

# RULES AND REGULATIONS

CONTESSA



# CONTESSA CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Revised & Board Adopted July 20, 2011

The Board of Directors is authorized by the Condominium Declarations to make reasonable rules and regulations concerning the use of the condominium property. Changes or amendments will be distributed to all owners.

## 1. Absences by Owner

- 1.1 Owners need to turn off water and to notify the Front Desk or Maintenance when they vacate their units.
- 1.2 Manager should be notified by owner before entry or occupation of units by service and/or delivery people.
- 1.3 Emergency information sheet should be kept with Manager.
- 1.4 Owners should leave appropriate instructions with the Manager during their absence.
- 1.5 Owner should ensure that Manager has access to automobile and cabana keys.

## 2. Guests & Lessees

### 2.1 Guests and Lessees

- 2.1.1 Owner should fill out a Guest Occupancy Form for guests. The Manager is authorized to accept telephone instructions for guest arrival dates.
- 2.1.2 Keys for a guest's use should be left at the Front Desk.
- 2.1.3 Guests and Lessees shall register with the Front Desk upon arrival.
- 2.1.4 Guests and Lessees are not allowed to have pets on the premises.
- 2.1.5 Lessees are not permitted to have non-overnight guests when lessee is absent from the condominium.
- 2.1.6 Owners & lessees should ensure that all guests abide by the covenants of the condominium and community associations. A short information form will be available for guests at the Front Desk.

- 2.2.1 Proposed Lease Agreements should be submitted to the Board for approval in accordance with the Condominium Documents.
- 2.2.2 The minimum leasing period is 90 days and no unit may be leased more than 3 times per calendar year.
- 2.2.3 Lessees must abide by all covenants of the condominium and community associations.
- 2.2.4 Lessees should have copies of the Condominium Rules and Regulations. A unit owner should thoroughly instruct the lessee as to these documents.
- 2.2.5 Lessees are not permitted to have overnight guests (related or non-related) if they are not in residence.

3. Elevators

- 3.1 Passenger elevators are not to be used for transportation of freight or furniture.
- 3.2 All pets and shopping carts must use the service elevators.
- 3.3 Children should be instructed in the proper use of elevators and/or accompanied by an adult. Children are not allowed to play with the elevator controls.
- 3.4 Use the service elevator if in wet bathing attire or if you have walked on the beach. Shoes and tops (not towels) must be worn at all times on the elevators.
- 3.5 Florida law prohibits smoking in elevators.
- 3.6 Arrange with the Manager for use of the freight elevator.
- 3.7 Elevator doors should never be blocked open.

4. Staff

- 4.1 Full time maintenance and housekeeping personnel are employed by the association and are responsible directly to the Manager.
- 4.2 Complaints regarding staff must be in writing, addressed to the Manager, and signed. Owners shall not reprimand or direct an employee.
- 4.3 Any special services between owners and staff members should be negotiated directly between the parties and performed outside the staff's normal working hours. The Association assumes no liability as a result of these services.

5. Swimming Pool/Spa and Deck

- 5.1 Pool and spa hours are 7:00 a.m. to Dusk.
- 5.2 There is no Life Guard on duty. Bathers should exercise appropriate caution. It is recommended that the pool not be used when a bather is alone.
- 5.3 State Board of Health regulations require that a shower be taken before entering the pool or spa.
- 5.4 Before entering the pool or spa area from the beach, please shower off all sand.
- 5.5 Children under age fourteen (14) should be closely supervised at all times while in the pool and spa area. Adults are responsible for the behavior of children.
- 5.6 Children fourteen (14) years of age and younger must be accompanied by a unit owner or responsible adult at all times when using the pool, spa, or in the pool area.  
Children under the age of three (3) and other persons who are incontinent may not use the pool or spa unless they wear a leak-proof protective garment and a swimsuit. Any protective garment must be dry and clean before entering the pool or spa.
- 5.7 No pets are allowed on the pool, spa decks or the beach area.
- 5.8 When using any type of body lotion or sun oils, furniture should be covered with a towel or other suitable cover.
- 5.9 Lounge chairs cannot be reserved by placing towels on the chair. Please take your possessions with you when leaving the pool area.
- 5.10 Persons with open sores, cuts, or a communicable disease should not use the pool or spa.
- 5.11 Objects, such as Frisbees, are not allowed in the pool area. No other floatation devices, other than swimming aids, are allowed. Large rafts, floats, or tubes are not permitted.
- 5.12 Shouting, running, roughhousing and other similar conduct is not permitted around the pool deck.
- 5.13 No glassware is allowed in the pool or spa area. State law prohibits food and beverage consumption within four (4) feet of the pool or spa. Tables at both ends of the pool are available for eating. Clean-up is an individual responsibility.

