RULES AND REGULATIONS
REVISED EDITION
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OWNERS ARE RESPONSIBLE FOR THEIR LESSEES AND GUESTS KNOWLEDGE OF AND COMPLIANCE WITH THESE RULES AND REGULATIONS. ADDITIONAL COPIES OF THESE RULES MAY BE OBTAINED FROM THE OFFICE AT A FEE OF $5.OO.

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GALT OCEAN TERRANCE CONDOMINIUM
RULES AND REGULATIONS

INTRODUCTION

Galt Ocean Terrace is a Condominium and as such these rules are intended to make living at the Galt Ocean Terrace safe, pleasant and comfortable.

The Galt Ocean Terrace Condominium Board of Directors have adopted theses rules based upon observed departures from considerate, common-sense behavior on the part of a few Owners, lessees and guests which threaten the health and comfort of other residents and the security of their property.

Unit Owner and Renters cooperation with these rules, regulations and procedures is required by terms of the condominium by-laws and violation of any of them by unit Owners, Renters, guests, their children's guests, their employees or tradespeople will be the legal responsibilty of the unit Owner or Renter.

Our community is only as good as we Owners contribute to its success. Graciousness is a delicate balance of consideration for others and tolerance. If we were all guided by the GOLDEN RULE there would be no need for rules and regulations.

It is the policy of this Association to prohibit Unit Owners/ Renters from having pets (bird, animal or reptile) on the property.

Observance of these procedures and regulations is MANDATORY upon all Unit Owners, Renters and their Families, Guests, Visitors, Employees and hired Tradespeople.

Florida law provides adequate remedies for dealing with serious or repeated violations.

OCCUPANCY AND USE OF UNITS

A. Visitors are required to register at the security desk in the main lobby. They must give their names, dates and time they will be staying, and whom they are visiting by name.

   1. Security desk must announce visitor's presence to their hosts before admittance.

   2. Residents must use Medeco Door Keys to enter the building and elevator.

B. Galt Ocean Terrace is an apartment residence and is not to be used like a motel or hotel, or for any other transient or commercial purpose. No illegal or unlawful use shall be made of any unit or the common property, nor any part thereof. All laws, zoning ordinances, and regulations of all governmental authorites having juristiction over Galt Ocean Terrace Condominium shall be observed. No Owner of any unit shall permit anything to be done or kept in their unit or on the common property which will increase the rate of insurance to Galt Ocean Terrace or which will obstruct or interfere with the rights of the other occupants of the building.

1. The walkways, entrance halls, corridors, stairways and roads shall not be obstructed or used for any purpose other than ingress to and egress from the units. No scooteres, bicycles, baby carriages or similar vehicles, toys, or other personal articles shall be allowed to stand in the driveways, walkways, pathways, halls, corridors or any of the common areas. Any vehicle with wheels excluding shopping carts or baby carriages shall not be driven on any walkway. The use of skates, scooters, roller blades, balls, frisbies, and such are strictly prohibited anywhere on the property.

2. The exterior of the units and all other areas appurtenant thereto shall not be painted, decorated and modified by any Owner in any manner without prior consent of the board of directors, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association.

3. No changes by way of additions, painting, decoration, or alterations to the outside of any apartment, including corridor doors and balconies, are not allowed without written consent from the board. Any draperies or blinds installed after October 10, 1982, must have a white lining or finish to present a uniform white exterior apperance when drawn. No reflective sunshade material may be applied to the windows.

4. No occupant shall make or permit any noises that will disturb or annoy the occupants of any apartments or do or permit anything to be done which will interfere with the rights, comfort or convenience of other residents.

5. Each Owner / occupant shall keep such units and balconies in a good state of preservation and cleanliness. No laundry, shoes, bathing attire, clothing towels, cleaning material, curtains, or similar objects shall be placed or hung on the balcony or railings. Keep glasses, ashtrays, flower pots and the like away from railings or any place where they could fall and cause injury or damage. Do not throw cigarettes, cigars or water from balcony, or sweep dirt over the edge. Rugs, mops, cloths, brooms, etc.

shall not be dusted, shaken or dried on the balcony. Hanging plants are prohibited. No exercise or sport equipment or bicycles are permitted on balconies or at pool side.

6. There shall be a $20.00 lock-out charge if the Association is requested during office hours to provide access to a unit of occupants who have locked themselves out. Positive identification must be duly established. Should a lockout occur after office hours, the service of a locksmith should be sought by the occupant.

