



Dear New Resident,

We would like to welcome you to Bel Mare. We know that while moving to a new community is exciting it is also a challenging time. We have sent you this packet to help make the transition a positive one.

Please read through the forms, fill them out, and return them to the Bel Mare office at your earliest convenience.

We look forward to having you as part of our Bel Mare community. Our residents love living here, and we hope that you do, too.

Regards,

Property Manager
Bel Mare Condominiums at Riviera Dunes

130 RIVIERA DUNES WAY
PALMETTO, FLORIDA 34221
941-729-5891 FAX 941-721-7982

*Return all forms
that are
highlighted.*



New Resident Orientation Information Sheet	
Bel Mare Web-Site Access - You will receive a subscription link after your closing or lease start date	All
Website Address Book - Permission to Publish Name, Address, Phone # & E-mail (circle one)	Yes/No
Paper Voting or Electronic Voting Certificate – Sign & return only ONE	Owners
Move In / Out Policy & Waiver (required if you are not using a mover)	All
Elevator Code, Gate Entry Code (new owners may choose an elevator code & entry code, tenants should get the elevator code from owner but should choose a gate entry code)	All
Decal / Vehicle Parking Information Form , Parking Rules, and Garage Policy	All
Copy of the Rules and Regulations, Policy & Procedures, Use & Occupancy Restrictions	All
Visitor / Guest Registration and Security Policy (also refer to Parking Rules)	All
Bicycle Policy and Registration Form	All
Guest Suite Policy	All
Remodel & Construction, Major & Minor Vendor Conduct From, Sound Proofing. Window Tinting	Owners
Sewer System Information	All
Parking Rules	All
Garage Policy	All
Pet Policy/ Animal Registration	All
Orientation Video Quiz	All
Recycling (Do NOT use Gas Room next to Garbage Chute for your Recyclables)	All
PLEASE ATTACH COPY OF THE SALES CONTRACT	
Property	
Ground Level	
Hobby Room, Passenger Elevator, Service Elevator (Pets & Move In / Out), Move In / Out Staging Area, Dumpster Area, & Recycling Area	Both Bldgs.
Lobby Level	
Social Room, Conference Room, Theater Room, Billiards Room, Pavilion / Gazebo, Grills, Pools & Spas, Unit Storage Area, & Guest Suites	Both Bldgs.
Fitness Center	
Workout Facility, Lap Pool, Tennis Courts, & Bocce Ball	Separate Bldg.
Keys and Fobs for Purchase	
Amenity Keys (Tenants must have written permission from the unit Owner to purchase)	\$10.00 ea.
	\$50.00 Fob 10.00Trans.
Fobs w/transmitter (Tenants must have written permission from the unit Owner to purchase)	\$60.00 ea.

By signing this form, I / We acknowledge that we have reviewed all of the orientation material, watched the orientation video and taken the quiz for Bel Mare in its entirety.

Print Name

Signature

Date

Print Name

Signature

Date

EXHIBIT "A" TO RESOLUTION

**CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE
ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being an Owner or the Voting Member under Article I, Section 5 of the Association Bylaws for Lot/Unit #_____/Address_____, at Bel Mare Condominium Association, Inc., pursuant to Florida Statutes, hereby consent(s) in writing to:

(Please place a check mark or x in the box or boxes for which you are giving consent. You may consent to electronic voting, receiving electronic notice or both).

1. **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by email sent to the Association), I consent to voting electronically at meetings and elections for **Bel Mare Condominium Association, Inc.** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"). I designate the following email address for electronic voting purposes: (PRINT NEATLY) _____ The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association prior to the meeting or election in which the Unit Owner wishes to vote by electronic means, and that all electronic votes shall be cast within the window set by the Board in advance of said meeting at which time the ability to vote electronically shall be deemed closed for that meeting or election.

2. **ELECTRONIC NOTICE.** I consent to receiving notices by electronic transmission for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of **Bel Mare Condominium Association, Inc.** I designate the following email address for the electronic notice purposes: *(you may write "same as above" or provide a different email address for electronic notice purposes)* _____. The undersigned understands that mailed/paper notices may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. **Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.**

Eligible Voter Please Print, Affix Date and Sign Below:

By: _____

Print Name: _____

Date: _____

BEL MARE CONDOMINIUM ASSOCIATION, INC.

CERTIFICATE APPOINTING THE UNIT VOTING REPRESENTATIVE (" VOTING CERTIFICATE FOR PAPER VOTING ONLY ")

To the Secretary of BEL MARE CONDOMINIUM ASSOCIATION, INC., herein after referred to as the "Association". THIS IS TO CERTIFY that the undersigned, constituting all of the owners of record of (Unit No.) _____, located in BEL MARE CONDOMINIUM ASSOCIATION, INC., have designated:

(Name of Voting Representative)

as their voting representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

NO VOTING CERTIFICATE REQUIRED.

1. **Single Owner** - Unit owned by Jane Smith.
2. **Joint Owners - Husband and Wife** - Unit owned by Jane Smith and Bill Smith, husband and wife. Voting Certificate not required.

VOTING CERTIFICATE REQUIRED

1. **Joint Owners - Not Husband and Wife** - Unit owned by Jane Smith and her brother, Bill Smith. Voting Certificate required and must designate either Jane or Bill as the Voting Representative. A THIRD PERSON such as a friend or another owner cannot be the voting representative.
2. **Corporation, Trust, Company Owned** - Unit owned by Buckley, Inc., a corporation Voting Certificate required designating person entitled to vote, signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and shall be valid until revoked by a subsequent Certificate. **All owners must sign for this Voting Certificate to be Valid.**

DATED this _____ day of _____ 202__.

OWNER NAME (please print)

OWNER SIGNATURE

OWNER NAME (please print)

OWNER SIGNATURE

OWNER NAME (please print)

OWNER SIGNATURE

NOTE: This document is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the Unit as the Voting Representative (not a third person).

1-29-2015

MOVE IN – OUT POLICY

Security Cameras record Moving Activities

A “Move” includes moving personal possessions into or out of a furnished Unit; moving all furnishings into or out of an unfurnished Unit, as well as, large furniture moves or deliveries taking more than one (1) hour. **Routine “deliveries” requiring one (1) hour or less are not covered by this policy.**

Any damage or extra ordinary cleaning costs to the Common Areas resulting from a Move-in, Move-out, or Large Furniture Moves or deliveries taking more than one (1) hour will be billed to the Owner. A refundable damage deposit in the amount of \$250 is required for all Resident moves. Additionally, a security representative at the security company’s current hourly rate is required to provide exclusive use of the elevator for all moves. (Minimum 4 hours) The security representative will also use a checklist and provide documentation of conditions prior to and after any move. Any damage will be noted and Residents will be responsible for any damage to the common areas. If no damage is reported, the damage deposit will be returned after the move. If the damage exceeds the deposit the balance will be billed to the Owner.

Prior to your scheduled move, Resident's Movers are required to produce a Certificate of Insurance for General Liability and provide Worker's Compensation coverage. All required insurance documentation must be authenticated and presented to the Bel Mare onsite manager at least 48 hours prior to any work commencing or your move will be rescheduled to the next available day. If you are moving yourself, without the help of professional movers, please discuss this with Bel Mare onsite manager at least 48 hours prior to the move so a proper legal release is completed. (Attached)

The following applies to all current and future moves or deliveries taking more than one (1) hour whether done by a professional mover or the Residents:

- **Moves are to be scheduled with the onsite manager a minimum of 7 days in advance of the move.** A block of time will be assigned to the move and all Residents will be advised and a move schedule will be posted in the relevant service elevator.
- Only one move per building is allowed at one time.
- Movers must check in and check out with onsite manager; however, the Resident must be onsite and is responsible for supervising movers.
- Only Service Elevators are to be used; Passenger Elevators are designed solely for the transport of people. Service Elevators are padded for their protection. In the un-likely event that the Service Elevator is out of service or breaks down the move must be rescheduled; however, the Resident will not be charged again for the security representative.
- The Maximum Capacity of 3500 pounds must not be exceeded and the doors of the Service Elevators must not be blocked open. The security representative will have a key to lock the doors open for loading and unloading.