- 5.14 Radios, tape players, etc. are not allowed around the pool area unless used with headsets or earphones.
- 5.15 Lounge chairs should not be dragged across pool deck.
- 5.16 Bathing suits only in pool and spa. Cutoffs are not allowed.
- 5.17 A First Aid kit for minor injuries is available at the Front Desk and pool washrooms.
- 5.18 The spa is set at 104 degrees F and should only be used for fifteen (15) Minutes at a time per the Health Department.
- 5.18.1 Pregnant women and persons with health problems should consult a physician before using the spa. Parents are directly responsible for children in the spa.
- 5.18.2 Spa use while under the influence of drugs or alcohol is not allowed.
- 5.18.3 Long exposure could result in nausea, dizziness or fainting.
- 5.18.4 No toys or swimming aids in the Spa.
- 5.18.5 No Jumping or diving in the Spa.
- 5.19 Remove all sand from feet, towels, chairs, etc., before entering the pool area or building after returning from the beach. Use washing station on boardwalk.

6. Parking

- 6.1 Use parking spaces assigned to your unit.
- 6.2 Short term guests should use short term parking located on north side of building.
- 6.3 Service vehicles should use the service parking area south of the tennis court as a primary parking area.
- 6.4 Arrangements with the Manager should be made to provide for using the inside garage area for unloading or pickups.
- 6.5 The parking of boats, trailers, and motor homes is not allowed. Bicycles and mopeds shall be parked only in the individual storage areas and/or the bicycle room on the garage level.
- 6.6 Written permission for use of unit parking space other than by an owner or lessee should be obtained by the user with a copy on file with the Front Desk.

- 6.7 Owners or occupants who are absent and leave an automobile for an extended period of time should leave a set of keys with the Manager.
- 6.8 All vehicles must be currently licensed and in proper working order.
- 6.9 Any and all recreational use of the garage is prohibited.
- 7. Dress Code
  - 7.1 Footwear is required in all common areas of the building at all times.
  - 7.2 Cover-ups over bathing attire are required in elevators and the lobby and amenity level. A towel is not a cover-up.
- 8. Front Desk
  - 8.1 Any suspicious person or activity should be reported immediately to:
 

A - The Front Desk	591-8030
B - The Manager	591-8020
C - Bay Colony Gate	566-3635
D - The Police	911
  - 8.2 Only personal guests and known residents should be admitted to the building.
  - 8.3 Outside doors should be kept locked and not blocked open.
  - 8.4 Non-residents should obtain entry by using the outside entry phone.
  - 8.5 All TV cameras and fire alarms are monitored by the Front Desk personnel.
  - 8.6 Front Desk personnel will not permit persons to proceed without proper identifications or notification of arrival by a resident.
  - 8.7 Trade persons will only be permitted to enter an unoccupied unit when permission, verbal or written, is given by the owner or resident.
  - 8.8 Package Delivery; All packages will be accepted, signed for, and placed in the locked package cage in the owner storage room opposite the mailroom on the lobby floor by the Front Desk personnel.

The owner/tenant will be notified by phone the day of the delivery and will be advised to come to the Front Desk to sign for and receive the package. Packages will be delivered to in-house residents the same day by Contessa staff, if requested. All overnight mail, urgent mail, and special delivery packages will be accepted and the owner/tenant notified immediately.

The Board requires the presence of Front Desk personnel at the desk to monitor entry and exits. Front Desk personnel is not to deliver any mail or packages. If delivery is requested by an owner, please advise in writing to Front Desk personnel the name of the individual responsible for your deliveries.

9. Fire/Emergency

- 9.1 In the event of an emergency, dial 911 for police, fire, or ambulance. Then immediately notify the Front Desk or the Manager.
- 9.2 If emergency is fire, activate the building alarm system by pulling down on emergency switches located on each floor. Emergency switches and fire extinguishers are located near each stairwell.
- 9.3 If there is a fire in your unit, call for help and leave unit, closing door behind you. Activate the building alarm and leave the building using either stairwell.
- 9.4 If the building alarm sounds, proceed as in 9.3 above. Be sure stairwell is not blocked before proceeding.
- 9.5 Do not try to put out a fire unless it is small. Call 911.
- 9.6 Only return to your unit when so advised by the Fire Department or Manager.
- 9.7 Each unit is equipped with an annunciator system connected to the Front Desk. The Manager or Front Desk personnel can communicate with all or each unit through unit speaker systems.
- 9.8 For medical emergency call 911. Then call the Front Desk or Manager.

