

HOUSE RULES AND REGULATIONS 09-10-14

The following rules are established in order to assure all residents and guests safe, sanitary and peaceful occupancy of their condo units and all common areas of the Ormond Heritage.

These rules were provided to all owners for review on August 27, 2014 and approved by the Ormond Heritage Board of Directors on September 10, 2014.

These rules supersede all earlier versions of Ormond Heritage House Rules and Regulations. They apply to all owners, residents, and guests. They apply to the extent they are consistent with higher precedent documents including state statutes, the Declaration of Condominiums and By-Laws.

I. SAFETY and SURVEILLANCE

A. EMERGENCIES

Owners, residents, and guests **SHALL:**

1. Fire

- a. Activate the fire alarm.
- b. Call 911; provide name, address, unit number, building and type of emergency.

2. Medical Assistance

- a. Call 911; provide name, address, unit number, building and type of emergency
- b. Inform management or go to the front door to assist with access.

3. Vandalism, burglary, robbery or assault

- a. Call 911; provide name, address, unit number, building and type of emergency.

4. Suspicious activity of unknown persons in or around Ormond Heritage property

- a. Call (386) 248-1777 for non-emergency assistance.

B. ACCESS ISSUES

No more than six (6) key fobs will be issued per unit. Management must be notified of each person who has the numbered key fob with their name, address and phone number.

Owners, residents, and guests **SHALL**

1. Notify workmen, realtors, service or trades people, whom they contact and/or contract, to sign in and out upon arrival and departure on the sheet in the lobby entrance.
2. Retrieve all keys and key fobs given to workmen, realtors, and service or trades people when no longer needed. If unable to retrieve keys or key fobs, notify Management.
3. Notify Management of the name, address and phone number of any person, including caregiver(s) or cleaning persons, who provide services at the condominium on a regular basis.

Owners, residents, and guests **SHALL NOT:**

1. Hold outside doors or gates open for anyone attempting to enter the building/grounds unless they are personally known.
2. Prop open or leave open outside doors or gates unattended.

C. SAFETY

Owners, residents and guests **SHALL NOT:**

1. Use grills or other cooking devices on balconies.
2. Smoke in common areas in buildings or parking garage.
3. Discharge fireworks in, on or around the Ormond Heritage property.

II. ABSENCES FROM THE UNIT/PROPERTY

Non compliance resulting in damage will be the full responsibility of the owner who did not comply.

A. SHORT TERM ABSENCES defined: one day (24 hours) to 7 days

Owners, residents and guests **SHALL:**

1. Turn off main water valve in the unit.
2. Turn off hot water heater circuit breaker in laundry room.
3. Set thermostat to 76°-78° F from April through October and to 60°-65° F from November through March.
4. Close and lock all windows and doors.
5. During hurricane season (June – November), bring in all porch furniture and other items from balconies and patios.

B. LONG TERM ABSENCES defined: 8 days or more

Owners, residents and guests **SHALL:**

1. Comply with the requirements outlined in II.A above.
2. Notify management of the dates that the unit will be vacant.
3. Bring in all porch furniture and other items from balconies and patios.
4. See additional suggestions in document entitled:
“CLOSING A UNIT FOR AN ABSENCE,” available from Management.

C. CHANGE OF OCCUPANCY

Owners who do not reside in their unit **SHALL:**

1. Inform Management when occupancy changes. When the unit is leased provide Management a copy of the lease. All leases must contain a provision requiring compliance with Ormond Heritage Documents, § 10.5. Unaccompanied guests must also comply with Ormond Heritage

Documents, § 10.5.

Paragraph 10.5 of the Declaration of Condominium

10.5 **Leasing of unit** The leasing or renting of a Condominium Unit is prohibited for lease periods of less than six months. All of the terms and provisions of the Condominium Act, Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations of the Association pertaining to use and occupancy shall be applicable and enforceable against any person occupying a unit as a tenant to the same extent as against a unit Owner, and a covenant upon the part of each such tenant to abide by the Rules and Regulations of the Association, and the terms and provisions of the Condominium Act.