- Residents or Resident's mover must lay down floor protection provided by Bel Mare in the service elevator. It is recommended that protection be placed from the elevator to the Resident's Unit and all points in between to prevent damage to the Common Areas. If the move will extend more than one day, the floor protection is to be stored in the Owner's Residence after each workday.
- Residents and/or Movers must enter building through the garage area - no moving is to be conducted through the front door or through any lobbies.
- Residents and/or Movers must use only designated contractor parking spots immediately in front of the loading doors designated "Loading Zone".
- Movers and Residents are not to use valet carts and grocery baskets for any Move.
- Moves should cause the least disruption possible to other Residents and the Buildings. Staging of furnishings must be only in the designated area adjacent to the Fire Lane.
- All packing materials and boxes are to be removed by the movers and/or Residents at the end of the move. Absolutely no moving materials are allowed in the trash chutes. After the Move, Residents are to follow normal procedures of breaking down any additional cardboard boxes and putting them in the Trash Room for disposal.
- Residents or Resident's mover must clean all common areas including elevators of debris at the end of each day.
- Move In/Move Out hours are: Monday through Friday, 8AM to 5PM and will be strictly enforced.

RELEASE, WAIVER AND INDEMNITY

THE UNDERSIGNED unit owner(s)/tenant(s) of Unit No. ____ in Bel Mare hereby remises, releases, acquits, satisfies and forever discharges Bel Mare Condominium Association, Inc., hereinafter referred to as "Association," its members, employees, officers, directors and agents of and from all debts, actions, causes of action, suits, sums of money, contracts, promises, damages, judgments, claims and demands whatsoever, in law or in equity, including such parties' own negligence, which the undersigned ever had, now has, or which any personal representative, successor, heir or assign of the undersigned hereafter can, shall or may have against the Association, its members, employees, officers, directors and agents for, upon or by reason of any manner, cause or thing arising out of or concerning the undersigned's Move, as that term is defined in the attached "Move In-Out Policy," without the assistance of professional movers, and/or on behalf of the undersigned including, but not limited to, personal injuries, death or property damage or loss, including theft, suffered by the undersigned, the guests and invitees of the undersigned, or third parties.

THE UNDERSIGNED FURTHER AGREES to indemnify, defend and hold harmless the Association, its members, employees, officers, directors and agents from any and all demands, claims, damages, actions, causes of action, controversies and expenses, including attorney's fees and costs, for death, disease, illness, personal injury or property damage or loss, including loss of use thereof and theft, arising out of or concerning the undersigned's Move without the assistance of professional movers; it being acknowledged and understood by all parties that this release, waiver and indemnification is a condition to allowing such Move without the assistance of professional movers.

THIS DOCUMENT ADDRESSES MATTERS WHICH MAY IMPACT ON YOUR LEGAL RIGHTS. PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. IF YOU HAVE QUESTIONS ABOUT YOUR LEGAL RIGHTS, PLEASE CONSULT WITH AN ATTORNEY WHO IS A MEMBER OF THE FLORIDA BAR.

Dated: _____

Signature

Print Name

Recommended by the Rules and Security Committee
and adopted by the Board on January 29th, 2015.
Revised by the Board of Directors at the
Board Of Directors meeting held on May 25th, 2016.



TEL: (941) 729-5891 FAX: (941) 721-7982

ELEVATOR – ENTRY CODE & KEY REQUEST

UNIT # _____

PRINT NAME: _____

TELE – ENTRY CODE FOR GATE & FRONT DOOR (Please choose any 4 DIGITS):

PHONE NUMBER FOR GATE CODE BOX (Your Bel Mare Residence Phone):
_____ (Must Be A United States Phone Number)

PRIVATE-PASSENGER ELEVATOR CODE - OWNER'S ONLY (please choose any 3 Digits FROM 3-9)
_____ For Access – Press Your Floor Number + Your 3-Digit Code

IF YOU HAVE A SHARED VESTIBULE - THE CODE WILL BE ASSIGNED TO YOU

SERVICE ELEVATOR – FLOOR # ___ THEN ___ - ___ - ___ (These 3 digits change every 90 days and can be found on the website)

- Fitness Center (*Main Gate*) – Amenity Key
- Fitness Center (Pool Gate) – Fob, Fitness Center (Door) – Fob
- Front Entrance, Social Room, Theater Room, Billiards Room – Fob
- Garage Doors into Lobby, Storage Locker Room, Amenity Level Doors – Amenity Key
- Gate Code from Dog Walk Area to Fitness Center (behind garage) - 13579

ENTRY FOBS:

Fobs are for automatic access to the front gate, front entry doors and the garage. The cost per fob is \$45.00, paid by check to *Bel Mare Condominium Association*. Fobs may only be purchased by or with written authorization of the homeowner. The fobs have a battery that can be replaced. The association does not replace broken/non-working batteries/fobs. If you have replaced the battery and the fob still does not work, you can purchase a new fob from the onsite office.

COMMON AREA (AMENITY) KEYS:

Common area (amenities, pool, etc.) Keys are issued by the on-site Community Association Manager (CAM). Amenity keys are \$10.00, paid by check to *Bel Mare Condominium Association*. Amenity keys may only be purchased by or with written authorization of the homeowner.

MAILBOX LOCK & KEYS:

The association does not keep/provide mailbox locks/keys. If you do not receive mailbox keys when you close on your unit, contact a locksmith and tell them that you have a mailbox that needs a new lock, so you have mailbox keys.



DECAL/VEHICLE PARKING INFORMATION FORM

Bldg. & Unit #: _____

Parking Space #: _____

Owner Tenant

PRINT NAME: _____

Decal #	Year	Make & Model	Color	License Tag # /State

Notes: _____



RULES AND REGULATIONS

RULES AND REGULATIONS FOR BEL MARE CONDOMINIUM ASSOCIATION, INC.

The following Rules and Regulations shall govern and control the use, occupancy and enjoyment of the Bel Mare Condominium and the Condominium Property 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, noncommercial 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, satellite dishes, or receiving dishes, nor 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 4½' 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 P.M. 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. Disposition 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 therefor; 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, servants, tenants, or lessees, 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 Unit between the hours of 9:00 P.M. and 8:00 A.M. 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 the management company, if contracted for, may retain a key to the Premises. The Unit Owner shall provide the Association and the 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.

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 ~~thirty (30)~~ ninety (90) 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 that ascribed to it in the Bel Mare Declaration of Condominium.

22. All Realtors must have a valid Florida Realtor license and register with the property manager. Open House showings will be limited to Saturdays and Sundays from 1-5pm. The property manager must approve all Realtor only open houses. 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. The Realtor must sign in each time when showing the property.

23. The Association prohibits underage drinking and substance abuse in Common Elements and Limited Common Elements.

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

1. Motorcycles are not permitted on the Bel Mare property. Several owners are grandfathered to allow them to keep their motorcycles on the property.
2. Motor Homes are permitted to be on the property for no more than 24 hours to allow for loading and unloading only.
3. Approved renters are allowed to keep pets that also conform to the Associations pet policy.
4. 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 leases in any one calendar year.



POLICY AND PROCEDURES

CONDOMINIUM ASSOCIATION, INC.

The Condominium Association is currently governed by the Board of Directors which is comprised of members of the development team. Please see the section "Important Numbers" for the current Condominium Association representatives. There are plans in effect to hold elections and replace the Developer's position on the Board of Directors with Residence Owners. You will be notified well in advance of the elections.

