

COVE TOWERS CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

To All Owners:

These rules and regulations have been updated and revised to reflect changes made by the Board of Directors to ensure that owners understand and respect the duties and privileges that accompany ownership and/or occupancy in Cove Towers. Revised effective December 12, 2021, this document contains practical guidelines for: 1) the safety and wellbeing of Cove Towers owners, renters, and guests; 2) the appropriate use of Cove Towers facilities; and 3) the effective and efficient maintenance of Cove Towers property.

In accordance with provisions in Florida Law and the Association's Bylaws, the Board of Directors is empowered to enforce these rules and regulations through legal means, including but not limited to, the levy of fines of up to \$100.00 per day to a maximum of \$1,000.00 per violation.

If legal action becomes necessary to enforce compliance, violators will be responsible for the Association's prevailing party attorney's fees in addition to their own.

INDEX

SECTION I: GENERAL RULES FOR OWNERS, TENANTS AND GUESTS

1. Unit Owners' Basic Responsibilities
 - 1.1 Homeowner's Insurance
 - 1.2 Contact Information
 - 1.3 Keys
 - 1.4 Severe Weather Protection
 - 1.5 Water Shutoff
 - 1.6 Washing Machine Hoses
 - 1.7 Water Heaters
 - 1.8 Storage
 - 1.9 Utility Closets
 - 1.10 Heating/Ventilation/Air Conditioning (HVAC) Equipment
 - 1.11 Windows
 - 1.12 Padding on Furniture on Hard Surfaces

2. Common Elements (Except Pool/Spa Area)
 - 2.1 General
 - 2.2 Balconies /Lanais
 - 2.3 Walls
 - 2.4 Responsibility for Damage
 - 2.5 Children
 - 2.6 Noise
 - 2.7 Grills
 - 2.8 Landscaping
 - 2.9 Drying Laundry
 - 2.10 Hazards
 - 2.11 Entry Area of Units
 - 2.12 Drones/UAV's
 - 2.13 Smoking

3. Pool/Spa Area
 - 3.1 Usage
 - 3.2 Demeanor
 - 3.3 Glass/Other Containers
 - 3.4 Furniture/Umbrellas
 - 3.5 Incontinent Individuals
 - 3.6 Poolside Gatherings
 - 3.7 Safety When Leaving Pool Area
 - 3.8 Smoking Prohibited on The Pool Deck
 - 3.9 Visiting Guests

4. Tenants/Guests
 - 4.1 Registration/Occupancy

- 4.2 Lease Applications
- 4.3 Leasing Period Restrictions
- 4.4 Compliance with Rules Provision
- 4.5 Vehicle Registration
- 4.6 Pet Restriction
- 5. Vehicles
 - 5.1 Parking Provisions – Owners, Tenants and Guests
 - 5.2 Prohibited Vehicles
 - 5.3 Registration
 - 5.4 Maintenance
 - 5.5 Designated Visitor Parking
 - 5.6 Vehicle Removal
 - 5.7 Delegation of Parking Spaces by Unit Owners
 - 5.8 Installation of Bumper Guards in the Garage
 - 5.9 Electrical Trickle Chargers
- 6. Pets
 - 6.1 Type and Number
 - 6.2 Pet Control
 - 6.3 Pet Clean Up
 - 6.4 Unacceptable Pet Behavior
 - 6.5 Guest/Tenant Pet Restriction
 - 6.6 Pet Registration
- 7. Garbage/Trash Disposal
 - 7.1 Trash Chutes
 - 7.2 Recycling
 - 7.3 Food Disposal
 - 7.4 Boxes
- 8. Recreational Equipment
 - 8.1 Bicycles and Other Two-Wheeled Vehicles
 - 8.2 Kayaks
- 9. Moving/Deliveries
 - 9.1 Moving in or Out
 - 9.2 Delivery of Large Items
- 10. Unit Sales
 - 10.1 Notification to Management
 - 10.2 Signage
 - 10.3 Access
 - 10.4 Security
 - 10.5 Open Houses
 - 10.6 Prospective Buyer Approval
- 11. Maintenance Staff Availability