2. Provide Management with owner's current residence address, phone numbers and e-mail address.
3. Notify Management of all renters or unaccompanied guests using their units. Management **MUST** be provided with a list of such persons with names, phone numbers, emergency contact information and dates of occupancy.
4. Instruct all renters and unaccompanied guests and visitors to register with management upon arrival. Owners will be responsible for the actions, behavior, and any damage caused by their guests to any of the common areas or common elements. It is the owner's responsibility to make sure that their guests are aware of the Rules and Regulations.
5. Provide the House Rules and Regulations, Disaster Plan and Ormond Heritage Documents to all renters and unaccompanied guests.

III. HOUSEKEEPING

A. TRASH DISPOSAL

Owners, residents, and guests **SHALL NOT:**

1. Dispose of un-bagged items down the trash chute. ALL TRASH MUST BE BAGGED AND TIED.
2. Place large items down the chute, including pizza boxes. These items must be placed by a trash room in the garage.
3. Dispose of pet litter down the chute. Pet litter must be bagged and brought to garage trash area.
4. Place large or heavy items (constructions debris, appliances, or furniture) in dumpsters. Disposal of large items must be coordinated with Management.

Residents or guests who cause damage by depositing heavy items in trash chutes will be held liable for such damage.

B. RECYCLING

Owners, residents, and guests **SHALL:**

1. Recycle **ONLY** the following items: cardboard, glass, steel and aluminum cans, office paper, newspapers, and Styrofoam and plastic containers. See instructions in Recycling area and on Bins.

2. FLATTEN ALL BOXES before placing in recycle bins.

C. SHOPPING CARTS AND LUGGAGE DOLLIES

Owners, residents, and guests **SHALL**:

1. Return carts/dollies promptly to the storage area in the **correct** elevator lobby in the garage for use by other residents. Carts are numbered to correspond to the particular building elevator.

Owners, residents, and guests **SHALL NOT**:

1. Leave carts/dollies in corridors, elevators or retain in units.
2. Permit Contractors to utilize resident carts/dollies.

D. CAR WASHING

Owners and residents **SHALL**:

1. NOT wash cars anywhere on the property **except in garage car wash area**.
2. Roll up the hose and turn off the water and lights after washing a car.
3. Instruct self-contained car wash services to use the Northeast parking lot only.

E. PEST CONTROL

Monthly Pest Control is provided by the Association.

1. If monthly treatment is refused, the cost of any infestation treatment within that unit or any adjacent area will be at the cost of the owner who refused treatment.

F. STORAGE UNITS

Owners and residents **SHALL NOT**:

1. Store flammable products such as gas, oil, paint and cleaning solvents in the individual garage storage areas per the Fire Department and the Association insurance providers.
2. Store or place any item outside their assigned storage unit.

IV. PARKING AND USE OF GARAGE

A. PARKING

Each unit is allowed two parking decals and two parking spaces (one assigned space, one unassigned space). A decal **MUST** be affixed to the rear of each vehicle, thus identifying it as an authorized vehicle.

Temporary parking permits are available at the office. Guests and/or relatives who are staying overnight and/or up to three (3) weeks must obtain Temporary Parking Permits. Suggested protocol: if a guest parks inside and the owner already has two vehicles, then the owner shall place one of the three vehicles in the outside parking area.

1. Owners, residents, and guests SHALL PARK ONLY IN AUTHORIZED AREAS.
2. Any vehicle parked in the garage without an Ormond Heritage decal is subject to towing at the owner's expense.
3. Any vehicle parked in an assigned parking space without the owner's written permission will be towed after 1 notice.
4. All guests must park in the OUTDOOR spaces unless they have a Temporary Parking Permit.
5. Owners or residents using rental cars must obtain a Temporary Parking Permit.
6. All vehicles illegally parked will be towed at the vehicle owner's expense.
7. No water craft, trailers, RV campers, or commercial vehicles may park on the premises over night. A written consent from Management is required for any short-term exception to these restrictions.
8. Do NOT use the garage and/or your parking area for storage.