10. Trash and Garbage

- 10.1 Only use chutes (located on each floor) when trash is secured in a heavy plastic bag.
- 10.2 Large materials such as cartons, boxes, carpeting, etc., should be carried to lower compactor room.
- 10.3 Newspapers should be packaged separately and carried to compactor room or plastic container located below the trash chute.
- 10.4 Use the unit garbage disposal for fish and fish entrails, and all other raw garbage.
- 10.5 Rinse out cans or cartons before securing in plastic bags.

- 10.6 All recyclable items should be brought to ground floor and placed in the appropriate containers.
- 10.7 All people who use the unit should be carefully instructed on trash and garbage disposal. All garbage and trash shall be deposited in the disposal installation provided for such purpose.
- 10.8 Trash chute may be used between the hours of 8:00 a.m. and 9:00 p.m. only.

#### 11. Guest Suites

- 11.1 Reservations must be made through the Manager's office.
- 11.2 Guests may register and pickup keys at the Front Desk in the lobby.
- 11.3 The two guest suites are common areas that may be rented daily by the owners and Lessees for their guests, only while the owners/lessees are in residence. Unit owners are allowed priority over Lessees in the use of the guest suites. Guest suites are not for extended use or public use.
- 11.4 Owners using the services of out-of-town professionals, such as architects or designers, may use the guest suites for these professionals as long as the owner is in residence. No trade personnel may occupy the guest suites at any time.
- 11.5 Each guest suite accommodates two (2) adults and accompanying children. Children under the age of sixteen (16) years of age may not occupy a guest suite without an accompanying adult.
- 11.6 Reservations can be made not to exceed a one week (7 day) period.
- 11.7 Reservations can be made anytime, however, acceptance will take place no earlier than six (6) months preceding the date of the period requested. When advanced reservations are requested, and there are more than two requests received from two different owners, then each unit owner will have the right to one suite. If more than two unit owners apply for a particular date period, a lottery will take place to determine which owner will gain the right to each suite.
- 11.8 Lottery Rules and Manager responsibilities.  
Six (6) months prior to the reservation requested date, the Manager will assemble all requests and place them in a lottery pool. From this pool one name shall be drawn for the first suite only. The name of the selected party will be deleted from participating for the second available suite. The lottery will then continue until both names have been selected. The Manager, upon conclusion of the lottery, shall notify all participants in writing, advising each as to the outcome of the lottery.



- 11.9 The guest suite fee is \$75.00 per night - \$100 during season plus any applicable taxes. Season is defined at November 1<sup>st</sup> through May 1<sup>st</sup>.
- 11.10 Maid service is provided daily (excluding Sunday) with cleanup and fresh towels. Sheets are changed after three (3) nights of continuous use.
- 11.11 The homeowner is responsible for the care, condition and fees of the guest suite. Any damage (including smoking) is the responsibility of the homeowner.
- 11.12 A bill will be submitted to the homeowner after the guest has departed.
- 11.13 Smoking is prohibited in the guest suites.

## 12. Social Rooms

- 12.1 Are available to owners when required.
- 12.2 Are not available to outside organizations.
- 12.3 Should be reserved with the Manager
- 12.4 Cleanup is responsibility of person booking the room. There will be a \$10.00 per hour cleanup charge if room is not cleaned satisfactorily.

## 13. Exercise Rooms

- 13.1 Children under the age of twelve (12) are not allowed in the exercise room.
- 13.2 No glass containers are allowed the exercise rooms.
- 13.3 Particular attention should be paid to recommended procedures for use of the exercise room/equipment.
- 13.4 Equipment should be left in clean condition after each use.

## 14. Pets

- 14.1 Owners may have one (1) dog which shall not exceed 25# maximum weight and 15" in height, measured at the shoulder. Owners may have two (2) cats. No other pets are allowed. Lessees and guests are not allowed to have pets on the condominium property or within the units. Pets must be on a leash and accompanied by the owner when outside the owner's unit and on the grounds.
- 14.2 All droppings and "accidents" should immediately be cleaned up by the owners.
- 14.3 Only the service elevator will be used to transport pets. Egress from the building with pets should be through either of the exits to the north and south of the lobby, not through the lobby itself. Pets are not allowed in the pool area or on the beach area.
- 14.4 Pets should not be a nuisance to other residents.