12. Rules and Regulations - Enforcement

- 12.1 Application
- 12.2 Scope
- 12.3 Fines
- 12.4 Owner's Review Committee

SECTION II: RULES FOR VENDORS, DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

SECTION III: RULES FOR ASSOCIATION SPONSORED MEETINGS

- 1. Meeting Notices
- 2. Conduct of Meetings

COVE TOWERS CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

SECTION I: GENERAL RULES FOR OWNERS, TENANTS AND GUESTS

1. UNIT OWNERS' BASIC RESPONSIBILITIES

1.1. HOMEOWNER'S INSURANCE

Each unit owner shall carry current homeowner's insurance that includes endorsements for leakage, seepage and wind-driven rain, additions and alterations, and at least \$2,000.00 special assessment protection. (Insurers who regularly write insurance in Florida are including the special assessment endorsement automatically on policies covering Florida property).

1.2. CONTACT INFORMATION

1.2.1. Unit Owner

Every unit owner must provide to the Property Manager his/her alternate contact information (address, telephone numbers, e-mail address, etc.). A form for this purpose is available on our website.

1.2.2. Home Watch Person or Service During Owner's Absence

Unit owners who are not fulltime residents (12 months) should designate a home watch person (i.e., neighbor, friend) or service who is responsible for instituting measures to protect the unit in the owner's absence. Contact information for this person or service must be provided to the Property Manager. A form for this purpose is available on our website.

1.3. KEYS

1.3.1. Unit Keys

The Association retains a master (pass) key to Cove Towers residences. Prior to changing the lock on the unit door, the owner should contact the Property Manager to ensure that the new key is compatible with the master key and that the new hardware (lock set, handle and dead bolt) is acceptable to the Board. See the Property Manager for acceptable hardware. If, for any reason, the unit door key is not compatible with the master key, the owner must provide the Property Manager with a spare "new" key for the use of the Association pursuant to its statutory right of access to all residences.

1.3.2. Common Area Keys

Duplication of an owner's keys to common elements (entrance doors, gates, pool, etc.) is restricted in the interest of security. Such keys may be duplicated only with the assistance of the Property Manager.

1.3.3. Other Keys

Owners should leave in their unit an extra key or combination for padlocks used to secure the unit's storage locker and for any item stored elsewhere (i.e., bicycle,

kayak). This will enable the Property Manager to remove items, if necessary, by placing a call to the owner for the location of these keys/padlock combinations.

1.4. SEVERE WEATHER PROTECTION

1.4.1. General

The unit owner is responsible for preparing the unit for protection against possible severe weather damage. If a unit owner is absent, the home watch person or service is responsible for instituting measures that will protect the unit and its contents during periods of imminent storm danger. This is not the responsibility of the Property Manager or the management company.

1.4.2. Balconies/Lanais

Owners of units without hurricane shutters are required to remove furniture, fixtures and ceiling fan blades from their balconies/lanais if they are away during hurricane season. Should the Association have to remove items and place them inside the unit; the owner will be charged a minimum of \$100 for fan blade removal and/or for removal of any other items.

1.4.3. Exterior Areas

Any furniture, plants and/or wall fixtures located in the common area hallway near the unit door entrance must be removed if the owners are away during hurricane season. If the Association has to remove these items and place them inside the unit, a fine of \$100.00 will be assessed to the owner.

1.4.4. Vehicles

In the event of an imminent hurricane, unit owners must remove, or have their home watch person or service remove, all vehicles from ground level garages. The keys to any vehicle left in ground level garages should be left in the unit. Removing vehicles is not the responsibility of the Property Manager or management company.

