

POLICY NO. 0001.1

TITLE : TRAVEL EXPENSES/BOARD MEMBERS

DATE APPROVED : REVISED MAY 2, 1992

REFERENCE :

Board members expenses for travel to two (2) authorized Board meetings will be paid by The Beach and Tennis Club Condominium Association. Payment will be limited to one (1) round trip coach air fare, three (3) days use of an economy rental car, and three (3) days meals allowance not to exceed \$25 per day.

If the Board member chooses to use his/her own vehicle in lieu of air fare and car rental, round trip mileage will be reimbursed at \$0.25 per mile.

Special allowances may be made for emergency decisions with majority Board approval.

Maximum allowance: \$600.00

*** Policy was cancelled 4/15/95 by BOD

POLICY NO. 0002.0

TITLE : TRAVEL EXPENSES/COMMITTEE MEMBERS

DATE APPROVED : June 2, 1990

REFERENCE :

Committee members whose presence at Beach and Tennis is authorized by the Board of Directors will be compensated as follows:

Payment will be limited to one (1) round trip coach air fare, three (3) days use of an economy rental car and three (3) days meal allowance not to exceed \$25 per day.

If the committee member chooses to use his/her vehicle in lieu of air fare and car rental, round trip mileage will be reimbursed at \$0.25 per mile.

Maximum allowance: \$400.00

Policy 2 was cancelled 4/15/95 by BOD

POLICY NO. 003.0

TITLE : ACTIVITIES ROOMS

DATE APPROVED : June 2, 1990

REFERENCE : November 17, 1989 Board of Directors Meeting

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

Commercial units in Building # 4, ground floor Tiers 3 and 4 and Building # 2, Ground floor Tiers 2 and 3 have been designated as activities rooms. These are intended for the enjoyment of the owners for activities approved by the Association office. These will be no charge for such activities.

For private activities desired by owners, a deposit of \$25.00, for renters \$100.00, to be returned if room is cleaned and damage free.

Approved Association sponsored activities will not require deposit or rental fee.

For activities desired by outside sources a fee of \$20.00 per hour will be charged plus a deposit of \$250.00.

A key for the Activities Rooms is available through the management office. Arrangements for pick-up and return of keys must be arranged with the manager's office between 9:00 AM and 4:00 PM Monday thru Friday, excluding holidays.

The room is to be kept clean, all trash must be removed, all tables and chairs put away (unless the following activity requests otherwise), carpet vacuumed, and all decorations removed. The Association will provide plastic trash bags.

POLICY NO. 0004.0

TITLE	: BICYCLE STORAGE
DATE APPROVED	: June 2, 1990
REFERENCE	:
VOIDED	: March 26, 2009 Board of Directors Meeting
REPLACED WITH	: Policy No. 0004.1

Commercial units in Building # 4 on the ground floor of the 01 and 02 tiers have been designated for bicycle storage. The storage is primarily for owners use. However, if space is available, renters and guests can use the bicycle storage units. The attached consent form must be signed by the owner, and all fees paid. If the fees are not paid, the bicycle(s) will be removed from this storage facility.

POLICY NO. 0004.1

TITLE : BICYCLE STORAGE

DATE APPROVED: May 2, 1992

REFERENCE : May 2nd Board Meeting

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

Commercial units in Building # 4 on the ground floor of the tier 1 and 2 tier along with Building # 2 tier 8 and tier 4 and Building # 5 tier 2 have been designated for bicycle storage. The storage is primarily for owners use. However, if space is available, renters and guests can use the bicycle storage units. The fee for storage is \$14.39, including tax, **per year per bicycle** payable in advance. At that time a special tag will be given out that must be attached to the bicycle at all times. If the fees are not paid, the bicycle(s) will be removed from this storage facility.

NOTE: Association will not be held liable for lost or damage to bikes during storage.

POLICY NO. 0005.0

TITLE : USE OF OFFICE COPIER AND SUPPLIES

DATE APPROVED : June 2, 1990

REFERENCE : F.S. 718.111 (12) (c)

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

All copies for individual owners use or for any group of owners not authorized by the Board of Directors shall pay a per copy fee of \$.20 per page (Black & White), \$.30 per page (Color) for first 50 copies/ year, \$1.00 per copy after 50 pages. This includes owners lists, documents, contracts, and owners own personal copies.

All office equipment (typewriter, computer, adding machines, etc.) are to be used by office personnel for The Beach & Tennis Club use only.

