

TREGATE EAST CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

As stated in Condominium Law (*Florida Statutes 718.111(1)(a)*), “The Officers and Directors of the Association have a fiduciary relationship to the unit owners.” In plain language, this means your Board of Directors and the Officers of your Association are delegated and obligated to act in the best interest of the Association and its members.

The Rules presented herein have been adopted by the Board of Directors for the “common good.” They are primarily supplementary to the Florida Statutes (we are a corporation in the State of Florida) and to the provisions of the Declaration of Condominium, Articles of Incorporation, and the Bylaws of Tregate East Condominium Association, Inc. Please review your documents or consult with our Management Company for other rules and provisions.

GENERAL RULES

1. County and/or State Law prohibits the following:
 - a) Smoking in elevators, Clubroom, restrooms, or other enclosed common areas of the Condominium.
 - b) Obstructing walkways in front of your Unit.
 - c) Parking in driveways, which are fire lanes.
2. No changes in appearance of Units from outside view may be made without approval of Board of Directors. (Refer to *Declaration of Condominium, Section 21(e)*.) This includes window and porch shades, curtains, solar film, and other changes or additions to the Unit. (Refer to *Declaration of Condominium, Sections 9 and 21(e), (h)*.)
3. Loud noises – whether human, musical, or otherwise, are irritating to many people, especially late at night. Let’s all respect the other person. (Refer to *Declaration of Condominium, Section 21(f)*.) Obnoxious odors – can interfere with the rights of other unit owners. No conduct, use, or practice shall be permitted, which is a nuisance, source of unreasonable annoyance to others or which interferes with the peaceful possession...of the condominium property. (Refer to *Declaration of Condominium, Section 21(n) Interference, as amended February 12, 2009*.) This includes smoking on open balconies and lanais, which is prohibited. (*Amended Rule approved April 1, 2016*.)
4. All Units have at least one parking space. Additional spaces are provided in guest parking areas. (Refer to *Declaration of Condominium, Section 3.7*.) Unit owners may own non-commercial trucks less than or equal to one ton parked in unit owners’ designated parking spaces or common elements. No parking on the grass. Boats, boat trailers, trailers, semitrailers, house trailers, fifth-wheel trailers, campers, travel trailers, mobile homes, motor homes, recreational vehicles, and the like shall not be placed, parked, or stored in or on condominium property more than eight (8) hours or overnight. Inoperable vehicles and vehicles without a valid license plate are prohibited on the condominium property. (Refer to *Declaration of Condominium, Section 21(m), as Amended and recorded May 19, 2008*.)
5. Special swimming pool, laundry room and Clubroom rules are posted on the premises. All who use these facilities must observe these special rules. (Refer to *Declaration of Condominium, Section 21(g)*.)

6. All garbage should be wrapped and tied before being placed in dumpsters. Residents are responsible for following recycling rules set by Sarasota County. Corrugated boxes should be cut up, and bottles and cans rinsed out before being placed in appropriate bins. Any odorous garbage, such as fish, should be especially well wrapped. For additional garbage material, please call Waste Management at (941) 493-4100 for instructions.
7. Pets are not allowed in the units or on condominium property, by owners, tenants, or guests. (Refer to ***Declaration of Condominium, Section 21(n) Pets, as Amended and recorded January 4, 1985.***)
8. The elevators, walkways, driveways and parking areas are not designated for children's playgrounds. To use them as such is dangerous.
9. No debris, water, dust, etc., may be disposed of from the Unit, such as the shaking of rugs or mops. No hanging of towels or other items on railings.
10. No laundry or clothing shall be hung in the lanais.
11. The designated area for owners and tenants for car washing is behind the pool house. Please observe Sarasota County water use regulations and restrictions.
12. Oil leaks, gas leaks, and radiator boil over will eat into asphalt. It is your responsibility to clean it up. Sand or kitty-litter works on oil and gas leaks; rinse down the radiator leak.
13. Access to your unit for periodic inspection of the smoke detector is mandatory, under the "access provisions" of your documents (Refer to ***Declaration of Condominium, Sections 8.3(a) and 21(i).***) Please be sure your keys are available in case of your absence from the unit.
14. All potential resale's of Units must come before the Board of Directors for approval prior to final negotiations, and the approval forms completed and presented at the time approval is requested. A copy of the sales contract must be furnished to the Association.
15. No units shall be leased. Rentals are not allowed. (Refer to ***Declaration of Condominium, Section 21.1(c), as Amended and recorded March 4, 2005.***)
16. The driveways also serve as fire lanes, and must be kept clear at all times for emergency vehicles. Residents are responsible for requesting drivers of service and delivery vehicles to cooperate as much as possible in keeping these lanes open. Fire hydrants are at the end of the driveway.
17. There are two (2) marked Loading Zones. These zones are to be used only for loading and unloading, and for as brief a time-span as possible.