7. No signs, notices or advertisement shall be inscribed or exposed on or at any window, door or other part of the apartments, except such as shall have been approved in writing by the board of directors nor shall anything be projected out of any window or terrace of the unit without similar approval.

8. Trash chutes in laundry rooms are to be used 7:00am – 10:30pm. Almost all food waste can and should be disposed of in the garbage disposal in your unit. The few food items that cannot be handled in that manner, together with any loose dirt, cigar and cigarette ashes, extiguished butts, etc., must be bagged or wrapped, securely fastened, and put into the trash chute in plastic bags with ties.

9. Big Boxes should be broken down and placed in dumpster located outside of the rear entrance of the building. Little Boxes can be broken down and left next to the recycle bin in the laundry room. Do not put flamable material such as paint, varnish, etc., down the chute. No furniture or appliance items may be placed in laundry room. They must be picked up when replacement item is delivered. Bulky items, Construction & Destruction debris is the owner's responsibility to discard of.

10. Plumbing apparatus within the building or unit shall not be used for purposes other than for which they are intended. Any damage resulting from misuse of any such apparatus shall be paid for by the user.

11. Occupants of units shall keep and maintain any storage closet, bin or area, which may be assigned to them, in a neat and sanitary condition, at all times. Storage of combustibles is prohibited. All items found in storage room walkways will be disposed of without notice.

12. The Owner or lessee takes sole responsibility for all tailgate deliveries; they will not be accepted by the security guards.

13. No occupant shall request or cause any employee of the Association to do any private business within their unit.

14. No motor vehicle shall be parked in such a manner as to impede ready access to another parking space, any walkway or entrance to the building or garbage area. No vehicle shall use more than one parking spot. No motor vehicle shall be parked other than **HEAD IN**. Owners and / or Renters and Guests are obligated to obey parking regulations at all times. Owners and / or Renters are to be held responsible for the non-compliance of their guests with any and all of the applicable rules and regulations. The Association has the right to have any vehicle that is in non-compliance with the regulations, towed away, with costs to be borne by the Owner or violator.

A. EACH VEHICLE ON THE PREMISES MUST HAVE A RESIDENT PARKING PERMIT RED/ BLUE OR GUEST PERMIT. RESIDENT PERMITS CAN BE OBTAINED FROM THE OFFICE. VEHICLES WITHOUT PROPER I.D. WILL BE TOWED FROM THE PROPERTY AT THE OWNERS EXPENSE.

B. NO UNIT MAY PARK MORE THAN TWO VEHICLES ON THE PROPERTY. EXTRA VEHICLES MUST BE PARKED OFF THE PROPERTY.

C. **GUEST PARKING** SPACES HAVE BEEN MARKED AND PAINTED YELLOW. THESE SPACES ARE **NOT TO BE USED BY RESIDENTS**. RESIDENT VEHICLES WILL BE TOWED AT THEIR EXPENSE.

D. **Red sticker** cars park ONLY in your assigned space. If you are going to rent another Owners space you must have writen authorizaiton from the office stating so. Signed by both parties and dated with rent dates. Spaces may not be leased or loaned to a non-resident.

E. Each unit is assigned one permanent space, RED STICKER. If you own two cars an additional sticker may be obtained from the office BLUE STICKER.

F. If any one Owner, or Renter is bringing two vehicles onto the property a copy of proof of ownership must be presented to the condominium office and placed on file due to the lack of parking spaces.

G. All Blue stickered cars must move once in every 48 hours. Blue parking spaces are on a first come basis, they are not assigned and are not for guests.

H. It is the residents obligation to make a guest aware of the parking regulations.

I. Bicycles are permitted to park only in the bicycle room provided for them , and are not permitted in the elevators, except in proper bicycle bags. The Association is not responsible for damage or theft.

J. Any motorized vehicle without a current registration and tag will not be allowed on the property.

K. GUEST PARKING SPACES are available in the guest parking area. Guests must register their license number with security or they will be towed away. Residents, shall NOT park, store or leave boats, boat trailers, trailers, commericial vehicles, on the condominium property. Unmarked trucks, vans, recreational vehicles or motorcycles must park outside the west fence of the garage. All such vehicles must have the proper I.D. or they will be towed at the Owners expense. Any parked vehicle must fit wholy within the marked

dimensions of the parking space. The threes (3) most southerly parking spaces outside the west gate are designated for ¾ ton or larger trucks.