No supplies (paper, envelopes, etc.,) are to be given or sold to anyone. These supplies are for The Beach and Tennis Club use only.

POLICY NO. 0006.0

TITLE	: PARKING
DATE APPROVED	: June 2, 1990
REFERENCE	: Declaration Article III Section 2 F.S. 715.07
REVISED & APPROVED: March 26, 2009 Board of Directors Meeting	

The Board of Directors chooses not to designate any particular parking space for any particular unit. The parking of any motor homes, trucks, and trailers must be coordinated through the manager's office. All motor vehicles, motor homes, boats & boat trailers are to receive an identification tag to be displayed in a designated location.

All vehicles left on property when owner is not in residence must be registered with the management office and a key to move the vehicle, if necessary, must be left in the management office.

All vehicles must be kept in good mechanical and body condition. Tags must be current and displayed properly.

TITLE : BOAT – RV POLICY

DATE APPROVED : March 10, 1997

REFERENCE : Declaration Section 12.9 F.S. 715.07

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

I. VEHICLE CONDITION, REGISTRATION & LICENSE:

All vehicles, automobiles, vans, and those described in The Beach & Tennis Club Documents, Section 12.9 (trucks, boats, trailers, commercial vehicles, and recreational vehicles), on The Beach & Tennis Club property must be operational, fully insured with appropriate licensing and any other required legal permits.

II. DESIGNATED AREA:

Shall include but not be limited to, 24 equal parking spaces in the existing designated boat area west of the Tennis Courts and north of the Shuffleboard Court. This area will be for water sport and other marine craft and their trailers, exclusively. All marine craft must be on a trailer to be stored in a parking space. All spaces will be numbered and assigned by Boating Committee and Association Office.

III. AREA IDENTIFICIATON:

The designated area will be posted, notifying all that it is a rented, reserved location for The Beach & Tennis Club Owners who own marine craft, each with a designated parking space. Any unauthorized vehicle (or trailer) in the area will receive a warning notice, informing them of the violation. After 24 hours the vehicle will be secured (tongue locked) and/or towed away at the owner's expense.

IV: QUALIFIED SPACE RENTERS:

The Beach & Tennis Club Owners with marine craft shall meet the following standards to qualify for designated reserved space rental:

- A. Space renters shall register all marine craft/trailers with the Association Office. Registration must be current for marine craft and trailer and shall include year, make, model, license, insurance and information deemed pertinent by the Association.

Upon registration, the owner of the marine craft/trailer will be given the necessary identification for display on the vehicles, and will be directed to the location of the assigned space.

Assignment of spaces to be allowed on a "first-come, first-served" basis, with Owners currently in residence and maintaining marine craft or trailers on the property to receive preference.

V. MARINE CRAFT SLIPS:

All docking of marine craft adjacent to the marine craft/trailer reserved parking and storage area shall be reserved for those Beach and Tennis Club owners who qualify for space as defined in Section IV.

Docking space, as available, (shall be at an additional cost), available only to qualified Owners who have rented marine craft trailer parking spaces. Docking space is limited and marine craft will be identified by The Beach & Tennis Club Corresponding numbers for the Owner's rental space, marine craft and trailer.

1. Priority # 1 – Boaters that have parking only can rent slips in the water, if vacant, with approval of Association Office and Boat Chairman.
2. Priority # 2 – Boaters Waiting List (Slip Rental if available)
 - A. Updated Survey will be sent to people on waiting list.

VI. MARINE CRAFT STORAGE:

Prequalified space renters shall be allowed to store their marine craft and/or trailer when not in residence, providing they comply with any and all Association rules and regulations pertaining to covering and securing marine craft. Marine craft shall also be secured with a key lock and a key shall be in the possession of the Association office.

VII. SPACE RENT:

All marine craft and/or trailers must be within a maximum length and width to accommodate the rental space. The 13 spaces on the south side of the lot (adjacent the shuffleboard courts) shall be limited to storage of marine craft trailers only. The dimensions of the trailers shall not exceed nine (9) feet in width and twenty-four (24) feet in total length. The 13 spaces on the north side of the lot (adjacent the bay) shall be limited to storage of marine craft on trailers only. The dimensions of the trailers, with marine craft, shall not exceed nine (9) feet in width and twenty-eight (28) feet in total length. Marine craft trailers shall not have more than two (2) axles. Annual rental increases may be waived by The Board of Directors, increases shall not exceed 3% aligned with other Beach & Tennis Commercial Pro parties.