VEHICLE DECALS AND GUEST PASSES

In an effort to improve security, all vehicles residing on the Bel Mare property are required to have a decal or a pass. Decals are issued by the Onsite Administrator, Monday – Friday between 9:00 AM – 4:00 PM. Please bring the completed vehicle registration form(s) to the office to aid in processing. Owners and tenants are issued window stickers that must be placed in the bottom left hand of the window shield, Guest and visitors staying overnight will need to be issued a parking tag. Please be advised that vehicles on site without authorization will be tagged for towing. Temporary parking passes can be obtained from the Onsite Administrator.

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 Owners Storage Room: no locking mechanism is integrated into the cage so each Owner is required to purchase his/her own lock.

BEL MARE WEB-SITE

Please contact the onsite administrator for website access. On our website you will be able to submit work orders. Update your contact information and receive information related to Bel Mare.

INTERNET SERVICE

Internet Service is available through Frontier or Spectrum Networks. If you desire internet service, please call Frontier or Spectrum directly. Internet service will be billed directly to each Residence Owner. The Bel Mare Phase address may be listed in their records as 130 Riviera Dunes Way, Palmetto, Florida.

FUTURE SALE OF YOUR RESIDENCES

Any and all showings must be scheduled when guards are on duty. The real estate agent and prospects are accompanied by the Owner. It is important for the security of the Residents that we coordinate the access of any potential purchasers and assure that they are chaperoned during their visit. Please call the Bel Mare office if you need to deviate from this policy in any way.

Please review the Condominium Documents, By-Laws and Regulations for procedures to follow when selling your Residence.

CONSTRUCTION AND IMPROVEMENTS

When a Residence Owner desires to make improvements to his/her Residence, the Property Manager must be notified in writing about planned construction. If a Building Permit is required from the City of Palmetto, it is the 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 Property Manager must be notified at a minimum of 24 hours in advance and the following provided:

- Certificate of General Liability for Owner's Contractor in the minimum amount of \$1 million.
- Evidence of Workmen's Compensation Insurance for all workers.
- \$2,000 damage deposit. Deposit will be returned after Property Management's inspection of all Common Area Finishes, elevators, etc. 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 contractor, please contact the Property Management 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 Property Management 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. (Max weight: 3,500/ Measurements: 6' 8 ½" x 5' 5")
- 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 Management 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 Property Manager.
- Delivery hours are: Monday through Friday, 8AM to 5PM and will be strictly enforced.
- The Service Corridor, the Work Shop 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 extra ordinary cleaning cost 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.

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 permitted. 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 the 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 providing padding is installed. Large moves require scheduling at a minimum of 48 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 assigned a unique code that will be known only to the resident of that floor.

TRASH/RECYCLE 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 foodstuff in the chute for they will soil the chute and may result in odor or the attraction of insects. Currently recycling is not mandatory in Manatee County however we are expecting this to change. As of this time, roll off bins for recycling will be located on the Ground Level only.

WATER/SEWER

Water and Sewer are provided by the Condominium Association and requires no action on your part to activate. 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.

PEST CONTROL

Pest control is provided by the Condominium Association through the monthly Association dues. During construction, the pest control system was installed inside the walls of your residence. The re-supply of the system does not require access to your Residence: it is accessed through the Service Corridor on the respective Residence's floor. If you are experiencing pest control problems please contact the Management office (941-729-5891) and a "recall" service will be arranged.

ELECTRICITY

Residence Owner's electricity is available through Florida Power and 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 80 degrees) when not occupying the Residence. When you close on your Residence you are required to transfer the electrical service from your name.

GAS

Natural gas for your cooktop and the outside grill is provided by Florida Power and Light and paid for by the Condominium Association. No action is required on your part to activate the gas service.

COMMON AREA MAINTENANCE

All cleaning and maintenance is managed by the Condominium Association. The cost of the maintenance is paid by the monthly Association dues. If you have any comments or questions, please contact the Management office (941-729-5891).

Common Area Cleaning

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

- Interior Areas on the Amenity Level
- Outside Amenity Deck
- Ground Floor Lobby
- Garage
- Guest Parking and Drives

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.

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

Waste Management is scheduled to pick up the trash every Monday and Thursday.

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. The hours are 24/7. Availability to equipment is on a first-come, first-serve basis. Children must be accompanied by adults. Entry to the area requires your key fob.

THEATRE

The Theatre will be open 24 hours a day, on a first come first serve basis. The Theatre equipment will access Basic Cable and play DVDs. Owner's 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.

PERSONAL EVENTS

If you desire to have a private function in any of the Amenity Areas please contact the Management at least One Week 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 extra ordinary cleaning or any damage exceeds the deposit, the Residence Owner will be billed the excess.

GUEST SUITES

Two Guest Rooms (which can be combined in to a “Combined Guest Suite”) are available for the use of Owners and their Guests for a fee (to cover cleaning and maintenance). Please Schedule through Office Management.

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 see “Personal Events” for procedures to reserve this room.

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 its original position around the pool when you are done.

LAP POOL

Hours of Operation for the Fitness Center Lap Pool 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.

TENNIS COURTS

The tennis Courts are available to Owners and their guests. Use at your own risk; the Condominium Association has made no provisions for emergency medical equipment. The hours of the Tennis Courts are dawn to dusk. Availability to equipment is on a first-come, first-serve basis. Children must be accompanied by adult(s).

DEFINITION OF TERMS

“Amenity Level” refers to the interior area at the Amenity floor level

“Association Dues” refers to a monthly 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, subcontractor, and subcontractor employees

“Developer” refers to Riviera Dunes Development Partners, LLC

“Developer’s Contractor” refers to Wolverine Contractors, LLC

“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

“Owners Contractor” refers to the particular contractor or subcontractor who has contracted with the Residence Owner

“Owners Mover” refers to the particular moving company who has contracted with the Residence Owner

“Owners 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 repair

“Passenger Elevator” refers to the northern and southern elevators designed for passengers

“Pest Control” refers to the service provided by Pest Control Company hired by the Condominium Association

“Property” refers to the phase, meters and bounds

“Service Elevator” refers to the single elevator located in the center of the building that is designed for moving heavy contents

“Residence” refers to each individual residential unit

“Residence Owner” refers to the person(s) who the Residence is deeded

IMPORTANT NUMBERS

Electricity and Gas

Florida Power and Light

- For electrical service call (941) 917-0708
- For gas service problems call (941)

Contact for service via the internet at www.fpl.com

Telephone Service

Frontier

- For service call 1 (800) 483-4300

Contact for service via Internet at www.verizon.com

Pest Control

Nature Zone Pest Control

(866) 390-7378

<https://www.pestcontrolsolutionflorida.com>

Guardhouse

(941) 723-8789

(941) 780-8238 (Cell)

Onsite Management Office

(941) 729-5891



**USE AND OCCUPANCY
RESTRICTION**

Article VI
Use and Occupancy Restrictions

6.1. Use and Occupancy Restriction. In order to provide for the congenial and harmonious use and occupancy of the Condominium Property and to protect the value of the Units, the use and occupancy of the Condominium Property and each Unit shall be in accordance with the provisions hereinafter set forth.

6.2. Occupancy and Use of Units;

6.2.1 Each Unit shall be occupied only by a Single Family, as defined herein, plus any Guests, as a residence and for no other purpose. Each Unit shall be occupied by no more than two (2) permanent Occupants, as defined herein, per bedroom.