1.5. WATER SHUTOFF

Owners are required to shut off the water isolation valve (located in the Utility Closet outside the unit) before leaving the unit unoccupied or unattended for more than 48 hours. If the unit owner has a home watch service checking the unit on a regular basis, water is still to be turned off and the home watch service should be directed to turn it on when necessary and then turn it off again upon leaving the unit.

1.6. WASHING MACHINE HOSES

Because the failure of rubber hose water hook ups is a leading cause of water damage/intrusion in condominiums, unit owners are responsible for replacing rubber hoses with steel braided hoses.

1.7. WATER HEATERS

Unit water heaters should be replaced approximately every ten (10) years. Hot water heaters tend to leak at some point after their life expectancy (10 years) has been reached.

Unit owners may have an option of using a tankless hot water system. The installation must be performed by a licensed, insured contractor.

1.8. STORAGE

1.8.1. Storage Locker

Each unit has an assigned storage locker. Non-flammable or non-explosive personal items (beach chairs, coolers, suitcases, etc.) not stored in the unit may be stored here.

1.8.2. Other Storage Restrictions

Personal items are not to be placed or stored in any common area (garage, parking lots, in front of vehicles etc.). The areas around assigned parking spaces are to remain free of personal items. Items placed in violation of this policy may be disposed of.

1.9. UTILITY CLOSETS

The utility closet outside each unit contains air conditioning (A/C) and water heating equipment and is not to be used for personal storage since any item placed against the air handlers and pipes may cause damage to the A/C unit and water line. Vendors must have clear access to maintain A/C units and water heaters.

1.10. HEATING/VENTILATION/AIR CONDITIONING (HVAC) EQUIPMENT

The unit owner is responsible for the maintenance and repair of his/her unit's HVAC equipment.

1.10.1. Service in Unit or Utility Closet

A licensed contractor must do all repairs or replacements in the unit or the utility closet outside of a unit.

1.10.2. Service to Compressor

Repairs or replacements to compressors, which are located on the common property rooftops, must be performed by Board Approved service HVAC contractors and coordinated with the Property Manager.

1.10.3. Common Warranty and Maintenance Contracts

Currently, there are warranty contracts in effect for some services and unit owners should contact the Property Manager to determine whether or not a particular problem is covered.

1.11. WINDOWS

All shades, drapes and blinds shall be white or off-white in color or lined with material in these colors. Non-balcony residence windows meet or exceed the wind load and windborne debris impact standard of hurricane shutters. If they are replaced, they must be replaced with laminated architectural glass equal to or exceeding the specifications of the original glass and which comply with the applicable building code.

1.12. PADDING ON FURNITURE ON HARD SURFACES

Unit owners are required to have felt tip pads on furniture that is on any type of hard surfaces (i.e. marble, tile, wood) so as to reduce the noise level to the unit owners below.

2. COMMON ELEMENTS/ASSOCIATION PROPERTY (EXCEPT POOL/SPA AREA)

2.1. GENERAL

No one shall make changes to, place anything upon, affix anything to or exhibit anything from any part of Cove Towers property visible from the exterior of the building or from common elements without written permission from the Board of Directors.

2.2. BALCONIES/LANAIS

2.2.1. Hurricane Shutters

Hurricane shutters must meet or exceed standards set forth in the Standard Building Code (applicable to Collier County) for buildings in the coastal zone and in excess of 60 feet in height including the wind tunnel test criteria results and are the only approved application for hurricane protection. Hurricane shutters must meet Association appearance requirements. A copy of these specifications is available from the Property Manager. The installation of hurricane shutters must be approved by the Board of Directors or its designated representative and coordinated by the Property Manager. Approval forms are available from the Property Manager and on our website.

2.2.2. Antennae/Wiring/Satellite Dish Installation

No exterior radio, television or data reception antenna or any exterior wiring for any purpose may be installed without consent of the Board of Directors. Prior to any installation, owners are directed to contact the Property Manager for legal limitations regarding this regulation.