VIII. SECURITY:

- A. Signs posted in area with warning.
- B. Maintenance and security personnel, along with Owners in residence, are requested to observe and note violations, with all violations reported in writing to the Association management office for further handling.

IX. LIABILITY:

The Beach & Tennis Club Condominium Management, Inc. assumes no liability or responsibility for marine craft & trailers on Association property at any time.

X. CANOES (KAYAKS):

Canoes (kayaks) shall be stored in the designated space for such craft and will be registered, as with other marine craft. All marine craft rules and regulations will pertain to canoes (kayaks). A fee to be established by Association BOD.

XI. MOTOR HOMES:

All recreational vehicles commonly known as motor homes, travel trailers, recreational vehicles (RV's) or other motor transportation adapted to living quarters and containing items such as a bed or bunk and food preparation area shall be termed a "motor home".

XII. DESIGNATED AREA:

Located and identified west of the basketball area and on the parking lot, to limit inconvenience to vehicle movement, parking or recreational activities.

XIII. QUALIFIED SPACE USE:

Parking space for motor homes is limited to The Beach & Tennis Club Owners in residence, while in residence only. Parking for Owner's motor homes is limited to a maximum of one (1) week per visit, per year.

Renters, or Owners in absentia, are not allowed to occupy this space.

No one is allowed to store a motor home on Association property, nor use a motor home as living quarters, or for any other purpose, on Association property.

There will be no rental fee to B&TC Owners in residence to occupy space in the designated area.

XIV. REGISTRATION:

All Owners in residence desiring to locate their motor homes in the designated area shall notify the Association office and receive the proper vehicle identification and instructions.

XV. SECURITY:

- A. Signs posted in area with warning.
- B. Maintenance and security personnel, along with Owners in residence, are requested to observe and note violations, with all violations reported in writing to the Association management office for further handling.

XVI. LIABILITY:

The Beach & Tennis Club Condominium Management, Inc. assumes no liability or responsibility for any motor home on Association property at any time.

XVII. FUNDS:

All funds in excess of expenses will be designated for distribution to a specific account. It will be identified as the Marina Area account, and funds will be used for Marina Area improvements or General Fund.

XVIII. TIMING:

This plan will be implemented prior to the 1998 Annual Meeting, preferably by August 1, 1997.

Notification of the restated regulations will be made to all Owners via special mailings, Association newsletter and any other communications with Owners.

It is Owner's responsibility to convey this information to their renters, either directly or through rental agents. Notification should begin immediately.

TITLE	: UNIT AND SCREEN DOOR KEYS
DATE APPROVED	: June 2, 1990
REFERENCE	: Declaration Article XII F.S. 718.111 (5)
REVISED & APPROVED	: March 26, 2009 Board of Directors Meeting

All individual unit and screen door keys are to be deposited in the association office for access to unit for the following use:

1. Emergency
2. Pest Control
3. Owner's direction (maintenance, deliveries, etc.)
4. Maintenance or repair of common or limited common elements.

Keys may be acquired for lock outs by owners during office hours only, Monday thru Friday, excluding holidays.

For use of keys under owner's direction, the office must receive prior notice from owner as to who is authorized to use the key for specific time periods. Suitable identification must be presented to the facility manager (i.e. driver's license). All keys which are removed from office must be signed out, and returned same day, during office hours, and signed back in.

Renters, whose residency is by agreement with a rental agent, who are locked out must gain reentry to the unit by agent assistance only. No exceptions.

In emergency situations only (water leaks, etc.) the keys are available through the maintenance personnel during non-office hours.

POLICY NO. 0008.0

TITLE : ENFORCEMENT OF RULES

DATE APPROVED : June 2, 1990

REFERENCE : Declaration Article V Section 7
Declaration Article XIV Section 1
Articles of Incorporation Article II Section 2 (f)
By-Laws Section 2.14 (f)
F.S. 718.303 (3)

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

It is the intention of the Board of Directors that all infractions of the rules are to be enforced quickly, without discrimination, but with tact. In most cases a verbal notification is sufficient. However, if the infraction is more serious in nature or if rule violation continues, written notification is required. If violations are not by owners, the owner and/or rental agent is to be notified. A fine may be levied after reasonable notice is given to the violator and the violator has an opportunity to be heard. A maximum fine of \$100.00 or maximum allowed by law can be levied per infraction or \$100.00 per day for continuing infractions.

