and phone numbers will be entered into the phone system and guests will be able to scroll through to an owner's name and be connected to the residence for remote access by pressing the number "9" on the telephone.

FOOD/PACKAGE DELIVERY

To maintain the security integrity of the property, any and all food delivery personnel are to gain access to the building through the front door only.

AIR CONDITIONING AND HEATING

Each residence owner is responsible for the maintenance and repair of the air conditioning and heating of the residence; this includes the maintenance and repair of the condenser mounted on the roof (It is your responsibility to retain a yearly service contract with the A/C company of your choice). Please refer to the Condominium Association by-laws and regulations for more detail. It is important to retain the high quality of living throughout the development by setting your thermostat to 78 degrees so that the humidity and temperature in your unit is below the threshold of mold creation.

BARBEQUE PAVILIONS

The barbeque pavilions located on the outside Amenity Deck are for the enjoyment of the residence owners and their guests. Please clean up after your use and make sure the gas is shut off at the grill. Use of the grills and pavilions is on a first come, first serve basis.

BILLIARDS ROOM

The billiard room will be open until 11:00pm, with games available on a first come, first serve basis. Please turn off any lighting upon your departure. Children are allowed to play in this room but under the supervision of adults. The billiard table and equipment are owned by the Condominium Association.

BOCCE COURTS

The Bocce court is available to all owners and their guests. The hours are dusk to dawn. Availability is on a first come, first serve basis. Children must be accompanied by adults. Please leave the balls in the court upon your departure.

CARE

Bel Mare is owned by the residence owners. The operation and management of the property is the responsibility of the residence owners and the Condominium Association. As such, it is important that owners clean up after themselves and provide care with the use of all common area amenities. To protect the great visual appearance of the building the condominium association regulations disallow any exterior mountings of signs, banners, etc. Please refer to the regulations for what is allowable. Also noted in the condominium documents, the post-tension concrete floors and ceilings cannot be drilled into as drilling to the surface could potentially sever the steel cables, thus weakening the structure. Drilling is not allowed in outside balcony ceiling, either.

ELEVATORS

There are three elevators servicing each building. The service elevator is accessed from the center of the service corridor on each floor and the ground floor. Any residence owner may use this elevator at any time provided padding is installed. Large moves require scheduling at a minimum of 24 hours in advance. Do not exceed the weight limit posted within the elevator. The other two elevators, located at each end of the building, are used exclusively for the transport of people from ground level/amenity level to the residences. The manual input of a code via the buttons on the passenger elevator panel, will allow access to your floor. Each floor or residence will be asked to choose a unique code that will be known only to the residents of that floor.

ELECTRICITY

Residence owner's electricity is available through Florida Power & Light and metered separately within your residence. The electrical energy consumed by your rooftop air conditioning condenser and all appliances and receptacles within each residence will be billed individually to each respective residence owner. It is the responsibility of each residence owner to adjust the use of electricity for conservation (but set the thermostat no higher than 78 degrees) when not occupying the residence.

FITNESS CENTER

The fitness center is available to all owners and their guests. Please use at your own risk; the Condominium Association has made no provisions for emergency medical equipment. Entry to the area requires unlocking the initial gate with an amenity key and a key fob for the fitness center door. Availability to equipment is on a first come, first serve basis and should be wiped down/sanitized after each use. Children must be accompanied by adults.

GAS

Natural gas for your cook top and the outside grill is provided by Florida Power & Light and paid for by the Condominium Association. No action is required on your part to activate the gas service. If there is not currently a gas line running to your unit, you have the option to have the gas line installed at your expense.

HOT WATER HEATER

Each residence owner is responsible for the maintenance and repair of the hot water heater for their unit. The life span of a hot water heater is typically 7-10 years and should be replaced before the end of its expected life span. If the hot water heater is beyond its life expectancy and property damage occurs outside of the unit due to a leak, it will be the responsibility of the owner to pay for the damages.

LAP POOL

Hours of operation for the fitness lap pool are dawn until dusk. Use at your own risk; there are no lifeguards on duty and Condominium Association has made no provision to provide any emergency medical equipment. The Lap Pool can be accessed with a key fob.