2.2.3. Floor Coverings

Tile and floor covering materials and colors used on balconies and lanais must be approved by the Board of Directors.

2.3. WALLS

Walls adjacent an owner's entry door may have objects affixed to them only after written permission from the Board of Directors. Any approved items affixed to the wall must be secured in a fashion to restrict them from coming loose in high winds or storms. Any loose items must be removed when the weather indicates high winds or storms. The unit owner is liable for any damage resulting from an item left unsecured. Upon sale of the unit, the owner must remove affixed item(s) and patch any existing holes, or have the buyer assume responsibility for the attached object(s).

2.4. RESPONSIBILITY FOR DAMAGE

All common elements inside and Association property outside the building will be used for their designated purposes only, and nothing belonging to owners, their families,

tenants or guests shall be kept therein or thereon without the approval of the Board of Directors, and such areas shall at all times be kept free of obstruction. Unit owners are financially responsible for damage to the common elements and Association property caused by themselves, their tenants, guests or family members.

2.5. CHILDREN

For their safety, all children must be under the direct control of a responsible adult while on the property. Children 12 and under must be accompanied by an adult for the entire time they are in the pool area. Children 3 and under are prohibited in the Hot Tub/Spa at all times. Skateboarding and in-line skating are prohibited.

2.6. NOISE

Loud and disturbing noise is prohibited. All radios, televisions, tape machines, compact disc players and other players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others and if used at or in the vicinity of the pool shall be used only with earphones. No vocal or instrumental practice is permitted after 10:00 p.m. or before 9:00 a.m.

2.7. GRILLS

Association provided gas grills for each building can be found in areas designated as safe and appropriate. These are the only grills that can be used on Cove Towers property. Each user must clean the grill and close the shut off valve behind the grill after each use. Gas grills are strictly not permitted on balconies or lanais because this is a fire hazard and against fire code. Any unit owner not complying with this restriction will be reported to the Fire Marshal.

2.8. LANDSCAPING

Lawns, shrubbery or other exterior plantings are not to be altered or moved. Any concerns regarding landscaping should be communicated to the Property Manager.

2.9. DRYING LAUNDRY

Laundry and bathing apparel are not to be hung or otherwise displayed on balconies or anywhere outside of the unit where it is visible to others.

2.10. HAZARDS

Nothing shall be done or kept in any residence, storage unit or common area that is in violation of any law or government code or could result in unfavorable insurance issues.

2.11. ENTRY AREA TO UNITS

The area adjacent an owner's entry door is to have no more than three (3) items. Any loose items must be removed when the weather indicates high winds/storms, when an owner leaves the property for more than a month, or on days when the walkways are cleaned.

2.12. DRONES/UAV's

Flight of Drones/UAV's is prohibited on or above any Cove Tower's property. A special use exception may be granted by the Board of Directors with an approval written

application. The special use must be done within accordance with the current FAA procedures.

2.13. SMOKING

Smoking is prohibited in all limited common element areas. This includes lanais, garages and storage rooms.

3. POOL/SPA AREA

3.1. USAGE

The Board of Directors is responsible for regulating usage of and operational hours for the entire pool area. Rules for both the pool and spa are posted within the pool area and additional rules are posted on the pool bulletin board. The pool is open from dawn to dusk. Children 12 and under must be accompanied by an adult for the entire time they are in the pool area. Children 3 and under are prohibited in the Hot Tub/Spa at all times.

3.2. DEMEANOR

The pool, spa and pool house are common elements for the enjoyment of all owners, tenants and guests. Safe practices, courteous behavior and respect for the rights of others must be observed by adults and children at all times.

3.3. GLASS/OTHER CONTAINERS

No glass of any kind is permitted in the pool area. Any liquid refreshment consumed near the pool area must be in paper, plastic, or other unbreakable containers (i.e., cans), which containers are to be disposed of in the receptacle provided before leaving the pool area.