Verbal and written notification shall be handled through the management office.

TITLE	: CONDOMINIUM RULES
DATE APPROVED	: March 1, 1993
REFERENCE	: Declaration Article VI Section 1 thru 8 By-Laws Section 2.14 (e) Articles of Incorporation Article II section 2 (f) F.S. 718.112 (3) (a)
REVISED & APPROVED : March 26, 2009 Board of Directors Meeting	

CONDOMINIUM RULES

1. Condominium Rules are included on Attachment # 1

2. 2009 Lee County Mandatory Recycle information included on Attachment # 2

POLICY NO. 0011.0

TITLE	: COLLECTION OF COMMERCIAL RENT
DATE APPROVED	: June 2, 1990
REFERENCE	: See individual leases

Rental payments due from all commercial leases will be billed fifteen days prior to due date and due on the first working day of the following month, unless stipulated otherwise in the lease. Second notice and follow-up will be as specified in the lease and as directed by the Board of Directors and legal counsel.

POLICY NO. 0012.0

TITLE : OUTSIDE CONTRACTOR INSURANCE

DATE APPROVED : June 2, 1990

REFERENCE :

All outside contract labor must submit proof of liability insurance before contract is approved.

POLICY NO. 0013.0

TITLE	: SERVICE CONTRACT
DATE APPROVED	: June 2, 1990
REFERENCE	:

Service contract agreements must at all times be signed by a Board member of the Association.
No service contracts will be entered into with a unit owner or member of an owners family.

POLICY NO. 0014.0

TITLE	: MAINTENANCE WORK - OFF HOURS
DATE APPROVED	: June 2, 1990
REFERENCE	:

Association related maintenance work will be assigned by the facility manager. Association related can be defined as anything represented in the condominium documents as common and/or limited common elements and commercial.

Non-association related maintenance work can be arranged for between an owner and any maintenance employee. This work will be done during the employees "off" hours. Compensation is a private matter between the parties involved. Non-association can be defined as mechanical, electrical, plumbing or decorative type work performed within an owners unit.

All owner requests for non-association maintenance will be placed through the manager's office. The manager will arrange for a maintenance person to contact the owner during the maintenance persons "off" hours. The association is not liable for any accidents or unsatisfactory work performance. The maintenance worker is serving in the capacity of an independent contractor and not on behalf of the association.

POLICY NO. 0015.0

TITLE	:	COLLECT LONG DISTANCE TELEPHONE CALLS
DATE APPROVED	:	August 3, 1990
REFERENCE	:	

If it is necessary for unit owners to contact the association office for any reason by telephone, calls of this nature will be made at the unit owners expense. The association will not accept any collect telephone calls.

POLICY NO. 0016.0

TITLE	: ACCOUNTS PAYABLE – MANAGER LIMIT
DATE APPROVED	: August 3, 1990
REFERENCE	:
REVISED & APPROVED	: March 26, 2009 Board of Directors Meeting

The manager of The Beach & Tennis Club Condominium will be authorized to disburse association funds up to and including \$2,000.00 per vendor invoice or project. All larger amounts will require a Board member co-signature except for budgeted items (utilities) and contracted services which already bear a Board members signature.

POLICY NO. 0016.5

TITLE: PET POLICY

DATE APPROVED: MARCH 20, 1991

REFERENCE: DECLARATION ARTICLE 12, SECTION 6
ANIMALS

REVISED & APPROVED: March 29, 2010 BOARD OF DIRECTORS MEETING

Effective March 20, 1991, NO animals or pets of any kind shall be raised, bred or kept within the condominium, either temporarily or permanently. This restriction shall apply to owners, tenants, guests and all other persons entering upon the condominium property.

Notwithstanding the above, the Board may allow owners to keep certain pets if it is determined that such pets will not cause a disturbance to other owners or occupants. Such exception, if allowed, will be a conditional privilege, revocable at the discretion of the Board if such pet disturbs other owners or occupants.

Further notwithstanding the above, owners who had a pet prior to the approval date of this policy shall have the continuing right to have one pet, including a replacement pet. Pets allowed under this exception must not be allowed to disturb other occupants, must be either leashed or carried and must be exercised or curbed only in properly designated areas, and shall be further subject to all rules and regulations adopted by the Board, including registration requirements **(See Exhibit A)**. Owners who do not comply with these requirements shall, at the Board's discretion, remove the pet from condominium property.

