

**TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS**

INTRODUCTION

The Board of Directors of the Tiffany Condominium Association of Ormond Beach, Inc., [hereinafter "the Board"] establish the following Rules and Regulations in accordance with Florida Statute 718, Florida Administrative Code 61B 15-24, the Declaration of Condominium, the Articles of Incorporation and Bylaws. They shall be applied consistently, uniformly, fairly, and without prejudice to all owners, renters, guests, invitees, contractors and vendors who reside in or visit the Tiffany Condominium (hereinafter "the Tiffany") regardless of race, color, creed, gender, age, rank, ethnicity, disability, marital status, sexual orientation, or military status.

These Rules and Regulations are provided to promote the safety, health, and high quality of life of individuals; to protect property; to assure every owner's free use; physically comfortable occupation and possession; and enjoyment of their property, and to establish reasonable conduct expectations of persons coexisting within the Tiffany community. Therefore, the observance and application of these Rules and Regulations is the responsibility of the owners and renters in general and the Management and the Board in particular and shall be reasonably applied with flexibility to handle special circumstances and/or respond to special needs of individuals. Violations of these Rules and Regulations constitute a breach of the aforementioned documents and remedies prescribed therein may be necessitated. Only that rule or portion of a rule that is or becomes in conflict with Federal, Florida, local law or any provision in the aforementioned documents will be invalidated.

These Rules and Regulations are designed to help make living in our condominium units as pleasant and comfortable as possible. In living together, all have personal rights to be protected as well as personal obligations to protect the rights of other condominium residents. Those restrictions, if any, we impose upon ourselves through these Rules and Regulations are for our mutual benefit and comfort.

RULES AND REGULATIONS

1. APPEARANCE:

Owners and lessees may not make any addition, change, or alteration to the exterior of the building, including the unit balcony (other than temporary Holiday decorations). Installation of communication antennas or dishes anywhere on the premises requires Board approval.

2. ATTIRE:

Bare feet are not permitted, and shirts and/or cover-ups are to be worn, in the covered, common areas of the building, except in the case of an emergency.

3. BALCONIES AND RAILS:

Carpeting, tile or any other covering may not be installed on unit balconies because moisture retention hastens concrete floor deterioration. No hanging of clothes, bathing suits, towels, etc., is permitted. When cleaning windows and balcony floors, be responsible to take necessary precautions to prevent liquids and debris from falling to balconies below or into the pool area. Owners or Renters shall be held responsible for any damage or injury resulting from anything falling from their balcony. Cooking on balconies using an approved electric grill is permitted.

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

4. BICYCLES:

Bicycles maintained in good working condition may be parked in each owner's assigned parking space against the wall. Bicycles parked in common areas should be marked properly requires Board approval.

5. CARTS:

Grocery and Luggage carts shall be returned promptly to the Garage area after use. Carts should not be used in the lobby area. Contractors and Maintenance Vendors may not use the grocery and luggage carts.

6. COMBUSTIBLES:

Except for small quantities of normal household cleaning fluids, no dangerous, combustible, or explosive chemicals or substances may be kept in the building.

7. CONTRACTOR SERVICES:

To ensure proper compliance with State of Florida and Volusia County Code Requirements, as well as the overall safety and integrity of our property, please note the following requirements:

- a) The unit owner shall confirm that any prospective contractor or maintenance vendor is properly licensed and maintains proper insurance covering liability, commercial auto and worker's compensation, prior to entering into a contractual agreement.
- b) Each unit owner is responsible to ascertain if the work being performed requires a permit from the State of Florida or the County of Volusia and, if it does, the contractor must secure the permit and post a copy of said permit on your unit door prior to commencing work.
- c) Evidence of current licenses, proof of insurance, and required permits shall be submitted to the Board for approval at least seven (7) days prior to the commencement of work, except for emergency repairs (e.g. air conditioning repairs)
- d) Work shall be performed between 8:30 AM and 5:30 PM Monday through Friday. No work may be done Saturday, Sunday or Holidays unless approved by the Board.
- e) All Debris or Construction Waste must be cleaned and/or removed from all common areas.
- f) Contractors and Maintenance Vendors may not use the grocery and luggage carts.

8. DELIVERIES:

An owner shall arrange for large package, furniture, appliances, etc., deliveries to be made through the Garage entrance.