6.2.2 No unit shall be used for any business or commercial purpose except for limited home office use as permitted herein, which shall be expressly recognized as incidental to residential use and not a nuisance. Limited home office use of a Unit shall allow the use of a Unit for personal business activities, including business telephone calls and correspondence (including electronic correspondence) and such other business activities authorized in writing by the Board of Directors, provided: (i) such activities inside the Unit are not apparent or deductible by sight, sound or smell from outside of the Unit; (ii) no customers or clients of the business other than residents of the Condominium shall come to the Unit for such activities; (iii) no employees of the business shall work at the Unit; and (iv) such activities shall comply with all applicable zoning ordinances and regulations. No business solicitation of residents of the Condominium or business use of any list of home or business addresses, email, facsimile or telephone numbers of Unit owners or residents shall be permitted under any circumstances. This provision applies to tenants as well as Unit owners.

6.3. Corporations, Partnerships and Other Entities. The sale transfer or lease of a Unit to a corporation, partnership, trust or other entity shall be conditioned upon the prior designation by the purchaser, transferee or tenant, as the case may be, of the one single family or individual that will use the Unit as a single family residence. No transient or general tourism type use of a Unit by a corporation, partnership, trust or other entity shall be permitted. The single family or individual designated as the user and occupant of the Unit owned by a corporation, partnership, trust or other entity shall not be changed more than twice during any one calendar year except in connection with the approved sale, transfer or lease of the Unit. Use of a Unit owned by a corporation, partnership, business, trust or other entity by others than the designated single family or individual shall be subject to the same restrictions and limitations contained in the Declaration and/or the Rules and Regulations of the Association on the leasing, lending and/or loaning of Units that are applicable to the other units.

6.4. Subdivision of Units Prohibited. Except as expressly reserved to the Developer, no Unit may be divided or subdivided for purposes of sale, transfer or lease.

6.5. Prohibitions. No owner, tenant or other occupant of a Unit shall:

6.5.1. Paint or otherwise change the appearance of the exterior of the Unit or the Building or of any exterior wall, door, window, screen patio, balcony, terrace or any other exterior surface; place any sunscreen, blinds or awning on any terrace or exterior surface or opening without prior written approval of the Board; place any draperies, blinds or curtains at or over the windows or doors of any Unit without a solid, light color exterior liner acceptable to the Board; tint, color or otherwise treat or apply anything to any window or door which will adversely or materially change or affect the uniform exterior appearance of the Building in the opinion of the Board; plant, place or maintain any plant or

Landscaping outside of a Unit except upon prior written approval of the Board; erect or install any exterior lights or signs; place any signs or symbols in or on windows or doors; erect, place or attach any structures or fixtures within or to the Common Elements; nor any of the forgoing without the prior written consent of the Board;

6.5.2. Make any structural alterations to any Unit or to the Common Elements provided, however, this shall not prevent the erection, removal or modification of non-support carrying interior partitions wholly within the Unit; nor fasten any fixtures, or objects to walls, floors or ceilings that would damage any structural portions of the Common Elements or utilities or electrical lines or heating or air conditioning ducts or mains. Additionally, in order to minimize sound transmittal, any replacement or installation of wood, tile, marble, or other hard surface flooring in the Unit must be set upon a sound-proofing bed, approved by the Board of Directors in advance of replacement or installation;

6.5.3. Fail to conform to and abide by the Declaration and Bylaws and the uniform Rules and Regulations in regard to the use of the Units, the Association Property and the Common Elements which may be adopted from time to time by the Board, or fail to allow the Association to enter the Unit at any reasonable time, when necessary for maintenance, repair or replacement of Common Elements or emergency repairs necessary to prevent damage to Common Elements or another Unit(s).

6.5.4. Erect, construct or maintain any wires, aerials, antennas, satellite dishes, receiving dishes, garbage or refuse receptacles or other equipment or structures on the exterior of the Building or the Unit or on any of the Common Elements, except with the prior written consent of the Board.

6.5.5. Obstruct ingress or egress to the other Units or the Common Elements.

6.5.6. Hang or display any laundry, garments or other unsightly items or objects which are visible outside of the unit.

6.5.7. Allow anything to remain in the common areas which would be unsightly or hazardous.

6.5.8. Allow any rubbish, refuse, garbage or trash to accumulate in places other than the receptacles provided therefor, and each Unit, the Association Property and the Common Elements shall at all times be kept in a clean, safe and sanitary condition.

6.5.9. Make use of the Common Elements and/or Association Property in such a manner as to abridge the equal rights of the other Unit Owners to their use and enjoyment, except as otherwise expressly provided herein and except for the Limited Common Elements as herein provided.

6.5.10. Subject a Unit to a partition action in any court and all Unit Owners do by their acceptance of a conveyance of such Unit, waive any right to maintain or bring such as action.

6.5.11. Park, maintain or keep commercial vehicles, trucks, motorcycles, campers, trailers, mobile home, motor homes, recreational vehicles, boats or other vehicles or leisurecrafts in any parking area or elsewhere in the Condominium, except service vehicles during the time their occupants are actually serving a Unit or the Common Elements; provided, however, this shall not prevent maintenance and parking of such Vehicles as may be essential and necessary to transport handicapped persons such as their wheelchairs or other similar devices. Notwithstanding the foregoing, that any Owner who shall own a licensed motorcycle (except and excluding any off-road motorcycle) on 12/18/09 the ("Grandfather Date") shall be permitted to operate their motorcycle on the Condominium Property and to store their motorcycle in the Assigned Parking Space(s) and/or Enclosed Parking Garage(s). Any Owner

who shall own any motorcycle (including any off-road motorcycle) after the Grandfather Date shall not be permitted to operate their motorcycle on the Condominium Property or to store their motorcycle in their Assigned Parking Space(s) and/or Enclosed Parking Garage(s) for any reason. In no event shall any tenant, guest, occupant or other visitor of any Unit Owner own, operate or park any motorcycle (including off-road motorcycles) on any portion of the Condominium Property at any time for any reason. Further, notwithstanding the above, mobile and motor home owned by Unit Owners shall be permitted to temporarily park on the Condominium Property for a period of time not to exceed 24 continuous hours while the Unit Owner is in the process of either loading or unloading such vehicle for the Owner's use and benefit. During the stated 24 hour period of time, the Unit Owner shall be required to be actively loading or unloading its vehicle, and the Unit Owner shall not be permitted to reside in or otherwise utilize its vehicle for any other purpose. Nothing in this section shall prevent the operation and parking of any vehicles as may be essential and necessary to transport handicapped persons or their wheelchairs or other similar devices for their benefit.

6.5.12. Use any garage, terrace, landing or stairway or the Common Elements for outdoor cooking of any nature, including charcoal, gas, and electric grills, except those areas, if any, designated by the Board for such purposes and designated by this Declaration for such use. The North River Fire District regulations prohibit any person from possessing, using or operating charcoal, gas, electric or wood-burning heaters, grills or barbecues on any balconies, porches, or breezeways in multi-unit, multi-story buildings. This includes hibachi grills or similar devices for cooking, heating, or any other purpose.

6.5.13. Permit the installation of any objects or flooring in a Unit the weight of which (together with any padding or insulating materials), would exceed the approved load limit for the area involved.

6.5.14. Install or permit the installation of storm or other shutters, awnings, shades or coverings over exterior windows, glass doors or other exterior surfaces without the prior written approval of the Board of Directors. Notwithstanding the foregoing, Hurricane Shutters may be installed pursuant to Hurricane Shutter Specifications Promulgate by the Board.

6.5.15. Notwithstanding anything else contained herein to the contrary, any Unit Owner may display on portable, removable United States flag in a respectful way, pursuant to Florida Statute Section 718.113(4), 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.