3.4. FURNITURE/UMBRELLAS

Per Collier County regulations, all pool furniture must be placed four (4) feet away from the edge of the pool. Pool furniture that has been moved must be repositioned after use and table umbrellas that have been raised must be lowered.

3.5. INCONTINENT INDIVIDUALS

Children under 3 and incontinent individuals must wear diapers/underwear specifically made for swimming at all times in the pool.

3.6. POOLSIDE GATHERINGS

Exclusive use of the pool area for private parties is not allowed and residents may gather poolside anytime between dawn and dusk. If a unit owner would like to have a private party at the pool, the Property Manager must be contacted in advance. In addition, there is a 15-person limit on the number of guests. It is the responsibility of the requesting party involved to leave the pool area in the condition it was found prior to any such event. A deposit of \$100.00 is required and will be refunded to the appropriate resident following inspection and approval of conditions of the pool area by the Property Manager at the conclusion of the gathering.

3.7. SAFETY WHEN LEAVING POOL AREA

As a safety precaution, after using the pool and/or spa, bathers should dry off and wear a cover up over a bathing suit and a covering on their feet before going back into the building and/or using the elevators (slipping hazard).

3.8 SMOKING PROHIBITED ON THE POOL DECK

Smoking is prohibited on the pool deck. Smoking is only allowed outside of the fenced pool area.

3.9 VISITING GUESTS

All visiting guests must be accompanied by a resident and/or tenant of Cove Towers Condominium Association when using the pool/spa amenities.

4. TENANTS/GUESTS

4.1. REGISTRATION/OCCUPANCY

All persons occupying residences (units) other than the unit owner must be registered with the Property Manager or other designee of the Association prior to the time of their occupancy. This includes all tenants and guests using the unit when the owner is not in residence. No unit may be occupied by more persons than the number of bedrooms times two, nor may more persons, including guests, occupy a unit overnight than the number of bedrooms times two, plus two. A registration form is available on our website.

4.2. LEASE APPLICATIONS

Unit owners may not lease a unit without prior written approval of the Association. Prior to the lease term, a lease application must be completed and submitted to the Property Manager, along with payment of the required fee. If these procedures are not followed, the Board may disapprove the lease, at which time the lease will be treated as a nullity and the Board shall have the power to evict the lessee with five (5) days written notice, without securing the consent to such eviction from the unit owner. The application form for leases is available on our website.

4.3. LEASING PERIOD RESTRICTIONS

The minimum leasing period is thirty 30 days and no unit may be leased more than four (4) times per calendar year.

4.4. COMPLIANCE WITH RULES PROVISION

All leases must provide the agreement of the lessee(s) to abide by all of the Covenants of the Condominium Document. The Rules and Regulations must be provided to the lessee(s) by or on behalf of the unit owner at or before the commencement of the lease term. The Rules and Regulations are available on our website.

4.5. VEHICLE REGISTRATON

Tenants and guests must contact the onsite Property Manager to register their vehicle(s) as soon after arrival as possible.

4.6. PET RESTRICTION

Tenants and guests are not permitted to have pets while residing in Cove Towers.

5. VEHICLES

5.1. PARKING PROVISIONS FOR OWNERS, TENANTS AND GUESTS

Non-commercial passenger automobiles, non-commercial sport/utility vehicles, non-commercial mini-trucks, non-commercial vans and motorcycles that do not exceed the size of one parking space may be parked in the areas provided for that purpose. Certain under-building and covered parking spaces are assigned and no unit owner or occupant may park more than one vehicle in any parking space.

5.2. PROHIBITED VEHICLES

Unit owners and tenants are NOT permitted to keep commercial vehicles, trucks, campers, motor homes, RV's, trailers, boats and boat trailers on the property for no more than four (4) hours and Property Manager must be notified. In addition, there is NO overnight parking of these vehicles. Unlicensed, inoperable and unsightly vehicles are prohibited.

5.3. REGISTRATION

All unit owners are required to have their vehicle(s) registered with the Property Manager and must obtain and affix an Association parking sticker to each vehicle.