18. Nothing may be stored or placed on walkways without the permission of the Board of Directors. Shopping carts must be returned promptly to Publix.
19. Fining authority and levying fines is allowed with the adoption by the Board of Directors of additional rules, regulations, and policies to fully implement the fining authority. (Refer to ***Declaration of Condominium, Section 25, as Amended and recorded February 17, 2009.***) Formal policies and process for fining are attached. (***Amended Rule approved April 1, 2016.***)

COMMUNICATION

1. Formal requests, complaints or suggestions regarding your residency/ownership at Tregate East should be referred, in written form, to the President of the Board and/or Management Company.
2. Urgent or emergency matters should be referred immediately to Management.
3. To include any item on the Agenda for the next Board meeting, contact the Management Company or the Secretary of the Board at least seven (7) days before the next scheduled meeting.
4. Formal rules regarding official records review; participation at Board meetings; audio or videotaping Board, Committee, or Member meetings; and posting documents on the common element are attached. (***Amended Rule approved 2008.***)

SWIMMING POOL AREA RULES

1. Pool is for use of owners, residents, and their guests. Children under 14 must be with an adult.
2. Pool hours are from DAWN to DUSK. (Amended by Florida Statute and County regulations 2016.) Pool lights must be turned on after dark. Chairs may be used any time.
3. Safety Rules are as follows:
 - a) No food or drink allowed within 4' of pool.
 - b) No glass containers allowed in the pool area.
 - c) Pool rope is to be in place except when swimming length of pool. Replace it when done!
 - d) Wet cement is slippery. Use care!
 - e) Running and diving is PROHIBITED.
4. No excessive noise at any time. Be considerate of others.
5. Pool furniture is not to be removed. Please keep in proper alignment.

6. Shower before entering the pool. Do not go into the water when using creams or oils. When using creams or oils, place a towel on the chairs; such items discolor vinyl.
7. Do not use black fins. They leave black marks on the cement.
8. Do not enter elevators or Clubroom with wet bare feet or wet dripping swimsuits.
9. Outside restroom keys are kept next to the combination lock door of the Clubroom. The keys must be returned to the Clubroom after using – also lock restroom door.

LAUNDRY ROOMS AND STORAGE AREAS

There are two (2) washers and dryers on each floor adjacent to the elevators. These machines are Association property and should be used with care.

1. Follow directions on the machines and observe signs.
2. Do not overload, either with the number or weight of items.
3. Do not use too much detergent – it causes the machines to malfunction and flood. In case of machine failure, contact the Management Company.
4. When you are finished using the Laundry Room, please check that the rooms are clean, doors are locked and lights are out.

There is one (1) storage closet for each unit, with a padlock-type closing. Please keep your closet locked. Do not store flammable or combustible materials in these closets – they are fire hazards.

CLUBROOM

The Clubroom is for the use of all owners and residents and their guests. Enjoy using your community living room and please observe the following rules:

1. The Clubroom may be reserved for private parties by submitting in writing a request to the Board of Directors for approval. First come, first serve! Requests should be delivered to the Management Company along with a check, made payable to Tregate East, in the amount of \$50.00 as a deposit. The original deposit check will be returned after inspection of the Clubroom reveals there is no damage or cleaning needed.
2. No private party shall last longer than four (4) hours or later than 10:00 PM.
3. Clean and return the Clubroom to same condition as you found it (including locking doors and turning off lights). If left dirty, Management has the right to have the room cleaned and charge the cleaning fee to the person who reserved the room.

4. Do not use the Clubroom supplies; bring your own supplies.
5. Clubroom tables and chairs may be borrowed for temporary personal use. Sign the calendar with your name, Unit number and item borrowed. Please return the furniture promptly.

For the safety of owners, residents and guests, follow the speed limit signs posted on Tregate East property.

**BOARD OF DIRECTOR
TREGATE EAST CONDOMINIUM ASSOCIATION, INC.**

*Revised May 1993
Revised May 2000
Revised October 2009
Revised April 1, 2016*

TREGATE EAST CONDOMINIUM ASSOCIATION, INC.