L. No commercial vehicles allowed on the property after **5:00pm Monday – Friday and at no time Saturday, Sunday or Holidays.**

M. The parking facilities shall be used in accordance with the Declaration of the condominium and the regulations adopted by the board of directors. No vehicle which cannot operate on its own power shall remain on the condominium premises for more than twenty-four (24) hours, and no repair of vehicles shall be made on the condominium premises.

N. SPEED LIMITS ARE FIVE (5) MILES PER HOUR ON THE CONDOMINIUM PREMISES.

15. The Owner or Renter shall not cause or permit the blowing of any horn from any vehicle of which his guests or family shall be occupants, approaching or upon any of the driveways or common areas serving the condominium property.

16. Residents shall be liable for all damages to the building and elevators caused by receiving deliveries of, moving, removing, furniture or other articles to and from the building.

17. Tampering with or damage to any common area in the building, recreational facilites or equipment, caused by any resident or his guests shall be repaired or replaced at the expense of such resident or Owner.

18. No occupant shall use or permit to be brought into the units or storage area, any inflammable oils or fluids such as gasoline, kerosine, naphtha, benzine, or other explosives, or articles deemed hazardous to life, limb or property.

19. Occupants shall not be allowed to put their names on any entry of the apartments, mail receptacles or directories appurtenant thereto, except in the proper places and in the manner prescribed by the Association for such purpose.

20. The Association must receive a pass key to each apartment. No Owner or Renter shall alter any lock or install a new lock on any door leading into the unit without the prior consent of the Association. If such consent is given, the Owner or Renter shall provide the Association with a key, which would be used in emergencies only.

21. All children who have not reached the age of 15 must be accompanied at the pool areas by a supervising parent or guardian adult. Owners and Renters are responsible for the conduct of their children and their guest's and visitor's children and for the cost of rectifying any damages or losses caused by them. Under no circumstances will children be allowed to congregate run or play in the public rooms, corridors, elevators, stairways, outside parking areas or garage.

22. Food and beverage may not be prepared or consumed on the common areas, except in accordance with regulations which may be promulgated from time to time by the board of directors. There shall be **NO Barbecuing** on balonies or common areas.

23. DOORS – For your own security from intrusion and fire, and to aid proper operation of corridor air conditioning, unit and air conditioner room doors must be kept closed at all times.

24. Complaints of all nature shall be made in writing on confidential forms to the condominium office.

25. The regulations governing the use of the swimming pool, pool area and recreational facilities, permitted hours, guest rules, safety and sanitary provisions, and all other pertinent matters shall be in accordance with regulations adopted from time to time by the board of directors and posted in the swimming pool and recreational areas.

26. No Unit may be rented, transferred, or sold without the approval of the Board of directors. Such approvals are to be withheld until all financial obligations are satisfied. The Association is excluded from the 1-year ownership rule prior to being permitted to lease the unit.

    A. Any new owner may not lease his/her unit for the first (1) years of ownership.

27. FOR ALL SALES AND RENTALS THERE IS A PROCESS FEE OF $125.00 PER FAMILY. IF THE UNIT IS SOLD OR RENTED TO MORE THAN ONE PERSON, EACH PERSON MUST PAY THE PROCESS FEE AND, IN ALL TRANSACTIONS, MUST ATTEND A PROCESS INTERVIEW WITH NO EXCEPTIONS 24 HOURS BEFORE MOVE IN.

28. **Moving arrangements must be made in advance with the office to prevent congestion and inconvenience.** The elevator must not be secured at a floor for an undue length of time. Movers must unload items to the lobby and release the elevator immediately. No moving is permitted on Saturday, Sunday, holidays, or after 5:00 P.M Monday thru Friday. Elevator pads must be obtained from security guard for all moves. A deposit of $150.00 (2 separate checks of $75.00 each) must be left with the office, 24 hours prior to the move in/out. The minimum charge will be $75.00. After the 4th hour an additional $75.00 will be charged for each extra hour or part hour. This price is subject to change without notification.

29. **REGULATIONS PERTAINING TO RENTAL PROPERTY:**

    1. During any calendar year, a unit may be rented or leased only twice for a period of not less than three months or more than 12 months, irrespective of the length of the lease, excluding current leases in existence at the time of the approval of these rules and regulations (August 26, 1991). Units that are offered for rental during a winter season shall receive a variance as to less than 12 months; they shall be permitted to rent their unit once within the time from November to April. A Security deposit of $500.00 will be required for any unit renting.