6.6. Pet Restrictions. Each Unit Owner, or a tenant of any Owner who resides in any Unit, may own and maintain a maximum of two (2) domesticated pets (e.g., dog or a cat) provided such pets are: (i) permitted to be so kept by applicable laws and Uniform Rules and Regulations of the Condominium, (ii) not left unattended on balconies, terraces, patios and/or in lanai areas, (iii) generally, not a nuisance to tenants or residents of other Units, and (iv) not a pit bull or other breed considered to be dangerous by the Board of Directors; provide that neither the Board nor the Association shall be liable for any personal injury, death or property damage resulting from a violation, and the owner of such pet shall fully indemnify and hold harmless the Board of Directors, the Developer, each tenant and Unit Owner and the Association in such regard. No guests or invitees of a Unit Owner shall be permitted to bring pets or animals of any kind on the Condominium Property. No pets shall be allowed to roam free upon the Condominium Property, or allowed to become a nuisance to the other tenants or Unit Owners. Further, all pets must be leashed at all times when not located in a Condominium Unit, and may be walked only in designated areas. Pets may only be taken in the service elevator(s), if any exist (as

opposed to the passenger elevators). No goats, pigs, chickens, pigeons, livestock or other obnoxious animals, fowl, arachnids, insects or reptiles shall be kept or permitted to be kept as house hold pets. Any landscaping damage or other damage to the Common Elements caused by a pet must be promptly repaired by the owner of such pet, and, if not, then the Owner who owns the Unit where the pet resides. The Association retains the right to effect said repairs and charge the owner of such pet, and, if not, then the Owner who owns the Unit where the pet resides. If, in the opinion of the Board, a permitted pet has become a nuisance, the Board shall have the right to require the pet to be removed permanently from the Condominium Property upon seven (7) days written notice to the tenant and/or Unit Owner, as appropriate.

6.7. Common Elements. The Common Elements shall be used only for the purpose for which they are intended in the furnishing of services and facilities for the enjoyment of the Units and their occupants and as otherwise herein provided.

6.8. Nuisances. No nuisance as defined by the Association shall be allowed upon the Condominium Property. Nor shall any use or practice which is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents be allowed, except for the sales, administrative, marketing and promotional activities of the Developer.

6.9. Lawful Use. No immoral, improper, offensive or unlawful use shall be made of the Condominium Property nor any part thereof; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed.

6.10. Leasing or Loaning. Leasing or renting of a Unit by a Unit Owner is not prohibited but is restricted. No portion of a Unit (nor the entire Unit) may be rented or leased for a term of less than three (3) months, and no Unit (nor the entire Unit) may be subject to more than two leases in any one calendar year. The Association may by rule and regulation require any Unit Owner desiring to rent or lease a Unit to submit in writing to the Association a letter setting forth the name of the lessee, and supply such information as may be required by the Association. The Unit Owner shall be jointly and severally liable with the tenant to the Association to repair any damage to the condominium resulting from any acts or omissions of tenant or tenant's guests (as determined in the sole judgment of the Association) and to pay for injury or damage to property caused by the negligence of the tenant or tenant's guest. All leases shall be, as are hereby made, subordinate to any lien filed by the Association, whether prior to or subsequent to such lease.

The Board of Administration of the Association may, by rule and regulation, restrict and limit the loaning or lending of Units by the Unit Owners. Tenants may not loan or lend the Unit they are renting.

During the period of time that a Unit is leased or loaned to others, the Unit Owner and the Unit Owner's family or guest shall not have the right to use or occupy the Association Property or Common Elements of the Condominium except as a guest in the presence of the tenant, if leased, or occupant, if loaned, of the Unit.

6.11. Surface Water Management system Facilities Restrictions. No construction activities may be conducted relative to any portion of the Surface Water Management System Facilities. Prohibited activities include, but are not limited to: digging or excavation; depositing fill, debris or any other material or item; constructing or altering any water control structure; or any other construction to modify the Surface Water Management System Facilities. If the project includes a wetland mitigation area, as the same is defined in Section 1.7.24 of Southwest Florida Water Management District's Basis of Review, or a wet detention pond, no vegetation in these areas shall be removed, cut, trimmed or sprayed with herbicide without specific written approval from the Southwest Florida Water Management District.

Construction and maintenance activities which are consistent with the design and permit conditions approved by the Southwest Florida Water Management District in the Environmental Resource Permit issued by the Southwest Florida Water Management District may be conducted without specific written approval from the Southwest Florida Water Management District. The operation and maintenance of the Surface Water Management System Facilities, as well as the re-inspection reporting, shall be performed in accordance with the terms and conditions of the Environmental Resource Permit issued by the Southwest Florida Water Management District. The Southwest Florida Water Management District has the right to take enforcement measures, including a civil action for injunction and or penalties, against the Association to compel it to correct any outstanding problems with the Surface Water Management System Facilities. The restrictions shall be in effect for at least 25 years, with automatic renewal periods thereafter.

6.12. Rules and Regulations. Uniform Rules and Regulations concerning the use of the Units the Association Property and the Condominium Property, including the project's recreational facilities, may be made and amended from time to time by the Association, in the manner provided in the Articles or Bylaws. Copies of such rules and regulations and amendments thereto shall be furnished by the Association to all Unit Owners, occupants and Institutional Lenders on request.

6.13. Proviso. Notwithstanding anything herein contained, until Developer has sold and/or transferred all of the Units in all phases of the Condominium, neither the Unit Owners nor the Association nor the use of the Condominium Property shall interfere with the sale or lease of the Units. Developer may make such use of the unsold Units and Common Elements as may facilitate such completion and sale or lease, including, but not limited to, maintenance of a sales office, a model, the showing of the property, the display of signs, and the right to have a rental/lease program if economic conditions so warrant.

Note: Article VI – Use and Occupancy Restrictions takes precedence over any rules or policies.

Declaration of Condominium of Bel Mare Condominium – Recorded on December 21, 2006
Declaration of Condominium of Bel Mare Condominium – Amendments Approved at Special Membership Meeting held on April 8, 2010
Declaration of Condominium of Bel Mare Condominium – Amendments Approved at Annual Meeting held on December 17, 2009
Declaration of Condominium of Bel Mare Condominium – Amendments Approved at Annual Meeting held on January 28, 2010
Declaration of Condominium of Bel Mare Condominium – Amendments Approved at Special Membership Meeting held on February 7, 2013



Bicycle Registration Form

BLDG/UNIT: _____

DATE: _____

PHONE NUMBER: _____

NAME: _____

Bicycle #1:

Registered to: _____

BICYCLE MAKE: _____

COLOR: _____ TYPE: _____

Bicycle #2:

Registered to: _____

BICYCLE MAKE: _____

COLOR: _____ TYPE: _____

Bicycle #3:

Registered to: _____

BICYCLE MAKE: _____

COLOR: _____ TYPE: _____

— OFFICE USE ONLY —

Bicycle #1: Sticker #1: _____

Bicycle #2: Sticker #1: _____

Issued by: _____

Date: _____



GUEST SUITE POLICY

Reservation request will be accepted for qualified owners or tenants up to 365 days in advance for a maximum of 7 consecutive nights (8 days) based on availability. All reservation fees must be paid in full at the time of reservation through the Property Management Group Administrator (PMGA).

In order to be qualified, owners must be free of any monetary obligations due the Association per Florida Statute 718.

Tenants of owners who are not qualified cannot reserve suites.

At least one guest must be 21 years old and the owner / tenant must be in residence during the entire guest (s) stay.

No more than two suites may be reserved by any qualified owner / tenant in any calendar year. (The combined suites count as two). However, owners that have already reserved their 2 allowed suites may reserve additional suites, if available, within 60 days of the requested dates.

NOTE: If an owner owns more than 1 unit, they may rent 2 suites per each owner-occupied unit per calendar year.

NOTE: Reservations for the Thanksgiving and Christmas holidays have exceptions to the above guideline (see Thanksgiving and Christmas Reservations below).