5.4. MAINTENANCE

Vehicle maintenance, except car washing, cleaning and polishing in a designated area, is not permitted on the condominium property.

5.5. DESIGNATED VISITOR PARKING

Designated visitor parking is for the convenience of our guests and not for unit owners or renters and is designated for short term parking only. No prolonged or overnight parking is allowed in these spaces. Overnight and prolonged visitor parking is available throughout the property.

5.6. VEHICLE REMOVAL

It is the responsibility of the unit owner or, in the absence of the owner, the home watch service, to move any vehicle out of the lower garage in an event of a hurricane watch. This is not the Property Manager's responsibility. The Property Manager will however direct unit owners or home watch service persons as to where vehicles may be parked.

5.7. DELEGATION OF PARKING SPACES BY UNIT OWNERS

If a unit owner wishes to allow another unit owner to use their assigned parking space, they must advise the Property Manager either in writing, email or verbally. Copies of which will be placed in the respective unit owners' files

5.8. INSTALLATION OF BUMPER GUARDS IN THE GARAGE

If a unit owner wishes to install a bumper guard on the wall or column of the garage to prevent damage to their vehicle, the owner must submit a written request to the Property Manager. Prevailing rate for parts and labor, which are available from the Property Manager, will be charged to the unit requesting the installation of the bumper guard. The Property Manager or designee will have the bumper guard installed for the unit owner on the garage wall or column.

5.9 ELECTRICAL TRICKLE CHARGERS

Use of vehicle trickle chargers are limited to eight (8) hours continuous use. Resident must obtain written permission from the manager before using their vehicle trickle charger. Any Owner who wants to have a continuous trickle charge connection must have a 110 outlet within the lines of their parking space and have a float type charger with a self-contained fuse. Installation of a 110 outlet within the owner's parking space must be preceded by an ARC request subject to board approval. The outlet, wiring/conduit and panel connection is to be installed by a licensed and insured electrician. The conduit and outlet must be painted to match the wall/pillar it is attached to. All cost will be borne by the owner.

6. PETS

6.1. TYPE AND NUMBER

Owners are permitted to have quiet, non-offensive, non-exotic pets subject to the following limitations: One dog measuring no more than 15 inches (shoulder height) at maturity or no more than two cats; no more than two birds, properly housed, are also permitted. Snakes are prohibited and no animals may be kept or raised for commercial purposes.

6.2. PET CONTROL

Pets are to be leashed or hand carried when on Association property. Pets should be controlled at all times and should be on a leash length that ensures they do not interfere with the comfort of others, especially in elevators. No pets are permitted in the pool area. Dogs are not to be left on the balcony/lanai or with access to the balcony/lanai when owners are not home.

6.3. PET CLEAN UP

Messes made by pets must be removed by owners or handlers immediately. Bags are to be securely tied and disposed of in garbage dumpsters.

6.4. UNACCEPTABLE PET BEHAVIOR

Noisy or vicious pets are not permitted in the Condominium complex. If a pet is found to be a nuisance or unreasonably disturbing, the Board of Directors will provide written notice to the unit owner directing him/her to remove the animal from the condominium property within four (4) days of notice.

6.5. GUEST/TENANT PET RESTRICTION

Guests and tenants are not permitted to have pets while residing at Cove Towers.

6.6. PET REGISTRATION

All pets must be registered with the Property Manager, and unit owners are required to fill out a pet registration form and submit it to the Property Manager. This form is available on our website. Any changes to your pet status must be reported.

7. GARBAGE/TRASH DISPOSAL

7.1. TRASH CHUTES

A trash chute is located on every floor in all three condominium buildings. Trash placed in the chute must be securely bagged. Cat litter, glass, and bulky or extra heavy items must be carried down to the trash room. Trash chutes should not be used during business hours on days the bins are being emptied by the waste disposal company. These days are listed on the notice posted above each trash chute.