    2. THE FOLLOWING LIMITATION OR UNIT DENSITIES WILL PREVAIL:

        A. One-bedroom unit limited to three (3) persons with a maximum of two (2) adults.

        B. Two-bedroom unit limited to four (4) persons of which at least one (1) must be an adult.

        C. Three bedrooms limited to five (5) persons of which at least one (1) must be an adult.

D. For purposes of this regulation an adult shall be considered a person of 21 years of age.

30. GUESTS

A. Guests limitations, behavior and responsibility. Units are for the residential use of Owners and their guests; no hotel-type use will be tolerated.

B. When a unit is to be occupied by the immediate family of an Owner or lessee without the Owner or lessee being present, a letter must be sent to the office in advance, specifying name, age, family relationship and approximate dates of visit. Family members must advise the office upon arrival and departure. "Immediate family' is defined as grandparents, father, mother, siblings, children, spouses, cousins, nephews/neices, and grandchildren of an Owner of record. For the purpose of determining appropriate use of units by immediate family members or guests, multifamily and partnership arrangements will be limited to three Owners of record. Corporate Ownership may designate the incumbents of three corporate officers positions as Owners of record.

C. To achieve stricter security and to check individuals who enter the building or are using the common facilities, it is necessary that all lessees and guests who will remain longer than one night or who will use the common facilities must secure a guest card upon arrival. The office will arrange to issue the cards when the Owner registers guests or lessees. The guest card should be carried at all times and presented upon request to the security guards of office. Security guards have been instructed not to allow entry to the building or garage to anyone without a guest card.

D. Guests will be provided with a copy of these regulations and proceedures by the legal occupant upon their arrival, and it is the responsibility of the Owner that all guests, including minors, conduct themselves accordingly. NO MINORS ARE ALLOWED TO VISIT WITHOUT Owner IN RESIDENCE (UNDER 21 YEARS IS A MINOR).

E. **No person may stay longer than 30 consecutive days per year**. An individual (s) who exceed thirty (30) days is considered a resident and must be processed as such including the $125.00 processing fee.

31. Laundry Rooms

A. Open from 7:00 am – 10:30 pm daily. Dye-stuff are never to be used in washers. Send heavy articles (rugs, blankets, and the like) to be commercial cleaner or wash in a public laundry.

B. Leave the machines clean and free of lint. Please remove your clothing from the washer or dryer promptly. The condominium Association is not responsible for lost or damaged clothing. Washers operate for aproximately 30 miniutes and dryers for about on hour.

C. Secure all bleach and detergent containers while going to and from the laundry room. It is hoped that this will prevent spillage and carpet discoloration.

D. Report all break downs to the condominium office promptly. Deep sinks are to be left clean at all times.

32. GAME ROOM

A. Children under age 15 may use pool table only when accompanied by an adult.

B. Pool table equipement may be secured from the guard upon making a $10.00 deposit per stick. (Optional)

C. No food or chewing gum is permitted in the game room.

33. RECREATION ROOM

A. For general Owner's use without charge.

B. If an Owner wishes to use the room for a private party, written request should be made to the office. A $100.00 security deposit for the room will be imposed for any damage incurred, (reasonable wear and tear excepted) to be returned if everything is in order. The user assumes responsibility for any loss, damage or extra expense including legal expense or other costs not covered by the condominium insurance. Pool can be used also.

C. Immediate clean-up is essential after any food service. All trash must be removed from the recreation room. If additional clean-up is required by Galt Ocean Terrace personnel, an appropriate charge will be deducted from the security deposit. An additional security guard will be put on duty for parties of 25 persons or more. There is a charge of $15.00 per hour for the additional guard to be paid by the person holding the function in the recreation room.

34. SAUNAS

Are for the exclusive use of the Owners and their guests. Children under age 15 must be accompanied by an adult. Saunas are designed for dry heat; DO NOT THROW WATER ON HEATER. Leave the room clean, and turn off sauna heating units and lights. Showers in the sauna room are for use in connection with sauna only. At no time are they to be used for personal convenience or after returning from the beach or pool.