FINES: The Board shall have the right to impose fines, according to the procedures allowed by law and in the By-Laws, up to the maximum amount allowed by law, upon owners who violate these pet restrictions or whose tenants or guests violate these restrictions.

PET POLICY NO. 0016.5

REGISTRATION REQUIREMENTS

EXHIBIT "A"

Effectively immediately ALL owners with "grandfathered-in dog" (owners at B&TC prior to 1991 with dog), must submit the following registration annually:

Owner Name: _____ Unit # _____

Address: _____ City: _____ State: _____ Zip: _____

Year Unit Purchased: _____

Dog Type/Gender: _____

Dog Color: _____

Other Dog Information: _____

Items that **MUST** be included with this Registration Requirements:

1. Dog Photo
2. Copy of Dog License
3. Copy of Dog Immunization
4. Neutering/Spaying of Dog

When accepted, a B&TC Dog I.D. Tag will be issued and **MUST** be seen on the dog while on B&TC property.

POLICY NO. 0017.0

TITLE	: DRYER VENTS – OWNER UNIT
DATE APPROVED	: November 15, 1991
REFERENCE	: November 10, 2011 POLICY RESCINDED WITH NOTE

Owners wishing to install dryers in their units will be expected to vent the dryer in one of two ways. If possible, venting should be directed into the existing bathroom duct. If it is necessary to vent through the atrium walk wall, the vent must be installed at an elevation consistent with the bathroom vent.

NOTE: **ALL FUTURE VENT CHANGES MUST BE BOD APPROVED.**

POLICY NO. 0018.0

TITLE : EMPLOYEE BENEFITS

DATE APPROVED : November 15, 1991

REFERENCE : Employee Policy Manual

POLICY NO. 0019.3

TITLE	: MILEAGE REIMBURSEMENT – LOCAL
DATE APPROVED	: NOVEMBER 15, 1991
UPDATED	: JANUARY 31, 2009
REFERENCE	: Federal Government Mileage Reimbursement
REVISED & APPROVED: March 26, 2009 Board of Directors Meeting	

Effective January 1, 2009, the authorized local mileage will be reimbursed at the rate in agreement with Federal Government reimbursement guidelines. The facility manager or a Board member will provide authorization.

(Effective January 1, 2010, the authorized local mileage will be reimbursed at \$0.50 per mile, or current rate established by IRS. The facility manager or a Board member will provide authorization.)

POLICY NO. 0020.1

TITLE	: RECORDED DOCUMENT COPIES
DATE APPROVED	: April 3, 1993
REFERENCE	: F.S. 718.111 (25) (c)
REVISED & APPROVED	: March 26, 2009 Board of Directors Meeting

A recorded set of The Beach & Tennis Club Condominium Documents will cost \$35.00 for each set. A set will be comprised of Articles of Incorporation, By-Laws, and Declarations corresponding to the owners building complete with amendments.

Owners should be aware that Florida condominium law effective January 1, 1992 requires the seller to provide the buyer with a current set of documents.

POLICY NO. 0021.0

TITLE	: BOAT STORAGE
DATE APPROVED	: November 15, 1991
REFERENCE	:
VOIDED	: March 26, 2009 Board of Directors Meeting

All boats stored on the premises must be trailered to facilitate relocation, if necessary. A boat can be single or multiple hulled and pontooned. If the trailer apparatus is secured by a locking mechanism, keys must be provided in the Association office.

POLICY NO. 0022.1

TITLE : ATRIUM WALKWAYS

DATE APPROVED : November 15, 1991

DATE REVISED : July 17, 1993

REFERENCE :

Atrium walkways will be kept free of all personal effects, furniture of any type, etc., at all times. Floor mats are allowed in front of the entrance door while the unit is occupied. When unit is unoccupied the mat must be removed.

POLICY NO. 0023.0

TITLE	: LAUNDRY ROOMS
DATE APPROVED	: November 15, 1991
REFERENCE	:

Laundry facilities are for the exclusive use of residents (owners, renters and guests) only. The facilities are to be used only during the hours of 8 AM through 10 PM daily.

POLICY NO. 0024.0

TITLE	: Windows/Sliding Glass Door Tinting
DATE APPROVED	: February 2, 1992
REFERENCE	: F.P. & L. audit

Anyone wishing to have their unit's sliding glass door or exterior windows tinted for any reason, the color of the tinting must be gray. (Sometimes called smoke gray). Under no conditions may the bronze color be used.