7.2. RECYCLING

Recycling bins are located inside the trash room on the ground level of each building. Recyclable items (glass, plastic, cardboard, newspapers, magazines, etc.) are to be carried down and placed in the bins provided.

7.3. FOOD DISPOSAL

In general, and whenever practicable, food and food scraps are to be disposed of in the unit's garbage disposal system.

7.4. BOXES

Cardboard boxes and other oversized cartons should be placed in the dumpster in the trash room or, if feasible, in a recycling bin. Boxes should be broken down prior to being placed in either the dumpster or a recycling bin.

8. RECREATIONAL EQUIPMENT

8.1. BICYCLES AND OTHER TWO-WHEELED VEHICLES

Bicycles and other two-wheeled vehicles MUST be registered with the Property Manager, who will provide an Association sticker/tag to be affixed to the bicycle/vehicle by the owner/tenant in order to avoid their removal from the property. They are to be parked or stored in a designated bike storage area in the garage, under the generator building or in the unit owner's storage locker. All MUST be in "good working condition" (i.e. no flat tires, missing parts/seats, rusted chains). Owners will be notified of those not found in "good working condition" and they will have sixty (60) days to comply or the Association will remove them from the property.

8.2. KAYAKS

Kayaks must be registered with the Property Manager who will provide an Association sticker to be affixed to the kayak by the owner. Kayaks are to be stored only on designated racks available to owners on a first come-first served basis. There is a \$100.00 annual fee for this service. Fee income is used to defray the cost of maintaining and repairing racks.

9. MOVING/DELIVERIES

9.1. MOVING IN OR OUT

The Property Manager must be notified at least seventy-two (72) hours in advance by any owner planning to move furniture and/or other property into or out of a residence. All such moving must take place Monday through Saturday between the hours of 8:00am and 5:00pm. The Property Manager will designate a specific entry door to the building and a specific pad protected elevator to be used during the move. The unit owner or his/her designee must be present during the entire move and is responsible for providing access to

the unit involved. A deposit of \$500.00 is required by the unit owner prior to moving in or out, payable to the individual buildings. This deposit must be given to the Property Manager 72 hours in advance of the move and will only be used should any damage occur during or because of the move. The deposit will be refunded to the owner following inspection and approval of the areas by the Property Manager at the end of the move. Moving vans and trucks shall remain on condominium property only when actually in use, except when owners use a rental truck or van (i.e. Budget, U-Haul) to move themselves, in which case it is allowed to be left on property no more than 24 hours and the Property Manager must be notified.

9.2. DELIVERY OF LARGE ITEMS

The Property Manager must be notified twenty-four (24) hours in advance of any large delivery so that pads can be installed to protect the elevator. It is the owner's responsibility to be on the premises or have a designee on the premises to take delivery of the item(s). The cost to repair any damage caused by a delivery will be charged to the unit owner.

10. UNIT SALES

10.1. NOTIFICATION TO MANAGEMENT

The Property Manager must be notified prior to a unit being placed on the market. A form for this purpose is available on our website.

10.2. SIGNAGE

For Sale signs and other advertisements may not be placed on Cove Towers property.

10.3. ACCESS

The unit owner and his/her agents are solely responsible for providing access to the property and the unit.

10.4. SECURITY

Cove Towers security codes are not to be provided to anyone who is not a licensed real estate broker. Prospective buyers must be escorted by the unit owner or a real estate agent while they are on Association property.

10.5. OPEN HOUSES

The unit seller must notify the Property Manager and complete and submit a form provided by the Manager at least forty-eight hours prior to an Open House. Open Houses are restricted to Saturdays and Sundays between the hours of 1 p.m. and 4 p.m. Any Open House signs must be placed in accordance with the instructions on the form.

10.6. PROSPECTIVE BUYER APPROVAL

Before a real estate contract for a unit can be finalized, the prospective buyer(s) must be approved to become Association members by the Board of Directors. The application is available on our website.