35. PROPER ATTIRE

Proper attire must be worn by all residents and guests when in the public areas of The Galt Ocean Terrace building. Proper attire includes a coverup(shirt, robe, jacket, sweater, etc.) and footwear. **NO BARE FEET INSIDE** THE BUILDING.

36. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE LOBBY, ELEVATORS OR HALLWAYS. NO GLASS CONTAINERS ARE ALLOWED AT POOL(SEE POOL RULES).

37. ROOF

The roof area is off limits to all residents, guests and visitors, the roof area is restricted to essential building maintenance and service personnel only.

38. SOLICITATION

All residents, including guests shall not be permitted directly or indirectly to solicit funds for charity or any other reason. Sale of services, goods, wares, merchandise, real estate, etc. on the bulletin board may only be done after office approval. The conduct of any business directly or indirectly by a unit owner, renter, guest of an owner or any other person, is strictly prohibited within such public areas of facilities.

39. REPAIRS AND MAINTENANCE

A. Except for the common elements, all interior repairs and maintenance in a unit is the responsibility of the owner. The owner will be billed for any work undertaken by the association under emergency conditions in the owners area of responsibility.

B. Servicemen. Owners must directly contact repairmen and outside service and maintenance people for work within their units and must arrange payment to service personnel.

C. Servicemen MUST give 24 hours notice if water is to be shut off for a stack or entire building. They must have Liability & Workman's Comp Insurance, a Business License and a County Permit.(a copy must be provided to the office.)

D. Servicemen Service people and household personnel employed by individual owners or renters whether full or part time must register with security guard and be able to show reasonable identification. Except in cases of emergency outside repair and service people must limit their hours from 9:00 am – 5:00 pm on weekdays. NO Saturdays, Sundays or holidays, except under emergency conditions. The office must be contacted and a decision will be made as to whether the situation is in fact an emergency.

40. Hurricane Preparation

Each unit owner who plans to be absent from his unit during the hurricane season i.e. June – November, must prepare his unit prior to departure:

A. Removing all furniture, plants and other objects from the balcony.

B. Designating a responsible firm or individual to care for the unit should the unit suffer hurricane damage. Failure by a unit owner to timely comply with the provisions of this paragraph shall be subject the applicable owner to be assessed a charge, in the event the Association must perform or retain a person or entity to perform the duties imposed on a unit owner under this paragraph.

41. ACCESS TO UNITS

A. At no time will the condominium board or guards be permitted to provide access to any unit except in the case of emergency, such as fire or flood, and the purpose of spraying for pests. This will be done on a regular scheduled basis. The Galt Ocean Terrace Association will not

accept written permission for access to a unit. Arrangements for such entry will have to be made through the Owner's agent. A written copy of the authorization to the agent must be furnished to the office (note that entrance to the building and common areas, as distinct from the access to units, is governed by different regulations).

B. This is based on a legal opinion on access limitations necessary to protect both the Owner and the Association. The only exception would result from necessary urgent or emergency action as determined by members of the board of directors.

C. The agents of the Association and any contractor or workman authorized by the Association may enter any unit at any reasonable hour of the day for any purpose permitted under the terms of the declaration of condominium documents and by-laws of the Association. Except in case of emergency, entry will be made by prearrangement with the occupant.

D. Florida condominium law states that Condominium Associations have the irrevocable right of access to each unit as may be necessary for maintenance, repair, or replacement of any common element therein or for making repairs under emergency conditions. The general personal safety of all and the prevention of loss and damage to contents due to fire or waterline breakage requires that a key for each lock for each unit must be deposited with the office for the purpose of emergency entry. Failure to provide such keys makes a unit owner/ lessee totally responsible and liable for all resulting damage. Further the Galt Ocean Terrace Condominium Association will not be responsible for damage resulting from forced entry.

IT IS THE RESPONSIBILITY OF EVERYONE TO ADHERE TO THE FOLLOWING RULES AND REGULATIONS:

1 Pools will be open from **8:00am –dusk** for residents and guests only.

2 Children under 3 years of age must wear no-leak diapers or no-leak rubber pants and swim suit in the pool. All other pool users must wear suitable and acceptable bathing attire. Cut down jeans not permitted.

3 Showering before entering the pool is a Florida State Law. Removal of suntan lotion to avoid filter damage is a must. Those with communicable diseases will be excluded from the pool.

4 Horseplay, excessive noises, yelling, running rough play, scuffing, splashing of pool water or activities involving moving objects in or out of the pool will not be allowed.