POLICY NO. 0025.0

TITLE	: MAINTENANCE MEN WORKING IN UNITS DURING EMERGENCY SITUATIONS
DATE APPROVED	: August 2, 1992
REFERENCE	: Board meeting August 2, 1992
REVISED & APPROVED	: March 26, 2009 Board of Directors Meeting

During any emergency situations in which the Association maintenance men are forced to enter a unit to prevent damage or contain any further damage the Association shall charge the offending unit (that is, the one that caused the emergency to occur) for the time and equipment used.

This charge is set at \$20.00 per man per hour, with a one hour minimum.

POLICY NO. 0026.0

TITLE	: STORM SHUTTERS
DATE APPROVED	: July 17, 1993
REFERENCE	: STATE LAW

Anyone wishing to install storm type shutters to protect their unit must follow the regulation listed below.

- 1.) The shutters must be of the pull down type, NOT the accordion type.
- 2.) Shutters must be installed as to protect only the sliding glass doors, NOT the entire patio.
- 3.) The protection of the two small windows within the units shall be done from the inside not the outside of the building.
- 4.) All shutters must be of a beige color, and compatible with the exterior of the building.

On April 3, 1993, the Building Representatives were asked to look into changing the above policy. This request was made by owners at the above Board meeting because of concerns generated by the un-named storm of March 13th, which swept ashore Bonita Beach with winds in excess of 90 mph. After meeting with local shutter companies they reported back on April 27th. Their conclusion was to leave the policy as approved back in 1991, but they requested that the following be added.

It should be stressed that there is no complete answer in opposing the power of a hurricane. There are, however, actions that can be taken to minimize the loss.

- 1.) Adequate insurance – both by the condo association and home owner.
- 2.) All balcony furniture is to be removed when the apartment is vacated. This is very important as the porch items can become flying missiles.

TITLE : CURFEW FOR LOBBY ATRIUMS

DATE APPROVED : July 17, 1993

REFERENCE :

To help prevent disturbances and promote better security for the complex, the Board has set a 10 PM loitering curfew for the lobby and atriums only. After 10 PM all persons loitering or playing in the lobby or atriums will be asked to leave the immediate area.

POLICY NO. 0028.0

TITLE	: BALCONIES – FLOOR COVERINGS
DATE APPROVED	: March 11, 1996
REFERENCE	:
REVISED & APPROVED: March 26, 2009 Board of Directors Meeting	

As of this time, carpeting used as balcony floor covering is not allowed.

All balconies must meet all Federal, Florida State and Association approved sealant processes.

Balconies can be tiled per attached requirements by Jenkins & Charland, Inc.

When resurfacing is complete, the balcony floor is to be inspected and approved by Association personnel.

This policy will supersede any previous language existing in Section 11.2, A & B, of The Beach & Tennis Club Documents. Any such contrary language concerning balcony carpeting is overridden by Section 7 of The Beach & Tennis Club By-Laws.

POLICY NO. 0029.0

TITLE : EXTENDED VEHICLE PARKING

DATE APPROVED : May 22, 2003

Beach & Tennis Owners may leave one (1) vehicle per unit parked on the property for an extended period.

Said vehicles must be parked in the vicinity of the owners building and must be registered with the Management Office. A set of keys must be left with the Manager.

All vehicles on Beach & Tennis property must be in good mechanical and body condition and tags must be current and displayed properly at all times.

POLICY NO. 0030.0
UPDATED AS OF 10-07-05

TITLE : BOAT DOCKS, BOAT PARKING AND CANOE STORAGE

DATE APPROVED: MAY 22, 2003

REVISED & APPROVED: March 26, 2009 Board of Directors Meeting

Dock & parking will be assigned on a first come, first served basis. When Docks and spaces are full, interested owners will be placed on a waiting list.

Rental of a Dock includes a parking space. The owner will be responsible to keep the dock and parking area clean and free of any items other than his boat and trailer.

At no time shall an owner make repairs or modifications to the dock or surrounding property without the consent of the Board of Directors.

All marine supplies and boating materials must be kept in a storage container. The location, dimensions and color of these containers will be directed by the Association. Owners will get prior approval from the Management office before installing said containers.