9. EMERGENCIES:

Call "911" in the event of fire or flood, to obtain an urgent medical response, or report a death or criminal activity such as trespassing, break-in, vehicle theft or personal attack. Then call the Manager.

10. FEEDING WILDLIFE AND BIRDS:

Feeding wildlife and birds is prohibited everywhere on the Tiffany premises. Feeding gulls not only encourages their aggression but also attracts crows and pigeons that compete with shorebirds for food.

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

11. FIRE EMERGENCIES:

At the first sound of the central fire alarm, everyone should vacate their unit and carefully descend the stairs to the Lobby. Do not use the elevator: there is a risk of entrapment in case of a power outage. Residents unable to descend stairs should call "911". If you are in the elevator at the time of the alarm, the elevator should automatically descend to the Lobby and the door will open for you to leave through the Lobby.

Notifications of a mandated fire alarm test will be posted in the Lobby and the elevator. Each owner is responsible for testing, repair and maintenance of individual unit smoke alarms.

12. GATHERING ROOM:

Reservations for the Gathering Room are to be made by an owner through the Manager at least ten (10) days in advance. Upon approval, a notice will be posted on the Gathering Room door. The owner reserving will insure the Gathering Room is cleaned after use, returned to its original condition, and be liable for any damage that occurred during use. Inspection will be done after each use and if cost is incurred for cleaning or damage, it will be charged appropriately. Persons under the age of seventeen (17) are not permitted in the Gathering Room without adult supervision.

13. HEALTH:

Owners and Renters shall not allow or perpetuate unhealthy and/or unsanitary conditions to exist in their unit, assigned storage locker, or on their balcony that creates offensive odors and/or attracts insects and/or rodents.

14. LEASING OF UNIT – BOARD APPROVAL AND RESTRICTIONS:

An owner intending to lease their unit shall request approval from the Board using the Tiffany Lease Application Form available from the Manager. The completed form must be submitted to the Board a minimum of two (2) weeks prior to the start of the lease. The minimum allowable leasing period is six (6) months. No sublease or sub-rental is permitted. The Owner may not use Tiffany facilities such as the pool, spa, garage parking while their unit is rented. Should the lease terminate early, only the unit owner(s) may reside in the unit, with no new lease allowed until the term of the original lease has ended.

15. MAINTENANCE CONTRACTORS AND EMPLOYEES:

The Manager and the Board are responsible for the supervision and assignments for all contractors and employees hired by the Tiffany to perform common area maintenance and housekeeping. No maintenance contractor or employee shall be personally directed or reprimanded by an Owner. Complaints against any maintenance contractor or employee must be made to the Manager. No maintenance contractor or employee is permitted to do non-emergency, private work for an owner during the Tiffany work hours.

16. MAXIMUM OCCUPANCY:

Except for social gatherings that do not include overnight stays, the maximum occupancy for a two-bedroom unit is six (6) persons; the maximum occupancy for a three (3) bedroom unit is eight (8) persons. No person under the age of eighteen (18) may occupy a unit overnight without accompanying adult supervision.

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

17. MOVING:

Owners and renters shall notify the Manager to reserve a time and date not less than two (2) days prior to move date. Only one move should be in progress at the same time. All moving shall be accomplished through the Garage entrance. Moving vans/trucks larger than a half-ton are not permitted to park on the ramp or in the Garage.

18. NOISE, NUISANCES AND ANNOYANCES:

Each owner or occupant is obligated to use their property in a way that will not be a nuisance to other owners and occupants in the same community. Anything which annoys or disturbs another owner in the free use, possession, or enjoyment of their property or which renders its ordinary use or occupation physically uncomfortable may become a nuisance and may be restrained. Therefore:

- a) No noxious, offensive, and/or illegal activities shall be carried on in any unit or in the common area, nor shall anything be done therein which may be or become an annoyance or nuisance to other Owners.
- b) Noise levels, activities (including driving/riding motor vehicles) and conduct of Owners and Renters, their Family, Guests, Invitees, Contractors, and/or Vendors shall not interfere with any owner's entitlement to the free use, possession, and enjoyment of their unit, balcony, or common area; which renders its ordinary use or occupation physically uncomfortable; and/or constitute, in the opinion of the Manager or the Board, an annoyance or a nuisance.
- c) An owner who determines that a noise level or activity interferes with their use and quiet enjoyment of their unit, balcony, or common area shall:
 - a. First request remediation directly from the person(s) responsible.
 - b. Should the interference continue, the owner may then notify the Manager who may send a noise complaint letter.
 - c. Should these attempts fail, an owner may call "911" to report a potential violation of the Volusia County Noise Ordinance.
- d) Reasonable exemptions or allowances concerning noise is given for Board approved work performed by Contractors and Vendors, announced gatherings or events, and adult supervised children.
- e) As a courtesy, Owners hosting a party should notify residents and request they be contacted if the party noise becomes too loud.
- f) Fixtures or equipment in a unit are to be installed on floors or mounted on walls and ceilings in such manner that prevents transfer of vibrations and/or noise to an adjacent unit.
- g) Tiffany quiet hours are 10:00 PM to 8:00 AM everyday unless otherwise posted and are to be observed in all common areas and units. During quiet hours, Owners and Renters shall insure that the sound volume emitted from any audio device in their unit is not audible outside their unit or by a resident inside another unit. All should enter and exit the building quietly during quiet hours.

19. NOTICES:

Required, important and special Board notices will be posted on the bulletin board in the lobby, sent via electronic mail and hand delivered to those without electronic mail.

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

20. PARKING:

Assigned garage parking spaces shall be utilized only to park automobiles, vans, one-half (1/2) ton pickup trucks or motorcycles. Only currently registered, private passenger vehicles in operating condition and having no chronic fluid leaks may be parked in a parking space. The vehicle shall be parked close to the wall, centered between the painted lines, and in a manner that does not in any way obstruct or impede driving lanes. Permitted vehicle maintenance and repair on the Tiffany premises are limited to checking fluid levels in the car washing area and replacing a flat tire or battery.

Guest, Invitee, Contractor and Vendor parking shall be on the upper deck. An owner may arrange for a Contractor or Vendor to park their van or one-half (1/2) ton pickup truck in their designated garage parking space provided their vehicle clears the garage door. No owner or renter may park in another's designated garage parking space without the approval of that owner or, in extenuating and temporary circumstances, the Board. Owners or renters leaving their vehicle parked in the Garage while on an extended absence from the Tiffany should leave instructions with a Board member on where to locate a key in case of an evacuation. House trailers, mobile homes, campers, boats, personal watercraft, and empty trailers may not be parked at the Tiffany.

21. PETS:

Pets of any kind are not allowed on the premises.

22. POOL AND SPA:

- a) All owners and renters; their families, guests and invitees shall observe these and posted rules at the pool and spa.
- b) Pool hours are 8 a.m. to 10 p.m. and Quiet hours are 10 p.m. to 8 a.m. unless otherwise posted.
- c) Florida law (FS 64E-9.004.1.e.4) prohibits food or beverages in the pool or on the pool wet deck area (apprx. 4 Ft. from pool edge) and no glass or animals are permitted in the fenced pool area.
- d) Radios/Audio devices in the pool area should be used with headphones.
- e) Chairs and lounges shall remain in the pool area; may not be reserved; towels used on chair or lounge shall be removed when leaving the pool area; and chair or lounge is to be returned to their storage location after use.
- f) No diving or running is permitted in the pool area.
- g) Shower off sand and oily/greasy lotions prior to entering the pool or spa.
- h) When coming from the beach, rinse sand and debris from feet before entering the pool area or the building.
- i) Babies are required to wear swim diapers when in the pool.
- j) The only floats permitted in the pool are small baby floats.
- k) Children under age 14 must be accompanied by an adult over age 18 when in the pool/spa area. Children may not stay in the heated spa longer than 15 minutes.
- l) The phone in the Meeting Room is for emergency use only; the door is accessible by your owner's key.
- m) Exterior security doors and pool access gates may not be propped open.
- n) All refuse shall be placed in containers provided.

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

23. ROOF:

No one is permitted on the roof without prior Board approval. No person is permitted to be on the roof unaccompanied.

24. RULES OF MEETINGS:

Debate and decisions will be limited to the agenda items published in the official "Notice of Meeting" provided proper notification was delivered to all owners.