5 No toys, rafts or other objects of any kind, with the exception of life preservers will be permitted in the pool.

6 No skateboards, bicycles, balls, rollerblades, or mopeds will be allowed in pool area.

7 ABSOLUTELY NO PETS allowed in the pool area.

8 Children 15 years of age and under MUST BE accompanied by a responsible individual 18 years of age or older while bathing.

9 NO FURNITURE RESERVED except when using pool or restroom. Anyone leaving personal articles on pool chairs and not in pool area will automatically relinquish his or her right to the chair to another person.

10 No pool furniture is to be removed from the pool deck.

11 No glass containers permitted in pool area. No alcoholic beverages allowed in glass containers. Snacks, small fruit items, soft drinks in cans or plastic containers are allowed, area must be cleaned up after use.

12 Refuse must be deposited in trash containers. Everyone is responsible for leaving the area clean.

13 Residents are responsible for their guests and all members of their family.Guest is only allowed to stay less thatn 30 days. Otherwise it will be process as tenant.

14 Legal action will be instituted against violators.

15 Ignorance of these rules is no excuse. It is your responsibility to become familiar with them.

16 Proper attire for bathers. All bathers must be properly attired when going to or from the beach. Beach bathers must remove tar and sand before entering the building or pool deck. Shower area is located at the west end of the pool.

17 Security personnel are authorized to enforce these rules and regulations in the pool area and have the authority to ask anyone to leave who does not comply.

18 All persons using pool do so at own risk. Owners, board of directors and office are not responsible for accidents or injuries of any kind.

19 The move in process is only from 9am to 5pm , Monday to Friday. Use West elevator only and need to give 2 checks for $75.00 each. And office need to be notify 48 hours prior to the move in process.

20 Bikes need to be registered to the office. If not register the association has the right to take it off of the property.

21 Grocery carts are available from the security guard. After using it, it needs to be brought back to the first floor cart room.

22 Any private contractor needs to register in the office before doing any work to submit their Liability/Worker's Comp Insurance, License & Permit if needed. This all can be e-mailed to the office in advance. G.o.t@comcast.net.

23 New Unit owners needs to get the following to the Old owners.

a. Elevator, entrance/ exit glass door and exits gate garage is only one key (otherwise you pay $75 to association for extra key)
b. Gate Clicker is available for purchase at $65 each
c. Unit key
d. Mail P.O box key
e. Rules & Regulations document $75 to reprint

24. Do not throw any garbage from balcony like beer bottle, cigarettes, plastic wrappers etc. Follow recycle procedure.

25. Observe cleanliness to common area like laundry room, pool, lobby, etc. Janitors duties are for the common areas only of the association

26. Maintenace guy services are only for the common area. If you request him to do something like a special project it should be after 4pm and you are responsible to pay him for his labor.

27. Security guard is a vendor and their job is only to guard the building but if you will request him to do special project like car, carpet or window cleaning that is between you and the individual agreement and the association got nothing to do with that. Association is not responsible for any lost or anything agreement between you and the vendor.

28 Anything need to be repair in the common area are the association resposible like hallway, elevators, lobby, garage, swimming book sauna… etc. Anything that need to be repair from the door going inside the unit will be the landlord or unit owner's responsibility.

ADMINSTRATIVE REGULATIONS

INFORMATION REQUIRED BY OFFICE

For administrative purposes, or in the event of an emergency, it is imperative for the office to have up-to-date information about each unit.

Name, address and telephone numbers (both local and out of town) of each Owner of record, MUST BE UPDATED EACH YEAR.

Next of kin with address and telephone numbers.

Members of immediate family who may in the future be authorized to use the unit in the Owner's absence (limited to grandparents, father, mother, siblings, children, spouses, cousins, nephews/neices, and grandchildren of an Owner of record).

Absence for more than one week. When an Owner plans to be absent for more than a week, the office must be notified to facilitate handling emergencies. Be sure to turn off air conditioner in the unit when leaving for a week or more.

Insurance. The condominium Association requires that each unit Owner furnish liability or home Owners insurance on their unit. Any unit that does not have a "certificate of insurance" on file with the condominium office will not be approved for sale or rental. Each unit Owner is liable for any

damages caused to or suffered by another unit Owner's property or to the common areas of the condominium property.