15. Balconies

- 15.1 No cooking is allowed on balconies by order of the Fire Marshall.
- 15.2 Owner should ensure that anything placed on balcony will not blow off.
- 15.3 Glass tops should be securely anchored to tables.
- 15.4 Be careful to ensure that water used on balconies does not run off onto lower units.
- 15.5 No permanently installed carpeting can be used on any outside balcony or terrace.
- 15.6 No towels or other personal items may be hung from the balconies.

16. General

- 16.1 Units may not be used for commercial purposes.
- 16.2 Occupants should minimize noise. Musical instruments, radios, T.V.s, etc. should be used so as to not disturb others.
- 16.3 Air conditioner rooms should not be used for storage.
- 16.4 Highly combustible material such as gasoline may not be stored on the premises.
- 16.5 Stairways and apartment entry areas should not be used for storage.
- 16.6 Workmen are not permitted to use saws, drills, or other noisy tools between 5:00 p.m. and 8:00 a.m. or on Saturdays, Sundays or Holidays.
- 16.7 Notices should only be placed on bulletin boards in areas approved by the Manager.
- 16.8 No locks to apartment doors or storage area doors shall be changed without consulting the Manager. Locks will be keyed to the master key. Lock changes will be arranged by the Manager.
- 16.9 Soliciting is not allowed on the premises.
- 16.10 Any charge for damage to Common Elements by an owner, guest or lessee shall be paid for by the owner.
- 16.11 Garage area receptacles may be used for small miscellaneous debris.
- 16.12 Pest control services will be provided by the Association. Notify the Manager if service is required at an unscheduled time.

- 16.13 Entry keys and garage door transmitters are to be used only by authorized occupants of units.
- 16.14 When deliveries are made, those delivering should be instructed to take empty cartons with them.
- 16.15 Newspapers may be delivered to the subscriber's door.
- 16.16 Bicycles should be kept in the bicycle room on the lower parking level.
- 16.17 Grocery and luggage carts should be stored in the designated areas at the garage entrances.
- 16.18 Towels, bathing suits or any other items are not to be hung over any outside rails.
- 16.19 The only approved item outside of a Unit Owner's door is a single planter. An owner must have approval from the Board of Directors for any other item prior to placing the item outside the unit door.
- 16.20 For the purposes of these Rules and Regulations, family members shall be defined as including all of those relatives of a unit owner related within the first degree: the parents, aunts, uncles, cousins, mothers-in-law, fathers-in-law, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, nieces and nephews, children (including "children-in-law" and stepchildren) and grandchildren of the registered owner(s) of a unit. Guests shall include persons who are visitors to a unit to whom the hospitality is extended by the owner or lessee for no compensation, either monetary or otherwise.
- 16.21 No noxious or offensive activity shall be carried on in any Unit or in the Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other owners or occupants or which may be injurious to the reputation of the property. Unit owners may not engage in "extensive" remodeling work or "heavy" construction activity, except with the prior approval of the Board of Directors, and then, only during the months of May through October, inclusive. "Extensive" remodeling and "heavy" construction shall be defined by the Board of Directors from time to time, and shall include but not be limited to activities involving the following.
- a) Activities involving the use of power equipment such as jackhammers, drills, saws and the like.
  - (b) Activities resulting in the creation of noise that can be heard outside of the unit, regardless of whether power equipment is used or not.
  - (c) Activities requiring the storage of materials or equipment and use of a large dumpster on the premises.
  - (d) Activities involving the presence of a significant numbers of workmen.
  - (e) Activities requiring the use of scaffolding, booms, or other forms of exterior access.

The Board may waive the prohibition against .....  
months of November through April in the case of an emergency, and may  
permit the temporary staging of scaffolding for maintenance and repair of  
hurricane shutters.

16.22 No more than six (6) persons can occupy a two bedroom Unit without  
the prior written approval of the Board of Directors. No more than seven  
(7) persons can occupy a two bedroom den Unit without the prior written  
consent of the Board of Directors. No more than eight (8) persons can  
occupy a three bedroom Unit without the prior written approval of the  
Board of Directors. No more than nine (9) persons can occupy a four  
bedroom Unit without the prior written approval of the Board of Directors.

17. Tennis – Court reservations should be made through the Front Desk.

17.1 Tennis shoes should be completely clean after play and before entering  
the building or elevator areas.

18. These published Rules and Regulations as adopted and amended by the Board of  
Directors, including excerpts from the initial rules and regulations, supersede all  
other previous Rules and Regulations.