Owners who leave the property for more than five (5) days in succession must remove boats from docks and secure on a trailer in the assigned parking area or, as an option, give written consent to the Manager to take any actions necessary in case of emergency.

Both boats and trailers must be kept in good working condition and proper insurance and registration shall be given to the Association each year, at rental renewal time.

Any trailers with locks must leave a key at the management office.

Canoes must be on a storage rack when not in use.

Fees for boat, canoe/kayak storage will be established annually by the Association BOD.

All space rentals shall run yearly from April 1 through March 31.

POLICY NO. 0031.0

TITLE: HIRING OF BOARD MEMBER RELATIVES

DATE APPROVED: JANUARY 19, 2005

UPDATED:

REFERENCE: Minutes of January 19, 2005 Board Meeting
February 27, 2004, Attorney Letter to Board

Effective January 19, 2005, the future hiring of relatives of Board Members is to be prohibited.

Additionally, the Board will scrutinize any future proposal to hire owners as B&TC employees.

TITLE: CONTRACTORS & OWNERS WORK RULES

DATE APPROVED: DECEMBER 3, 2009

UPDATED: Approved changes 01/25/10, 04/13/11

REFERENCE:

1. **Owners** must advise in writing and by person, if possible, to Manager's Office of all remodeling and repairs being performed in each unit. Contractors must be licensed and submit proof of liability insurance before contract is approved, obtain a B&TC contractor's permit and parking pass. Permits must be presented to the unit owner and displayed in the front window.
2. **Owners** must provide all of the following necessary documentation, and the Manager's Office must maintain a written sign-in sheet with all pertinent information:
 - Contractor's License Number
 - Proof of Insurance
 - Permit Number (if required)
 - Unit Number where they are working
 - Work to be performed
3. If B&TC maintenance personnel observe contractor's vehicles without a B&TC parking sticker, they should report this immediately to the office.
4. Work Hours:
 - (A) All work to be performed between the hours of 8:00 AM and 6:00 PM. No Sunday work (except emergency repairs).
 - (B) Please be considerate of your neighbors, keep noise to a minimum.
 - (C) It is recommended that MAJOR remodeling projects be scheduled between the months of MAY and OCTOBER, if possible.
5. Contractors must supply their own hand carts/trucks. No Beach & Tennis Club luggage carts are to be used by contractors.
6. Contractors may not store equipment on site, except in owner's unit.
7. After unloading, contractors should move trucks away from front parking spaces.
8. All clean up must be performed and removed from B&TC premises by contractors/owners.

9. Any damage to common areas, walkways, etc., will be repaired by B&TC and invoiced to the owner.
10. Handymen can only do what they're licensed to do, as outlined in Florida statutes. Major projects must be done by professionals to protect our property from possible hazards and legal action.
11. Any contractor who violates any of the above outlined policy may be suspended from doing work at B&TC. Length of suspension to be determined by The Beach & Tennis Club Board of Directors.
 - (A) All work will be stopped for any violation of any part of this policy.
 - (B) Once stopped, it cannot be restarted without approval of Manager or Board Director.
12. Owners and handymen/contractors are subject to fines of not less than \$100.00 for failure to follow this policy. A maximum fine of \$1,000.00 per incident approved by the Board of Directors can be levied against unit owner and life suspension of contractor.

POLICY NO. 0033.0

TITLE : OWNER'S REQUEST FOR INFORMATION

DATE APPROVED: JANUARY 10, 2012, BOARD OF DIRECTORS MEETING

REFERENCE : FLORIDA STATUTES 718: 112.2.A.2

The Board of Directors and the Association Office is only obligated to respond to one written inquiry per unit in any given 30-day period. In such a case, any additional inquiry or inquiries must be responded to in the subsequent 30-day period, or periods, as applicable. Charges for response time and copying of documents would be charged to owner requesting information.

POLICY # 0034.0

TITLE: WINDOW/SLIDER INSTALLATIONS REQUIREMENTS

DATE APPROVED: February 9, 2012

REFERENCE: BOARD OF DIRECTORS WORKING MEETING

REVISED AND APPROVED: March 14, 2012

UPDATED AND APPROVED: April 11, 2012 Board of Directors Meeting

The Policy for the Window/Slider Installation requirements was amended and approved by The Board of Directors at a Board of Directors Meeting on March 14, 2012, to include the following:

"Owner's planning to have new windows/slider installed in unit must meet current Miami Dade Code for the windows/slider, and The Beach & Tennis Club Engineers current Wind Pressure Specifications. The Beach & Tennis Club Association Office must be notified prior to installation and a "Notice of Acceptance" (NOA) from manufacturer will be required for approval of windows/door for unit before commencement of work can begin." Owner will be responsible for all costs incurred by unauthorized installations.