Compliance Guidelines and Schedule of Fines

WHEREAS, *Section 25* of the Declaration of Condominium for Tregate East Condominium Association, Inc. (“Association”), as amended February 12, 2009, has provided the Association with the power to enforce the Association’s governing documents by levying reasonable fines against an Association Member for any violation of the Declaration of Condominium, Bylaws, or the Rules, committed by such Member or any tenant, invitee, occupant, licensee, guest or visitor, and

NOW, THEREFORE, LET IT BE RESOLVED THAT a Compliance Committee (“Committee”) will be created consisting of a minimum of three (3) Members of the Association and that the following Guidelines and Schedule of Fines will be adopted and adhered to:

1. **Notice of Hearing**: In the event of a violation of the Association’s documents, the Community Association Manager for the Association shall provide written notices (usually a *Reminder First Notice* (giving five days to correct the violation) and a *Final Notice* (giving a 14 day invitation notice to attend a hearing) to the Member giving an opportunity to correct the violation and to assure to the Committee’s satisfaction that the violation will not be repeated.

The Member shall be entitled to a hearing before the Committee to contest the violation and/or fine that may be imposed. Notification of the hearing must be given to the Member at least fourteen (14) days prior to the hearing date. At the hearing, the Member shall have the right to be represented by legal counsel and be given an opportunity to produce any statement, evidence, and witness on his or her behalf. A majority of the Committee must vote affirmatively to impose a fine or waive the fine. All decisions are final. There is no appeal process.

An elected Recording Secretary shall take accurate written minutes, which shall include the results of the hearing and any fines imposed or waived.

2. **Fine Schedule and Fine Procedure**: The type of fine and related dollar amount can be found on the attached *Violation Fining Schedule*. No fine may exceed \$100.00 per day per violation for a maximum of ten (10) days, or a maximum allowable fine of \$1,000.00. Per day fines will be assessed beginning the first day after the hearing and continuing daily until the violation is corrected and approved by the Community Association Manager upon re-inspection. Whether a fine is imposed or waived, the Community Association Manager shall mail a letter to the Member the day after the hearing advising him or her of the results of the hearing. If a fine is imposed, the Member shall have five (5) days to remit payment.

Compliance Guidelines and Schedule of Fines

3. **Fees and Costs and Priority of Payment:** Payment of any and all attorney's fees and legal costs incurred by the Association for the purpose of collecting the fine shall be responsibility of the Member. The Association shall use all means provided by the governing documents and Florida Statute in the collection of fines. A fine shall not become a lien against the unit. Payments received from the Member shall be credited as follows: Attorney and legal fees, late fees and interest, fines, special assessments, and regular assessments (application to oldest month's delinquency first).

Tregate East Condominium Association, Inc.

VIOLATION FINING SCHEDULE

VIOLATION	FINE
Antennas (<i>Decl Sec. 21h</i>)	\$25.00 per day
Nuisances/Interferences (<i>Decl Amendment Sec.21n</i>)	\$50.00 per day
Commercial Trucks, Trailers, Campers, Boats, RV's, etc (<i>Decl Amendment Sec 21m</i>)	\$75.00 per occurrence
Parking (<i>Decl Amendment Sec 21m</i>)	\$50.00 per occurrence
Animals (<i>Decl Sec 21d</i>)	\$25.00 per occurrence
Architectural Control – unapproved application or no submittal of application for improvement ** (<i>Decl Sec 21e</i>)	Based upon value of improvement
Unit Upkeep (<i>Decl Sec. 21b</i>)	\$100.00 per day
Use of Common Elements (<i>Decl Sec. 21g</i>)	\$25.00 per occurrence
Signs (<i>Decl Sec. 21j</i>)	\$75.00 per day
Plumbing & Electrical Repairs – other than by a licensed and insured professional (<i>Decl Sec. 21k</i>)	\$100.00 per occurrence
Other Covenant Violations Not Listed	\$100.00 per day or occurrence

**** Architectural changes performed without the prior approval of the Board of Directors:**

Community Association Manager will send one (1) notification to the Owner. If an Owner response is not received within the specified time permitted, a certified letter will be sent to the Owner requesting compliance and notifying the Owner of the fining policy and the date of the next Compliance Committee meeting, in which the Owner is invited to attend.

A one-time fine will be imposed for any changes requiring Board approval made without such approval.

- For modifications with a cost of up to \$1,000.00, the fine will be \$200.00,
- For modifications with a cost of over \$1,000.00, the fine will be \$400.00.