Suite Fee and Payment Schedule

Please be considerate and only reserve the size suite necessary for your guests stay so others can enjoy this amenity

- Small suite, 1 BR, 1 bath is \$75 with a maximum occupancy of 2 people for the minimum rental of 3 nights (4 days). Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$6 per night.
- Large suite, 1 BR, 1 bath with kitchen and living area is \$100 for the minimum rental of 3 nights (4 days) and a maximum occupancy of 3 people. Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$8 per night.
- Combined suite, 2 BR, 2 baths with kitchen and living area is \$175 for the minimum rental of 3 nights (4 days) and a maximum occupancy of 5 people. Additional nights up to a maximum of 7 nights (8 days) total per stay may be included in the rental for an additional charge of \$14 per night.
- **Saturday and Sunday check-in are only available if the suite is vacated and able to be cleaned and ready by 3pm on Friday.**
- Reservations ending on Saturday or Sunday will require an added cleaning fee to be approved by the Board of Directors (**\$ amount to be determined by Property Mgmt. / BOD**)
- Manatee County Tourist & Sales Taxes will be added on all rentals.

Availability of your requested dates should be confirmed with Management Office before your guests make travel arrangements.

Suite fees will be reviewed and possibly adjusted annually by the Board of Directors based on annual pro forma income vs. expenses for the Suites.

NOTE: Infants where cribs or other sleeping equipment is supplied by the guest or owner is not included in maximum occupancy limits.

FEES – All reservation fees must be paid in full at time of reservation. In the event of cancellation, fees are not refundable within 30 days of the first day of reservation.

DEPOSIT – A refundable deposit of \$250 (in addition to reservation fees) are required for each reservation and must be received by the PMGA at least 30 days prior to the start of the reservation date or the reservation will be cancelled. This fee will be deposited, so funds must be available.

Deposits will be refunded within 7 business days after the suite reservation dates have expired if all keys are returned and a satisfactory inspection of the suite(s) is completed and found to be damage free with no missing inventory.

In the event of a Hurricane Watch or Warning for Manatee County administered by NOAA Weather Service or reputable County or State Safety Agency within 7 days of a reservation, fees and deposit will be returned within 14 days of any suite cancellation received by the PMGA.

Thanksgiving, Christmas and New Year's Reservations

(Recommended by the Rules and Security Committee and adopted by the Board on May 17th, 2012)

The Condominium Association Board has established a lottery system for these three holiday periods, Christmas and New Year's lotteries will be drawn at the same time, 7 nights (8 days) maximum reservations for each holiday, as defined:

- Thanksgiving holiday period is defined as the Friday proceeding Thanksgiving through the post-holiday Sunday.
- Christmas and New Year's holiday period is defined as December 18th through of January 5th and will have 2 separate lotteries – 1 for each holiday week.
- Lottery entries must specify the desired holiday period and type of suites (small, large, combined).
- Unit Owners/Tenants can only win one holiday lottery per year.
- Lottery entrants will be selected and assigned a lottery number in the order chosen. In the event of cancellations or withdrawals, the next lottery number selected will be notified and offered available dates until all of the holiday lottery periods are filled. Any days during the holiday period not claimed from the lottery will be put back on the non-holiday calendar and available to all qualified owner or tenants.

The lottery, if necessary, will be held no less than 60 days prior to the beginning of each holiday period starting date. The lottery drawing dates will be posted at least 14 days prior to the lottery drawing. Owners may attend. **Lottery winners must pay all fees in full within 7 days of the lottery drawing.** Deposits must be paid as described above.

CHECK IN / OUT PROCEDURES

Check in time – 4:00 pm

Check Out time – 11:00 am

All suites are Non-Smoking, and No Pets are allowed in the suites. If either is found to have occurred, the owner forfeits his / her deposit for damages, and possible fines and suspension of usage rights, No Exceptions.

The owner or tenant that reserved the suite is responsible for all check in procedures to include:

1. Securing keys and parking passes from the PGMA prior to guest arrival and during normal business operating hours.
2. Review all Association Declaration, Articles of incorporation and Bylaws as needed with guest(s) on arrival.
3. Give guest(s) a copy of the Association Rules and Regulations.

The owner / tenant and guest agree that he / she / they:

- Have received and read the summary rules and regulations and will abide by the same.
- Agree to abide by the Association Declaration, Articles of Incorporation and Bylaws.
- Pay any sums due the Association for any lost keys, lost or damaged inventory of the suite(s), or damage to the suite(s), common elements or Association property, and any fines levied pursuant to Florida Statutes 718 and / or the Association Documents.

Owner or tenant assumes all risk of injury for self and guest(s). Owner or tenant also expressly indemnifies the Association from any and all legal action which may be brought against the Association relative to such injury except in the event of gross negligence by the Association.

BEL MARE AT RIVIERA DUNES
Contractor Policy And Code Of Conduct

Major remodeling and construction

The unit owner is fully financially responsible in accordance with the Declaration of Condominium for all modifications, installations and/or additions to their unit. Must obtain all board approvals if necessary.

1. Contractors:

- A. The unit owner shall pre-register on the Bel Mare website E-form the contractor and all sub-contractors.
- B. They must be properly licensed.
- C. Must have a certificate of insurance. One million dollars all risk and workers' compensation coverage.
- D. Prior to commencing work, the Unit Owner advises the office of contractor's name.

2. Hours of Operation:

- A. Not before 8 AM and not after 5 PM, Monday through Friday and **prohibited** all day Saturday, Sunday and legal holidays.
- B. Material deliveries from 8 AM to 5 PM Monday through Friday. Vendors are required to use the service entrance.

3. Conduct:

- A. General contractors shall be responsible for all actions of subcontractors. Workers are expected to behave professionally.
- B. Loud or abusive language or actions will not be permitted.
- C. All contractor/vendor attire shall display a company logo.
- D. No loud music from radios.
- E. Breaks and lunches must be off site or in their work trucks.
- F. No smoking is permitted in any portion of the common elements including parking areas
- G. Contractors will not use Bel Mare grocery or valet carts.
- H. Contractors will not cut wood, tile, pipe, doors etc. on lanais or inside Condominiums.
- I. Do not tamper with or hang extension cords from any of the sprinkler heads.
- J. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work.
- K. Workers are not to wander around in areas other than the specific area or Unit they are assigned to.
- L. Contractors must wear booties when entering a unit or any interior carpeted rooms on the amenity level.
- M. Contractor can bring only bottled and capped water into a unit for a beverage.
- N. Contractor vehicles are not allowed in the garage for any reason.

4. Codes and Permits

- A. Contractors shall perform all work in accordance with national, regional and local codes.
- B. A copy of the building permit must be posted in the window of the unit.

5. Safety

- A. All equipment, tools, furniture, carpeting, flooring, etc. is to be placed in the unit being serviced. .
- B. Power tools such as saw, air tools, etc. must be set up in a specific area designated by Bel Mare's Maintenance.
- C. If a welding or cutting torch is required the contractors must notify the Bel Mare Office before proceeding.

(OVER)

BEL MARE AT RIVIERA DUNES
Contractor Policy And Code Of Conduct

6. Cleanliness

- A. Contractors shall ensure that the construction site and adjoining areas including common areas and access ways are clean of debris and rubbish the end of each work day. All debris and rubbish must be removed from The Bel Mare property at the end of each work day. Contractors will provide “walk-off mats” at each entrance to the work area and service hallways. These mats should be frequently cleaned and/or replaced to maintain their effectiveness.

- B. Final clean up should include removal of any dust, debris or fragments on floors, walls, windows, doors and screens.

7. Damage

- A. The owner is responsible for assuring contractors repair all damages caused by themselves or sub-contractors.