Access to units and duplicate keys. The Florida condominium law states that the condominium Association has the irrevocable right of access to each unit as may be necessary for maintenance, repair or replacement of any common element therein or for making repairs under emergency conditions. Whenever lock tumblers are changed or new locks added to individual unit doors, a duplicate key must be furnished to the office. Air conditioner rooms may NOT be locked at any time.

Security. All entrance doors to the building will be locked at all times and nothing will be used to prevent automatic closure. Medeco keys which cannot be readily reproduced are for use in all common element doors. One key will be issued to each unit at the cost of $75.00 each. Additional keys if required, will cost Owners $75.00 each. If lessees require additional keys, they will furnish a returnable deposit of $75.00 per key. Medeco keys will **NOT** be furnished by the office to guests. Owners shall NOT give Medeco keys to real estate personnel, agents, etc.; entry for such personnel will be handled by the office or security guards upon proper notification by the unit Owner. Loss of common area keys, or careless controll of keys by an Owner or lessee compromising the building security, may result in the Owner being charged the rekeying costs for the building, at the discretion of the board of directors. (Approximate cost $10,000.00)

Delinquent Assessments. Maintenance fees are due on the **1st of each month** and a late fee is acessed after the 10th of each month, a $25.00 late fee is charged. The board of directors will file a lien against any unit that is more than ninety (90) days late in the payment of an assessment. Any unit on which a claim of lien has been filed shall be responsible for the following costs: a) $25.00 fee; b) any and all costs of filing the claim of lien; c) interest at the rate of 1 ½% per month accrued on the unpaid amounts; d) any and all attorney fees; e) any and all costs for the filing of a satisfaction of lien with the proper office; f) any and all postage expended by the Association; g) any and all costs for enforcing such claim of lien by the filing of foreclosure prceeding; h) any other costs not mentioned above which are expended for the collection of any past due assessments.

Special Equipment. Grocery carts are available from the security guard. Wheeled vehicles are prohibited on the elevators, with the exception of luggage racks, grocery carts and wheelchairs. All carts must be returned promptly after each use to the lobby, so that other residents may use them.

Employees. No Owner, spouse of an Owner, or member of the immediate family of an Owner shall be an employee of, or provide service to, the Galt Ocean Terrace Condominium Association on a Salary or fee basis.

Owner's relationships with employees.
Any criticism of a building employee's work or conduct should be reported to the office. No Owner, lessee or guest is authorized to direct the work or to reprimand any employee of the building or any tradesmen working under the direction of the office.

Building employees are not permitted to perform personal services during regular duty hours.

Security telephone. Personal telephone messages are not permitted to be accepted by the security guards or by the office for an Owner, guest or lessee.

No telephone calls are permitted to be made from the Association phone.

Ignorance of these rules and regulations is no excuse. Should these rules be violated, the unit Owner will be held accountable and responsible for all expenses incurred, legal and otherwise. If there is no immediate response, we will instruct our attorney to pursue this to the full extent of the law. These rules have been designed to make living at Galt Ocean Terrace pleasant and comfortable. These rules and regulations may be modified, added to or repealed at any time by the board of directors.





NO PETS OF ANY KIND ALLOWED AT ALL

DOGS
CATS
FISH
HAMSTERS
LIZARDS
BIRDS
SNAKES
FERRETS

NO PETS

If you have read the above and agree, please sign and date below:

_____

Print and Sign

Date_____

Unit Number_____



Garbage Chutes
Bagged Garbage Only.

Absolutely nothing except BAGGED garbage.
No Christmas trees, No vertical blinds, No paint cans, Etc.

The reason being is that when it hits the first floor, there is a compactor. Anything that is not regular bagged garbage will damage and break the compactor.

Garbage Dumpster:

No furniture is to be deposited into these dumpsters. **We do NOT have a bulk contract**, if you have furniture that needs to be disposed of. You will have to dispose of yourself, includes, doors, chairs, toilets, sinks, cabinets, etc.

Elevators

Any large or heavy objects, you must have security provide the padding. The elevators have been remodeled and we want to keep them looking nice. Any contractor that you have in your unit must ask for the padding to be installed. Fishing poles, surf boards, everything must be taken into consideration before going into the elevators.

Contractors:

Any work being done. Contractor must have elevator padded and all his debris removed must be hauled away by them, we do not have a dumpster for contractors.