Policy # 0035.0

TITLE: TILE - ON LANAIS/IN UNIT

DATE APPROVED:

REFERENCE: March 27, 2007, Board of Directors
Meeting

Revised/Updated: April 11, 2012 Board of Directors
Meeting

Tile installer must pick up copy of SECTION 09310 CERAMIC TILE specifications before installation from Association Office and will be required to fill holes with urethane sealant detailed in the restoration specifications. Owner will be responsible for all costs incurred in unauthorized installations.

Policy # 0036.0

TITLE: LANAI ENCLOSURES INSTALLATION

DATE APPROVED: DECEMBER 6, 2012 BOD MEETING

DATE OF REVISION: FEBRUARY 20, 2014 BOD MEETING

REFERENCE: Restoration Specifications from March 27, 2007 Board of Directors Meeting

Owners must notify association office for approval of Installation of Lanai Enclosures. Installer must pick up a copy of Section 09310 Ceramic Tile specification and Engineer specifications from the association office prior to installation of Lanai Enclosures. Association Office must be furnished specifications from manufacturer if Miami Dade County codes are required for Lanex enclosures. When membrane is penetrated the hole must be sealed with the urethane sealant detailed in the restoration specifications. Specifications are required as follows:

1. Frame color must be "White"
2. Panel color must be "Tinted"
3. Panels need to line up with lanai screen railings

Installer must also provide contractor license and proof of insurance.

Owner will be responsible for all cost incurred by unauthorized installations.

ALL OWNERS WILL BE REQUIRED TO REMOVE LANAI ENCLOSURES WHEN UNIT NOT IN USE FOR MORE THAN TWO WEEKS OR LEAVING FOR SEASON OR STORM WARNING, AND DURING HURRICANE SEASON, OR REQUIRED MAINTENANCE BY ASSOCIATION.

Policy # 0037.0

TITLE: CONDO POINT OF SALE-CODE COMPLIANCE

DATE APPROVED: UNDER REVISION

REFERENCE:

Owners selling units will be required to furnish Association Office with a copy of a Home Inspection Report completed by a Certified Home Inspector before Board of Directors will approve sale of condominium. Owner will be responsible for expense of Home Inspection.

Policy # 0038.0

TITLE: SCREEN DOOR INSTALLATION

DATE APPROVED: OCTOBER 26, 2012, BOD MEETING

REFERENCE: Board of Directors Meeting March 27, 2007

Screen Door Installation and Specifications Approval.

Owner must notify Association Office before installation of screen door. New Screen Doors must meet the following requirements:

- 1. Unique Technology Amplimesh # 104 or a Santo # 104
or comparable style door**
- 2. Silver Screen**
- 3. White**

TITLE : WATER LEAKS / RESPONSIBILITY / PENALTY

DATE APPROVED :

REFERENCE :

REVISED AND APPROVED : March 27, 2013, BOD Meeting

All owners are responsible for taking appropriate measures in helping to prevent or greatly reduce the likelihood of water leaks within their unit that can cause damage to other units within their particular stack of condominiums as well as damage to the associated common elements, limited common elements and other areas that the Association is responsible to repair.

Owners are required:

- The main water supply valve is turned off whenever the unit is going to be unoccupied for at least twenty-four (24) hours.
- The hot water tank is replaced at least every ten (10) years. The industry standard recognizes that the expected useful life of the type of hot water tanks utilized in The Beach & Tennis Club condominiums is ten (10) years.

Owners are required to ensure that The Beach & Tennis Club has a current entry door key for the purpose of being able to enter the unit to inspect for possible water damage from another unit or to see if the cause of the water leak is coming from the unit.

PENALTY

If a water leak from the offending unit is determined to have been caused by a hot water tank that is older than ten (10) years and/or if the water leak is exacerbated by the main water supply valve not being shut off after the unit was unoccupied by more than twenty-four (24) hours, the offending unit owner is responsible to reimburse the Association for its expenses paid for the repairs that the Association is responsible to complete for said water leak event.

This penalty is in addition to any responsibility the unit owner has in accordance with The Beach & Tennis Condominium Documents and Florida State Statute.