B. DRIVING IN GARAGE

Owners, residents, and guests **SHALL**:

1. Drive no faster than 5 miles per hour entering, within, and exiting the garage.
2. Turn lights on.

C. ASSIGNMENT OF STORAGE UNITS

1. Background

The Developer assigned storage units/cages ("storage cages") to buyers who may have contributed \$400 to \$500 to the Association. This contribution resulted in the assignment of a storage cage to the buyer's condominium unit. Title to the cage did not pass to the unit owner.

2. Restrictions

The storage cages are limited common elements owned by the Association. Unit Owners and residents are prohibited from selling or assigning any storage cage(s) currently being utilized. Storage cages must be excluded from any listing when selling the condominium unit.

3. Assignment of Storage Cages

As of June 1, 2014, there are fewer storage cages than there are condominium units. Additional cages may be built, but it is unlikely that it will be possible to find space for the 156 cages that would allow one to be assigned to each unit.

a) Waiting List

The Condominium Manager will maintain a list of owners who have requested a storage cage. Storage cages will be made available to owners in the order their requests were received.

(1) Usage Fee

Upon assignment of a storage cage, the condominium unit owner will be required to remit to the Association a \$200 Usage Fee.

(2) Refusal

In the event an available cage is not acceptable to the owner next in line on the waiting list, such owner may refuse assignment of a storage cage once without affecting their position on the waiting list. However, if an owner refuses the next available storage cage for assignment, such second refusal will remove the owner from the waiting list.

b) Excess Cages

Unit owners who have access to more than one storage cage are encouraged to make these additional cages available for reassignment, and to inform Management of the location of the cage.

c) Reassignment When a Unit is Sold

When a condominium unit is sold, the storage cage(s) assigned to that unit will be made available for reassignment through the Association's policy and procedures for assignment of storage cages.

V. USE OF POOL, SAUNA, SPA, and EXERCISE ROOM

Hours of Operation for the above amenities are as follows and are posted at each facility site.

The Pool: 6 am – 10 pm

The Sauna: 6 am- 9 pm

The Spa: 9 am – 9 pm

The Exercise Room: 6 am – 9 pm

Food and drink may be consumed in the Pool Party Room, and on the Ballroom Patio.

The pool furniture must be restored to its normal location following use.

Owners, residents and guests **SHALL NOT:**

1. Take food or glassware into any of these areas (unbreakable water containers allowed only).
2. Drink beverages while physically in the pool, sauna or spa or within 12 feet of the water's edge.
3. Allow persons under the age of 16 to be unaccompanied in these areas; an adult 21 years of age or older must accompany an underage person in these areas.
4. Reserve pool furniture by placement of towels or personal items; furniture is available on a first-come basis, except when you are in the pool.
5. Run on the pool deck.
6. Jump or dive into the pool.

7. Throw balls or use large floats or Styrofoam objects in the pool. Small rubber, canvas, or soft plastic articles are permitted.
8. Enter the building from the Pool or Spa without towel drying and wearing a cover-up and footwear.
9. Allow children who are not toilet trained or who do not wear protective pants in the pool. If excrement (feces) is found, the pool will be closed. State health codes require a specific cleaning process. The unit owner responsible will pay for the process.
10. Bring animals into above areas.
11. Have more than sixteen (16) bathers at one time in the pool.

VI. PETS

A. Permissible Pets

Only the following pets are permitted: cats, dogs, rabbits, aquarium fish (tanks shall not total more than twenty (20) gallons), small caged animals including gerbils, guinea pigs, hamsters, and mice), caged birds including canaries, and parakeets.

B. Restrictions

1. Reptiles and other exotic animals are not allowed.
2. No more than three pets are permitted per unit.
3. Animals weighing thirty (30) pounds or more are not permitted.
4. Fish Aquarium capacity shall not exceed twenty (20) gallons.
5. Pets shall not be kept, bred, or used for any commercial purpose.
6. Pets must be confined to the pet owner's unit and must not be allowed to roam free or be tethered. Pets must not be left unattended on patios or balconies.
7. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier.
8. Pets are not permitted in the swimming pool area, Spa, Pool Party Room, Card Room, Ball Room, Ball Room Kitchen, Lounge, Library, Billiard Room, or Meeting Rooms.
9. Residents are responsible for the pets of guests who visit their unit; such pets are subject to the same restrictions as resident pets.
10. Pets shall only be exercised off premises of the Condominium, or in the designated pet exercise area.
11. Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in designated areas.
12. Animal litter shall be disposed of only in the cat litter disposal area next to the trash rooms. Litter shall not be disposed of in toilets, down drains, or down trash chutes.
13. Owners are responsible for any damage caused by their pets.

14. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior include the following:
- a) Pets whose unruly behavior causes personal injury or property damage.
 - b) Pets that make noise for extended periods to the disturbance of any person at any time of day or night.
 - c) Pets in common areas that are not under the complete physical control of a responsible human companion and on a hand-held leash or in a pet carrier.
 - d) Pets that relieve themselves on walls or floors of common areas.
 - e) Pets that exhibit aggressive or other dangerous or potentially dangerous behavior.

C. Enforcement

Any resident or managing agent personnel observing an infraction of any of these rules should attempt to arrive at a solution to the problem with the pet owner in a courteous and helpful manner. If the complaint is not resolved, it must be put in writing, documenting the problem as thoroughly as possible, signed by the Unit owner making the complaint, and presented to the Association's Manager. The Manager will first attempt to obtain an informal solution to the problem. If such solution is not possible, the matter will be referred to the Board of Directors, which may initiate enforcement action in accordance with the Association's Documents.

VII. CONSTRUCTION, MOVING AND MAJOR DELIVERIES

A. Building Modifications and Construction

Owners, residents, and guests **SHALL NOT:**

1. Make any exterior modification to the defined perimeter of a unit without review and written approval by the Board prior to construction. This includes, but is not limited to, storm doors, hurricane shutters, balcony, terrace, patio and atrium floor coverings, etc.
2. Make dedicated use of an elevator without scheduling with Management at least 24 hours in advance. All moves must be registered with Management.
3. Move in or out on Saturdays, Sundays, major holidays. Moving is permitted between 8:00 am and 4 pm on week days.
4. Engage in remodeling or construction activity in a unit except between 8 am and 4 pm on weekdays. No work is allowed on Saturdays, Sundays, or major holidays.
5. Hire, retain or otherwise employ vendors or tradesman without appropriate licensing and insurance to perform work that requires permits.
6. Begin modifications until required permits are obtained.
7. Make interior modifications without notifying the Association, in writing, of the scope of remodeling work, the name of the licensed vendor to be used and whether or not permits are required by the City, County or State, before making the modifications.

8. Replace unit interior flooring with tile, wood or other hard material without: installing sound proofing underlayment material equal to or exceeding IIC (Impact Insulation Class) rating of 70 and STC (Sound Transmission Class) 70 rating.

B. Vendor Access and Cleanup

1. All vendors must sign in at the front entrance and notify Management that they are on the property.
2. No flat beds or 2-wheel carts will be provided. Workers must supply their own means of transporting equipment and materials.
3. Construction debris must be removed by the Contractor and not placed in Ormond Heritage bins. The Contractor must clean all common areas impacted by the construction and remove materials and debris at the end of each work day.
4. Construction gates will be closed at 4:00 pm.

VIII. BALCONIES, WALKWAYS AND ATRIUMS

Owners, residents, and guests **SHALL NOT:**

1. Penetrate or attach anything to the outer covering or paint of the exterior walls, walkways, balconies, exterior ceilings, or any other exterior portion of the building in any way (as with nails, screws, cement, glue, etc.). The cost of restoring the surface to the original condition will be borne by the unit owner.
2. Place any permanent covering on the balcony floor without Board approval.
3. Allow scrub water or debris to fall on a neighboring balcony when cleaning balconies.
4. Place in an atrium any decorative items that have not been coordinated with all units within that atrium. Owners are responsible for cleaning and upkeep of any items placed in an atrium or walkway.
5. Hang plants, ornaments, etc., from railings or ceilings of the walkways or balconies. Temporary holiday decorations and the United States Flag may be displayed in observance of nationally recognized holidays on the railings ONLY.
6. Hinder the walkway or atrium by furniture or plants in violation of the fire code, which requires a 41-inch walkway space. Any allowed item shall be of stain-proof material to avoid discoloring the floor.
7. Place live plants on open walkways or atrium areas. Only silk or other artificial plants in stain-proof containers are permitted.
8. Hang or prop beachwear, towels, clothing, brooms, mops, or other items in atriums, walkways or over balcony railings.
9. Feed birds from the balcony.