25. SAFETY:

For your safety and the safety of others, activities that could injure a person or damage property are prohibited in corridors, stairwells, lobby, garage, ramp, elevator, balconies, and/or parking deck. Running, skating, boarding, and bicycle riding anywhere on the premises is prohibited.

26. SALE OF UNIT - BOARD APPROVAL:

An owner intending to sell their unit shall give notice to the Board using the Tiffany Notice of Purchase Form to request board approval. The Notice must be submitted to the Board within 15 days after the effective date of the sales contract.

27. SECURITY:

Make certain all exterior and security doors close and lock behind you because a strong wind or an obstruction can sometimes prevent a door from closing completely. The pool gate to the beach must be locked at all times. Do not give out front entrance security code to Contractors and Vendors.

28. SIGNS:

"For Rent", "For Sale", or any other signs of a commercial nature are not allowed.

29. SIGN-IN AND SIGN-OUT:

Vendors and Contractors shall sign the Guest Register maintained in the Lobby.

30. SMOKING:

Smoking is prohibited in any portion of the covered common area of the building.

31. SOLICITATION:

There shall be no solicitation by any person for any cause anywhere on the premises.

32. STORABLES:

All items such as fishing gear, golf equipment, beach items, lawn chairs, etc., shall be stored in your designated storage area or your unit. Further, all cleaning liquids, oils or other perishable supplies must be stored in proper containers and discarded when expired and/or at risk of spillage.

33. STORM SHUTTERS:

The owner of a unit equipped with storm shutters is responsible for shutter maintenance, repairs and replacement. The owner shall notify the Manager whenever repair or replacement is being scheduled. The owner or renter shall muffle open balcony shutters (i.e., with foam water pipe

TIFFANY CONDOMINIUM ASSOCIATION OF ORMOND BEACH, INC.
RULES AND REGULATIONS

insulation) to limit wind generated noise. The owner or renter shall completely close, muffle, and lock shutters before departing on an extended absence.

34. TRASH DISPOSAL:

All trash must be placed into a securely tied/sealed plastic bag before depositing it down the chute. All garbage that is liquid/wet, contains fat, grease, or organic waste (i.e., spoiled food, soiled diapers) must be double bagged and securely tied/sealed and should be hand deposited into the outdoor garbage dumpster. Send no cardboard (i.e., pizza box) down the chute. Flatten cardboard boxes and place them into recycle dumpster located on the parking deck. Also place newspapers, rinsed metal/aluminum cans, rinsed glass/plastic bottles (no lids) and old phone directories in recycle dumpster. For further guidance, please refer to the documents, "Recycle Often. Recycle Right" and "City of Ormond Beach Sewer Facts", as previously sent and available from the Manager.

35. TURTLE ORDINANCE:

The Volusia County Sea Turtle Lighting Ordinance is in effect sundown to sunrise, May 1 through October 31. No light source from any part of your unit, direct or indirect (reflected) or is a reflective surface of a light fixture, shall be visible to a person standing on any part of the beach, or shall illuminate any part of the beach directly or indirectly. This ordinance is strictly enforced and violations result in punitive fines.

36. UNIT ACCESS:

Florida law (FS 718.111.5a) grants the Board the right of access to each unit for emergencies, spraying, and access to common utility and safety systems. The master key system is in place for this purpose. Pest control spraying dates will be posted on the Lobby bulletin board. Except for emergencies, proper advance notice and confirmation will be provided for any unscheduled access events and no one will be allowed to access the unit alone without prior authorization from the owner.

37. UNIT KEYS AND LOCK-OUTS:

There will be a \$25.00 charge for each replacement/duplicate key requested by an owner. Owners or their guests who are locked out of a unit may contact our Manager for access to the unit. They will respond as quickly as possible.

38. UNIT OWNER REQUESTS AND INQUIRIES:

All unit owner requests and inquiries should be directed to our Manager via phone or email.

39. WATER LEAKS AND SEWAGE BACK-UP:

Call the Manager immediately. Shut off your unit water if the leak originates in your unit.

40. WATER SHUTOFF – INDIVIDUAL UNIT OWNER RESPONSIBILITY:

Each unit owner shall turn off the water to their unit if the unit is going to be vacant for more than 48 hours.

Adopted By: The Board of Directors of The Tiffany Condominium Association of Ormond Beach, Inc.

Date: February 20, 2016