8. Protection

- A. Surrounding areas that are affected by construction, including balconies, stairs, walkways and vegetation are to be protected from damage. All floors that are used by the contractors must be protected.

9. Construction Requirements

- A. Sound deadening underlayment (field impact isolation class 55) must be used under tile and wood floors.
- B. Nothing shall be hung or displayed on the exterior walls.
- C. Jackhammers may not be used.
- D. **In no case will holes be drilled into ceiling or floors of more than 3/4**

Inch deep and no more than 3/8 inch diameter. “Proceed with caution and at your own risk”.

10. Dumpsters

- A. Dumpsters must be provided by the owner or contractor for removal of construction debris.
- B. Contractors are responsible for scheduling pick-up and delivery of their construction dumpster...
- C. Grout, paint, wall mud or any other building materials/construction products/etc. shall be disposed of in the approved construction dumpster.

11. Parking

- A. All vendor vehicles must be parked in the area designated by the gatehouse

12. Non-Compliance

- A. Activities will be monitored during the day. Noncompliance with these regulations may result immediate dismissal any expenses incurred by the Bel Mare Condominium Association in cleaning the buildings or work area or repairing damage resulting from the contractor or his employees, and/or sub-contractors will be billed to the unit **OWNER**.

By signing below I agree that I have reviewed and agree to abide by the Bel Mare Contractor Policy and Code of Conduct.

Building # _____ Unit # _____

Owner/Resident Signature: _____ Date _____

Contractor Signature: _____ Date _____

BEL MARE AT RIVIERA DUNES
Contractor Policy And Code Of Conduct

Minor remodeling, construction, repair and maintenance

The unit owner is fully financially responsible in accordance with the Declaration of Condominium for all modifications, installations and/or additions to their unit. Must obtain all board approvals if necessary.

1. Contractors:

- A. They must be properly licensed.
- B. Must have a certificate of insurance **and workers' compensation.**

2. Hours of Operation:

- A. Not before 8 AM and not after 5 PM, Monday through Friday and **prohibited** all day Saturday, Sunday and legal holidays.

Material deliveries from 8 AM to 5 PM Monday through Friday. Vendors are required to use the service entrance.

3. Conduct:

- A. General contractors shall be responsible for all actions of subcontractors. Workers are expected to behave professionally.
- B. Loud or abusive language or actions will not be permitted.
- C. All contractor/vendor attire shall display a company logo.
- D. No loud music from radios.
- E. Breaks and lunches must be off site or in their work trucks.
- F. No smoking is permitted in any portion of the common elements including parking areas
- G. Contractors will not use Bel Mare grocery or valet carts.
- H. Contractors will not cut wood, tile, pipe, doors etc. on lanais or inside Condominiums.
- I. Do not tamper with or hang extension cords from any of the sprinkler heads.
- J. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work.
- K. Workers are not to wander around in areas other than the specific area or Unit they are assigned to.
- L. Contractors must wear booties when entering a unit or any interior carpeted rooms on the amenity level.
- M. Contractor can bring only bottled and capped water into a unit for a beverage.
- N. Contractor vehicles are not allowed in the garage for any reason.

4. Codes and Permits

- A. Contractors shall perform all work in accordance with national, regional and local codes.

5. Safety

- A. All equipment, tools, furniture, carpeting, flooring, etc. is to be placed in the unit being serviced. .
- B. Power tools such as saw, air tools, etc. must be set up in a specific area designated by Bel Mare's Maintenance.
- C. If a welding or cutting torch is required the contractors must notify the Bel Mare Office before using.

6. Cleanliness

- A. Contractors shall ensure that the construction site and adjoining areas including common areas and access ways are clean of debris and rubbish the end of each work day. All debris and rubbish must be removed from The Bel Mare property at the end of each work day. Contractors will provide "walk-off mats" at each entrance to the work area and service hallways... These mats should be frequently cleaned and/or replaced to maintain their effectiveness. (OVER)

BEL MARE AT RIVIERA DUNES
Contractor Policy And Code Of Conduct

B. Final clean up should include removal of any dust, debris or fragments on floors, walls, windows, doors and screens.

7. Damage

A. The owner is responsible for assuring contractors repair all damages caused by themselves or sub-contractors.

8. Protection

A. Surrounding areas that are affected by construction, including balconies, stairs, walkways and vegetation are to be protected from damage. All floors that are used by the contractors must be protected.

9. Construction Requirements

A. Sound deadening underlayment (field impact isolation class 55) must be used under tile and wood floors.

B. Nothing shall be hung or displayed on the exterior walls.

C. Jackhammers may not be used.

D. In no case will holes be drilled into ceiling or floors of more than 3/4

Inch deep and no more than 3/8 inch diameter. "Proceed with caution and at your own risk".

E. Grout, paint, wall mud or any other building materials/construction products/etc. shall be removed from the premises by the contractor.

10. Parking

A. All vendor vehicles must be parked in the area designated by the gatehouse

11. Non-Compliance

A. Activities will be monitored during the day. Noncompliance with these regulations may result immediate dismissal any expenses incurred by the Bel Mare Condominium Association in cleaning the buildings or work area or repairing damage resulting from the contractor or his employees, and/or sub-contractors will be billed to the unit **owner**.

By signing below I agree that I have reviewed and agree to abide by the Bel Mare Contractor Policy and Code of Conduct.

Building # _____

Unit # _____

Owner/Resident Signature: _____ Date _____

Contractor Signature: _____ Date _____



SOUND PROOFING POLICY

In order to minimize sound transmittal between Units, any replacement flooring must be set upon a sound proofing bed that meets or exceeds the Associations requirement of Field Impact Isolation Class 55. Unit Owners / Tenants must obtain written Board approval before removing or replacing flooring. Requests must be submitted in writing to the Bel Mare Management Office along with proof that the new flooring meets the requirements. Proof can be a written statement from the manufacturer or the report of an independent testing agency or reasonable equivalent.

WINDOW TINT SPECS

The approved tint is available from the following vendor:

- **The Window Film Specialist, Inc.
313 Interstate Ct.
Sarasota, FL 34240
(941) 371-3456 Phone
(941) 377-1845 Fax**

**www.thewindowfilmspecialist.com
info@371film.com**

**Vista Window film Mirage 3M NV38
Vista Window film Spectra Select VS61**

Window Film Companies (companies that have placed window tint in Bel Mare that follow the criteria listed below)

- **Universal Window Solutions - (941) 752-7473**
- **Solar-X Sarasota - (941) 366-4364**

The following is a "cross industry" reference list of similarly appearing and performing window films that if installed on our buildings; would leave their appearance very much unchanged.

The criteria used for the selections are as follows:

Visible light transmission (VLT): 40% or greater.

Solar Heat Gain Coefficient (SHGC): 45% or less.

Light to heat gain ratio (VLT div. by SHGC): 85% or greater

Must have NFRC rating

Bekaert Specialty Films:

Panorama Slate 40

Panorama Slate 50

Panorama Sterling 40

Panorama Sterling 50

HiLite 40

HiLite 70

3M:

Prestige 40

Prestige 50

Prestige 60

Prestige 70

Madico:

Sunscape DG 25

Sunscape SL 380

Sunscape SB 35

CP Films:

Vista 38

Vista 41

Vista 51

Vista 60

Sun-Tek:

SYDS 50

IDS 50

ULVDS 40

ULVDS 50

ULVDS 70

Johnson Window Film:

PD 35

PD 45

PD 50

URGENT MESSAGE
REGARDING BEL MARE'S SEWER SYSTEM

Please be advised that on Saturday, October 7th, 2017 three Bel Mare Units experienced the worst nightmare a homeowner can imagine ~ the sewage system backed-up into their homes through the shower and sinks. The spillage first began on the eighth floor. Once the plumber began working on the blockage in the sewer pipes, the obstruction caused additional back-up in two more condo units on lower level floors.