OUTSIDE AMENITY LEVEL

The outside amenity level is provided for everyone's pleasure. No glass is permitted on the amenity level. Pets are also not allowed on the outside amenity deck at any time.

OVERNIGHT GUEST SUITES

Two guest rooms (which can be combined into a "Combined Guest Suite") are available for the use of owners and their guests for a fee (to cover cleaning and maintenance). Please use the website to schedule your stay. There is a 3-night minimum charge as follows and there is a charge for each additional night.

Small Guest Room: \$75.00, one time per stay + hotel tax (3 nights, \$6. each addl. night)
Large Guest Room: \$100.00, one time per stay + hotel tax (3 nights, \$8. each addl. night)
Combined Guest Suite: \$175.00, one time per stay + hotel tax (3 nights, \$14. each ad. night)

The one-time charge will cover the cost of a single cleaning upon your departure. Any excess funds retained at the end of the year will be plowed back into the guest suites to purchase additional furniture or artwork.

Due to the popularity of the guest suites, the maximum stay is seven nights. However, if there is no demand for the suites within five days of your arrival, you can call to extend to extend the stay. Seven continuous nights is the absolute maximum that any unit owner may use the suites at any one time. All other rules and regulations remain intact.

Reservations for Christmas and New Year's are only taken through a "Guest Suite Lottery" which is held in October. Owners will be notified via e-mail when the lottery is taking place.

PERSONAL EVENTS

If you desire to have a private function in any of the amenity areas, please fill out an Amenity Request Form on the website at least two days in advance. Scheduling is on a first come, first serve basis. The residence owner must be in attendance of any private function involving guests.

A damage deposit of \$500. will be required for private functions in excess of 20 people. If the extent of extraordinary cleaning or any damage exceeds the deposit, the residence owner will be billed the excess.

PEST CONTROL

Pest control is provided by the Condominium Association through the monthly association fees.

POOL AND SPA

Hours of operation for the pools and spas are dawn until dusk. Use at your own risk; there are no lifeguards on duty and the Condominium Association has made no provision to provide any emergency medical equipment. If you are using the community pool furniture, please return them to their original position around the pool when you are done.

SOCIAL ROOM

Seating in the social room for residence owners is open and on a first come, first serve basis, as is the use of the television. Please fill out an Amenity Request Form on the website to reserve this room.

TENNIS COURTS

The tennis courts are available to all owners and their guests. Use at your own risk; the Condominium Association has made no provisions for emergency medical equipment. The hours are dusk to dawn. Availability is on a first come, first serve basis. Children must be accompanied by adults.

THEATRE

The theatre will be open until 11:00pm, on a first come, first serve basis. The theatre equipment will access basic cable and play DVDs. Owners will be responsible to supply their own DVDs for viewing. Instructions as to how to operate the equipment will be posted in the theatre. Please return the seating to its upright position and turn off all equipment and lighting upon your departure. Children are allowed to watch under the supervision of adults but strictly prohibited from operating the equipment. The equipment is owned by the Condominium Association. If you need to reserve the Theater Room for a special event, please fill out an Amenity Request Form on the website.

TRASH/RECYCLING INSIDE YOUR UNIT

The trash chute system is accessed from the service corridor on every floor. Residents are asked to bag all trash before placing it in the chute - do not toss loose pieces of garbage and food in the chute as they will soil the chute and may result in an odor and the attraction of insects. Cat litter should be bagged as well. Roll off bins for recycling will be located on the ground level only outside of the trash room. Cardboard should be broken down and placed inside the trash room.

WALKWAY AROUND LAKE

The walkway around the lake is open to the public and available for the enjoyment of owners of Bel Mare and the surrounding community. Use at your own risk; the Condominium Association has made no provisions for emergency medical equipment along the walkway.

WATER/SEWER

Water and sewer are provided by the Condominium Association and requires no action on your part to activate. Please do your part to conserve water. Please refer to the city of Palmetto rules of disposal for procedures. Please refer to the city regulation regarding disposal of toxic liquids or substances down the drains.