Red Dots on mailboxes- You have a package

No Soliciting on doors of other units

Grocery Carts - Be careful in Elevators

Laundry Room - Lint Trap - Keep clean

Recycling, break down your boxes

Your guest must sign in

Rules and Regulations Reminder!

Recycling for Residents

Plastics

Typical Do's

- **Make sure it is clean!** Does that peanut butter jar still have some remnants sticking to the side? **Do not recycle it until it is clean!**
- Soft drink and soda bottles; plastics from cereal boxes; containers for salad dressing, vegetable oil, and peanut butter; oven-ready meal trays; butter and margarine tubs; and containers for laundry detergent and some household cleaners.

Typical Don'ts

- Plastic grocery and produce sacks, these bags are often collected at grocery stores.
- Cooking oil bottles, clear food packaging, plastics used in most blister packs, disposable coffee cups, polystyrene, plastic egg cartons, aspirin bottles, and compact disc cases.

Paper and Cardboard

Do's

- Corrugated cardboard (boxes)
- Magazines/ Office paper (all colors)
- Newspapers/ Phone Books
- Paperboard (cereal boxes)
- Paper cardboard dairy/juice cartons
- Unsolicited direct mail (even window envelopes are okay)

Do not's

- Waxed paper
- Food-contaminated paper (such as a cheese-encrusted pizza box)

Metals

Do's

- Aluminum cans
- Foil and aluminum bakeware
- Steel cans and tins (**Rinsed**-out soup cans, veggie cans, coffee cans, etc.)
- Wire coat hangers
- Empty aerosol cans
- **Do not's**
- Food-contaminated metals (like a half-eaten can of beans – rinse out the beans and the can is good to recycle!)
- Automotive parts
- Plumbing parts
- Paint cans /Electronics

No Glass can be recycled

- **Do not's**
- Clear glass (**Rinsed** mayonnaise containers, pasta sauces, pickle jars, etc.)
- Brown amber glass typically used for beer
- Green bottles typically used for wine
- Any glass contaminated with stones, dirt, and food waste
- Ceramics, such as dishware, ovenware, and decorative items
- Heat-resistant glass, such as Pyrex
- Mixed colors of broken glass
- Mirror or window glass, Crystal/ Light bulb
- Metal or plastic caps, corks, or lids



NOTICE

WATER ALARM FYI

In each unit's A/C closet, the Association has placed a water alarm. It will sound an alarm when it detects water on the floor of the closet. When this happens, remove the alarm

and notify the office of the alarm.

It is always to remain in the closet.

Also, it is recommended that you change your A/C filter every three (3) months and have it professionally maintained once a year.

Thank you
Board of Directors

Galt Ocean Terrace

Condominium Association, Inc.

Acknowledgement

The Galt Ocean Terrace has a strict rule regarding moving days and times. It is Monday through Friday 9AM-5 PM. Moving in or Out must have an extra guard, and the Condo office must be supplied with (2) $75.00 checks for moving fees for Guard. This rule is when a U haul/moving truck will be on property. The condo office needs a 48-hour notice to supply the guard. If you have hired a moving company to assist you with moving, please have them provide a copy of their LIABILITY Insurance.

Any furniture, (such as 1 piece) TV, chair, etc. being moved in or out, or delivered, you must use the west elevator and schedule a time with security, so they may PAD the elevator prior to your delivery.

Surf boards, fishing poles, etc., always need to be covered. This is so that they will not scratch the interior of the elevators. Any items that have potential to damage the inside of the elevator cab should be sufficiently covered, so the potential is eliminated.

If your bike is in your unit, the wheels must be covered for you to bring it down the elevator.

Caution must be taken with the Grocery Carts entering in and out of the elevator, to not damage the walls or doors.

It is your responsibility to make your contractor aware of these rules. Most items that contractors are taking up in elevator are supplies, heavy work equipment and tools. There is potential there for harming the elevator cabs. Therefore, the floor and walls always need to be padded and protected. Please have your contractor communicate with the condo office or security regarding these items being transported up to your unit.
Thank you for your cooperation.

I also understand regarding the balconies: you cannot hang clothing from the railings as a drying area. There is No washing of the balcony floor and if you choose to have plants outside, they MUST have drip trays underneath them. Nothing can be thrown from the balcony.

I agree that the Rules and Regulations have been reviewed verbally with me by Galt Ocean Terrance Representative

I agree that I have been given a copy of the rules and regulations.
READ, ACKOWLEDGED AND AUTHORIZED

_____
Print Name