The cause: **BATHROOM WIPES!**

The plumber was on property all day spending hours removing masses of bathroom wipes that had created a large obstruction in several areas of the sewer pipes. Please be aware that the blockage was not created by any of the three owners whose homes were affected! It is important that each of us discuss this issue with all of our neighbors.

IT IS IMPERATIVE THAT EVERY RESIDENT AND GUEST NEVER FLUSH ANY TYPE OF BATHROOM WIPE DOWN THE TOILETS.

This includes all types of bathroom wipes for babies, adults and pets!

BEL MARE NEEDS EVERYONE TO ADHERE TO THIS DIRECTIVE TO NOT FLUSH BATHROOM WIPES ~ FOR HUMANS AND PETS ~ DOWN THE TOILET. ALSO, DO NOT DISPOSE OF COOKING GREASE OR OIL IN YOUR SINKS.

IF THIS PRACTICE CONTINUES YOU MAY BE THE NEXT RESIDENT WITH SEWAGE GATHERING IN YOUR SHOWERS AND SINKS IN YOUR BATHROOMS, KITCHEN AND THROUGHOUT YOUR HOME.

By signing below I agree that I have read, understand and will abide by not flushing any Bathroom wipes for babies, adults or pets.

Signature: _____

Date: _____

Signature: _____

Date: _____

An article from the *New York Post* follows. Please take two minutes to read it. You will discover that no matter what an advertisement may say,

bathroom wipes are NOT biodegradable.

New York Post Article, September 24, 2013

Extra-moist bathroom wipes — championed by celebrities like Terrance Howard and will.i.am — have become a catastrophic pain the the a\$# in sewer systems around the world.

The increasingly popular rear-end cleaners look like baby wipes and are supposed to be flushable. But public-works employes from Denver to London say the towelettes are nuisance because they don't degrade after use and cause huge sewer clogs that cost millions to clean up.

The most dramatic example of the problem came in London, where workers this summer found a colossal ball of wipes and coagulated fat blocking a sewer main. The 15-ton, bus-size clog took three weeks to dislodge.

The wipes also caused a wave of clogged pipes and broken pumps all over the Washington, DC, area. Officials in the DC suburbs have spent a fortune installing shredders to break down the little cloth towels, which don't break down like real bathroom tissue.

One town in Western New York got so overwhelmed, officials installed pipe strainers to help them track which households used wipes — and then went door-to-door pleading with residents to stop flushing them.

Complaints about the wipes harming sewer systems started some four years ago, about the time that the “flushable”-wipes market started to take off, The Associated Press reported.

Now the butt-wipes game is a \$6 billion business that has been injected with a big dose of celebrity glamour.

Stars have talked up wipe use in interviews, agreeing that women who don't moist-wipe their backsides are “unclean.” A brand called One Wipe Charlies is even endorsed by several NFL centers. The wipes are heavily marketed toward men. One product called Dude Wipes encourages guys to “kill the swass monster” below a cartoon image of a pair of filthy anthropomorphic jeans.

A spokesman for Dude Wipes said the company's towelettes are “not the problem” — and CEO Sean Riley said, “They are certified disposable . . . Unfortunately, a whole lot of things are going into septic systems.”

One Wipe Charlies did not respond to a request for comment.



PARKING RULES

- A. Owners and tenants shall park in the parking spaces assigned to the unit they occupy.**
- B. Parking spaces designated for guests may be used only by guest.**
 - A. A guest vehicle may park overnight for no more than 21 nights in a calendar year. *Should exceptional circumstances require a longer stay, an owner may apply to the Board requesting extensions.***
- C. When not in use all bicycles must be placed in the designated bicycle storage areas or in your assigned storage area.**
- D. Due to the shortage of unassigned parking, all owners are limited to one (1) vehicle more than their number of assigned parking spaces. Unassigned parking is on an “as available” basis.**
- E. If an owner has rented or otherwise made arrangements for the use of someone else’s parking space, the arrangement must be documented and on file in the Bel Mare Office.**



Garage Policy

“Prohibited in Parking Areas: No vehicle repairs of any type may be performed in the parking areas except: minimal emergency repairs that can be done in a timely fashion or towing of inoperable vehicle. No inoperable, unregistered or expired registration vehicles may be stored in parking areas. No vehicle may be parked in such a way that the primary intent is to advertise the vehicle for sale.”

Recommended by the Rules and Security Committee
and adopted by the Board on May 17th, 2012



PET RESTRICTIONS POLICY

At the Board of Directors Meeting held on Wednesday, January 27th, 2016 the Board of Directors **Approved** the following Pet Restrictions Policy:

- All pets currently residing at Bel Mare are “Grandfathered” and are not subject to new restrictions.
- All future sales and rental applications must list pet(s) in addition to occupants including: Number, Breed, Weight, Height and a copy of the current Manatee County Pet License and Rabies Vaccination or equivalent.
- All current Owners and Tenants with pets are required to provide a copy of their Manatee County Pet License(s) and Rabies Vaccination by April 1st, 2016.
- All new pets may weigh a maximum of 50 pounds individually or 60 pounds cumulatively and have a full grown height of no more than 25 inches at the shoulder. In the case of a dispute of the actual weight or height of a pet, the Owner or Tenant of the Owner should provide, at their expense, written certification of the pet’s weight and height by a Doctor of Veterinary Medicine.



BEL MARE CONDOMINIUM ASSOCIATION

Animal Registration

Owners Animal Registration Form Date: _____

Name of Unit Owner/Tenant _____

Bel Mare Unit Number _____

Contact Information: Telephone _____

Cell Phone _____

This unit "DOES" or "DOES NOT" Have Animals.

Animal #1 Information

Type: (dog, cat, bird, aquarium fish) _____

For Dogs and Cats: Breed: _____

Height: _____

Weight _____

Expected Height and Weight of pet when fully mature (if not current) _____

Animal #2 Information

Type: (dog, cat, bird, aquarium fish) _____

For Dogs and Cats: Breed: _____

Height: _____

Weight _____

Expected Height and Weight of pet when fully mature (if not current) _____

REQUIRED ATTACHMENTS:

- 1. Current vaccination record (available from veterinarian)**
- 2. License number and expiration date**
- 3. Photo of your dog or cat**
- 4. If this is an emotional support/service animal, please attach appropriate paperwork**

**Note: Pet relief areas are located outside the garage area of each building.



ORIENTATION VIDEO QUIZ

- 1) **Are pets allowed on the amenity level?**
- 2) **How many times per year can you reserve the Guest Suite?**
- 3) **How often is the service elevator code changed?**
- 4) **What is the square key used for?**
- 5) **When are Vendors and Movers allowed to be on property?**
- 6) **When & who should you obtain a temporary parking pass for?**
- 7) **What are the hours of the fitness center?**
- 8) **Is there a designated pet relief area?**
- 9) **Where do you throw away cardboard boxes?**
- 10) **What are the hours for using the pools, spas and lap pool?**
- 11) **Are your Friends, Family, or anyone else allowed to bring pets onto Bel Mare property?**
- 12) **Are Vendors and Movers allowed to use the private passenger elevators, grocery and/or concierge carts?**
- 13) **What area is covered by the Association for work orders/repairs?**
- 14) **What is required from your movers prior to move in/or out?**
- 15) **If you do not receive a mailbox key, who should you contact?**
- 16) **What elevator is used to transport pets?**
- 17) **Are you allowed to have a grill of any type on your balcony?**
- 18) **How do you reserve a Guest Suite or the other amenities?**
- 19) **Are Vendors or Movers allowed in the garage?**
- 20) **When and who do you have to register as a guest?**