IX. BICYCLES

1. All Bicycles must be registered with Management. Bike racks are provided in the garage for your use. You may store your bike in the racks provided or in your storage unit or condo.
2. All bicycles must be clearly tagged. The bicycles that are not registered or tagged will be removed.

X. NOISE

Because of the building's continuous concrete slab construction, consideration must be given to the disturbances that sound-travel may cause neighbors and other residents. Be considerate of your neighbors.

Owners, residents, and guests **SHALL:**

1. Not move furniture, hammer or vacuum between the hours of 9:00 PM and 8:00 AM.
2. Avoid excessive opening, closing or slamming balcony sliding doors, slamming internal doors and stairwell doors.
3. Be conscious of noise made by heels or hard soled shoes on uncarpeted, tiled and hardwood floors.
4. Avoid excessive levels of noise and music on balconies and within unit. Report disturbances to Police Non-Emergency number (386-248-1777) and **not** to the Management of the Association.

XI. BILLIARD ROOM AND LIBRARY

Hours of Operation for the above amenities are posted at each facility site.

The Billiard Room closes at 10 pm; lights turn off automatically at 10:05 pm.
Play quietly as sounds echo and may disturb residents.

Use the check out sheet when borrowing a hard cover book, CD, or DVD and turn off the light when exiting the library. Paper books need not be checked out.

XII. INSURANCE

Insurance must be carried on each individual unit per Florida Statutes Chapter 627.714. Insurance policies maintained must include "special assessment" coverage of no less than \$2,000.00 per occurrence.

NOTE: Association insurance coverage does not include the floor coverings, wall, or ceiling coverings, electrical fixtures, appliances, air conditioners, heating equipment, water heaters and filters, built-in cabinets and countertops, or window treatments located within the individual unit. Insurance for this portion of the property located within the boundaries of the unit is the responsibility of the individual unit owner, per Florida Statutes Chapter 718.111.

XIII. PROCEDURE FOR LEVYING FINES

- A. The Association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the Association bylaws, or reasonable rules of the Association. A fine may not become a lien against the unit. A fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for a hearing. However, the fine may not exceed \$100 per violation, or \$1000 in the aggregate.
1. An Association may suspend, for a reasonable period of time, the right of a unit owner, or a unit owner's tenant, or invitee, to use the common elements, common facilities, or any other Association property for failure to comply with any provision of the declaration, the Association bylaws, or reasonable rules of the Association. This paragraph does not apply to limited common elements intended to be used only by that unit, common elements needed to access the unit, utility services provided to the unit, parking spaces, or elevators.
 2. A fine or suspension may not be imposed unless the Association first provides at least 14 days written notice and an opportunity for a hearing to the unit owner and, if appropriate, its occupant, licensee, or invitee. The hearing must be held before a committee of other unit owners who are neither board members nor persons residing in a board member's household. If the committee does not agree, the fine or suspension may not be imposed.

XIV. MISCELLANEOUS

The Board of Directors 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.

- A. **The Staff is on the Ormond Heritage payroll from 8:00 am to 4:30 pm. It is against Ormond Heritage policy for Staff to work for someone when they are on duty for Ormond Heritage. Non-essential or non-Association related requests should be directed to Management.**
- B. Owners and residents **SHALL:**
1. Schedule the use of the ballroom or any of the meeting/card rooms by contacting Management.
 2. Accompany young persons under age 16 to and from the ballroom, billiard, meeting/card rooms, and hobby room. A responsible adult, age 21 or older, must be present at all times.
 3. Not post or remove bulletin board notices.
 4. Not store personal items in common areas without notifying Management. Such items will be removed and discarded.

SUMMARY

Florida Statute 718 guarantees every owner the right to quiet and peaceful consideration among neighbors within a condominium complex. Be good and respectful neighbors.

**Let's make the Ormond Heritage
a beautiful, well-kept community that everyone may enjoy.**