CORPORATE RESOLUTION:

RULES REGARDING

**INQUIRIES; OFFICIAL RECORDS REVIEW; PARTICIPATION AT BOARD MEETINGS;
AUDIO OR VIDEOTAPING BOARD, COMMITTEE OR MEMBER MEETINGS; POSTING
DOCUMENTS ON THE COMMON ELEMENT**

Whereas, Unit Owners are entitled to make inquiries pursuant to Section 718.112, Florida Statutes, and are entitled to a timely and substantive response thereto; and

Whereas, in order to assure that the Association is able to respond timely to all Unit Owners who may make inquiries, and not be burdened with excessive or repetitive inquiries from any one Unit Owner, the Board finds it to be in the best interest of the Association and its members to adopt rules and regulations, as authorized by Section 718.112, Florida Statutes, to limit and regulate the frequency and manner of Unit Owner inquiries; and

Whereas, Unit Owners are entitled to view the Association's Official Records pursuant to Section 718.111, Florida Statutes; and

Whereas, as authorized by Section 718.111, Florida Statutes, the Board finds it appropriate to promulgate certain rules with respect to the frequency, time, location, notice, and manner of inspecting the Official Records and the making of copies;

Whereas, Unit Owners are entitled to speak at Board meetings on designated agenda items;

Whereas, as authorized by Section 718.112, Florida Statutes, the Board finds it appropriate to promulgate rules with respect to the length of time, order of speaking and advance notice to the Board of intent to speak;

Whereas, as authorized by Section 718., Florida Statutes, the Board finds it appropriate to promulgate rules with respect to audio and videotaping of Board, committee and member meetings; and

Whereas, as authorized by Article 3.2 of the Articles of Incorporation for Tregate East Condominium Association, Inc., the Board finds it appropriate to promulgate rules regarding the posting of documents on the common element.

Now, Therefore, Be It Resolved By the Board of Directors of Tregate East Condominium Association, Inc., that the Rules and Regulations of the Association are amended by adding thereto the following provisions:

1. Inquiries. An inquiry from a Unit Owner (an "Inquiry") must be in writing and be sent in accordance with Section 718.112, Florida Statutes. An inquiry shall be limited to no more than 4 separate questions or requests for information. Each part of a multi-part question or request shall be deemed a separate question. For example, an Inquiry asking "Are there plans to refurbish the clubhouse, and if so when, how will it be paid for and what persons or committee will decide on the decor?" includes 4 separate questions, and constitutes an "Inquiry." To the extent any inquiry seeks a response to more than 4 questions, it shall be deemed an additional Inquiry. For example, if the Association receives an Inquiry from a Unit Owner on July 1 that contains 6

questions, then that Inquiry will be considered as two separate Inquiries, the first 4 questions constituting one Inquiry and the next two questions being a second Inquiry

2. Frequency and Response. The Association is obligated to respond only to one (1) Inquiry per Unit in any given 30 day time period. If any additional Inquiries are received from the same Unit, the Association need not respond before the end of the 30 day period following the last date on which the Association could have timely responded to the Inquiry last received from such Unit. For example, if the Association receives an Inquiry containing 6 questions on July 1, and an additional Inquiry of 3 questions on July 25, then the Association must respond to the first inquiry of 4 questions by July 30, the second Inquiry of 2 question by August 29, and the third Inquiry of 3 questions by September 28. Responses given within such time shall either be a substantive response, notify the Unit Owner that a legal opinion has been requested, or notify the Unit Owner that advice has been requested from the Division of Florida Land Sales, Condominiums, and Mobile Homes. Responses to inquiries that are referred to the Association legal counsel for a legal opinion in accordance with Section 718.112(2)(a)2, Florida Statutes, shall be made within 60 days of the last date on which the Association may timely respond to the to the Inquiry last received from such Unit.

3. Reference to Attorney. The Association may refer any Inquiry to its legal counsel for response, or assistance with a response, if the Inquiry includes any question or request that the President or Board determines to require a legal opinion or interpretation, or if the President or Board reasonably finds that an inquiry threatens, suggests or implies, directly or indirectly, that the Unit Owner may file a complaint, action or claim against the Association or its officers or directors, or that the Inquiry suggests or implies, directly or indirectly, that the Association has acted in any manner that is or may be in violation of law or the condominium documents, or otherwise be such as may expose the Association to potential liability. In making such decision, the Association may take into consideration any statements or correspondence from or on behalf of the Unit Owner, as well as prior Inquiries submitted by such Unit Owner.

4. Responses. In formulating a response to an inquiry the following provisions shall apply:

(a) If there was a substantive response to the same question from the same Unit previously, and the answer remains essentially unchanged, the Association's response may refer to the prior answer.

(b) If the Inquiry is in effect a request to review or be furnished copies of the Official Records of the Association, or seeks a response that may be found in the Official Records, then the response shall advise the Unit Owner that the information sought may be obtained from a viewing of the Official Records.

(c) If the Inquiry requires the Association to prepare compilations, calculate figures, or otherwise extract data which is not readily calculated or ascertainable from existing reports in final form, or if the Inquiry seeks information in a form, or for periods or based upon criteria, for which the Association does not maintain such information, the Association need not compile, calculate, extract, or format such information, and it shall be a sufficient response to notify the Unit Owner that the Inquiry cannot be readily answered at the time, and that the Association is not required to calculate, compile, abstract or format such information, referring the Unit Owner to the Official Records under Paragraph 4(c) if appropriate.

5. Inspection and Copying Official Records. With respect to the inspection and copying of Official Records, the following rules shall apply:

(a) All Unit Owner requests to inspect or copy Official Records must be in writing and delivered to the Association office.

(b) The Association and requesting Unit Owner shall schedule a mutually convenient time for the inspection, which if not otherwise agreed to, shall be within five (5) business days of the receipt by the Association of the written request.

(c) A Unit Owner may request an inspection of the Official Records no more often than one (1) time each calendar month. If the Owner makes an additional request, then the inspection based upon the additional request shall be made in the next month for which an inspection of the records for such Unit is not already scheduled. If a Unit Owner is unable to inspect all records requested in a single visit, then the remaining records shall be deemed an additional request and be inspected the following month.

(d) A Unit Owner may inspect the Official Records during regular business hours of the Association office, and during a time not to exceed six (6) hours per inspection. If the inspection time involves the lunch hour, from 12 noon to 1 p.m., then the Owner shall be required to leave at noon and resume his inspection at 1 p.m. so that the Association staff and other Association representatives present, if any, may enjoy a lunch hour.

(e) The Association is not required to organize or assemble records in any particular manner for an inspection, except for the Association's convenience.

(f) Unit Owners shall not have the right to inspect or copy those records which are declared to be non-accessible to Unit Owners by law.

(g) Association Records may not be removed from the Association office, and the Unit Owner may not take files apart or otherwise move or relocate any document or page of the Official Records.

(h) If a Unit Owner requests copies of any Official Record, whether in conjunction with an inspection or independently thereof, the Unit Owner must clearly mark or otherwise identify the exact page(s) or document(s) to be copied. The Association shall thereafter, and within a reasonable time, make such copies for the Unit Owner at his expense, and notify the Owner when the copies are available. The fee for copies is \$.25 per page. The Association may, in its discretion, mail the copies to the Owner at the Owner's request, provided that the postage is prepaid. The Association may require that the copy cost be prepaid before they are made, and shall require payment before delivery.

(i) Any Unit Owner requesting that the Association make copies of personal documents (other than Official Records) for such Owner, or that the Association permit the Owner to make such copies on the Association copy machine, must pay \$.50 per page for such copies, payable in advance.

6. Owner Participation at Board Meetings. Unit Owners shall have the right to participate in all meetings with reference to all designated agenda items. However, the chairperson shall limit each Unit Owner's participation to a total of three minutes, and the first Unit Owner speaking shall not be recognized again until all other Unit Owners wishing to speak have been heard on any one agenda item. Any Unit Owner desiring to speak at a meeting must file a written

request with the Association a reasonable time in advance of the meeting. Members wishing to speak should stand, state their full name and unit number before beginning their remarks. The chairperson may initiate a motion restricting comments from members until the agenda is complete.

7. Unit Owner Taping Meetings. With respect to Unit Owner audio or videotaping Board, committee or unit owner meetings, the following rules shall apply:

(a) The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.

(b) The audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

(c) Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.

(d) Advance written notice of not less than 24 hours shall be given to the Board of Directors by any unit owner desiring to utilize any audio or video equipment.

(e) The video equipment shall be placed in a position in the rear of the meeting room.

(f) The audio equipment may be placed on the table at which the Board members are sitting so long as the equipment does not require an electric cord. If the audio equipment is placed at the table at which the Board members are sitting, the unit owner is not permitted to replace the tape if the machine stops due to a full tape, except if the Board calls for an intermission during the meeting.

8. Posting on the Common Element. The Board of Directors is authorized to place Association notices on the common element in posting locations as designated by the Board of Directors. There exists on the common element one community bulletin board located in the clubhouse for Unit Owners, tenants and invitees to post notices reflecting items for sale, rent or requests for wanted items. Unit Owners, tenants and invitees are prohibited from posting documents of any other type or nature on the community bulletin board. Unit Owners, tenants and invitees are prohibited from posting documents elsewhere on the common element. Unit Owners, tenants and invitees are also prohibited from posting documents on the Association designated posting location.