11. MAINTENANCE STAFF AVAILABILITY

Maintenance staff members are not permitted to do private work for owners, their families, tenants or guests while on duty. If both parties are agreeable, staff may assist such persons privately when off duty. The Association assumes no responsibility for this private arrangement.

12. RULES AND REGULATIONS – ENFORCEMENT

12.1. APPLICATION

These Rules and Regulations shall apply equally to owners, their families, guests and tenants and to Association staff, all contractors and sub-contractors.

12.2. SCOPE

These Rules and Regulations do not purport to constitute all of the restrictions affecting the Association property. Reference should be made to the Condominium Documents.

12.3. FINES

The Board of Directors of the Association is authorized to enforce these Rules & Regulations through legal means including but not limited to imposing fines for violations of these Rules and Regulations or any of the Condominium Documents. According to Florida Statutes, a fine of up to \$100.00 per day per violation may be assessed with a maximum of \$1,000.00 for that violation. If legal action becomes necessary to enforce compliance, violators will be responsible for the Association's prevailing party attorney's fees in addition to their own.

12.4. OWNER'S REVIEW COMMITTEE

The Board of Directors of the Association has established an Owner's Review Committee consisting of three unit owners. When needed, this committee will review violations and suggest potential fines to the Board following the guidelines established.

SECTION II: RULES FOR VENDORS, DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

1. The unit owner must pre-register with the Property Manager or appropriate representative of the Management Company providing the name, address, telephone number and fax number of the unit owner's representative who will be overseeing any work being done in the unit.
2. Prior to commencing work, the unit owner's representative must submit to the Property Manager a list of names, addresses and telephone numbers of all contractors and sub-contractors who will be working in the unit, together with a schedule for their work.
3. Repair, construction, decorating or re-modeling work shall be carried out only on Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. and Saturday between the hours of 8:30 a.m. and 12:30 p.m., except major holidays, no work shall be performed on major holidays. The rules for decorators, contractors and sub-contractors set forth herein must be complied with.
4. The contractor and all sub-contractors must have Type "B" licenses in Collier County and submit proof of same for the Property Manager's file.
5. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate, and provide proof of Worker's Compensation coverage for the Property Manager's file.

6. Workers will be allowed to unload their materials and equipment close to the elevator designated for their use. The Property Manager will designate the elevator that workers are to use and only that elevator shall be used for such purposes.
7. After unloading, workers must park their vehicles in the designated area specified by the Property Manager. Under no circumstances are workers allowed to park in the garage spaces or the numbered spaces in the car ports.
8. Work preparation will not be allowed on the ground floor, i.e., mixing of paints, mud, grout, etc.
9. Building trash chutes are not to be used, nor is any trash to be left in units or hallways. The Property Manager will provide information on disposal of trash.
10. The workers on a daily basis shall haul all trash and debris off premises. Contractors and other vendors are not permitted to use Association dumpsters.
11. Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets or bathtubs.
12. Contractors and sub-contractors are to supply their own carts and are not to use the carts belonging to Association buildings.
13. Breaks and lunches, if taken inside the building, should be confined to the owner's unit.
14. No radios will be allowed in the building common areas without headphones, which should also be used for radios being used within an individual unit.
15. Access to the individual condominium units must be coordinated through the owner, decorator or other designee.
16. Sprinkler heads must not be tampered with or used in any way. Cabinets or any other structural material cannot cover sprinkler heads, if this is done, they will need to be relocated at owner's expense.
17. Unit smoke alarms are to be left in place. They are to be properly protected during any interior finish work generating heavy airborne particles, i.e., sanding and painting.
18. Workers are not to wander around areas other than the specific area or unit to which they are assigned.
19. **Bathroom remodeling** – Each unit owner who elects to remodel, upgrade or repair their bathroom tub, tile or shower area must install the proper waterproofing protective material. Requirements are listed below. Each owner is required to submit for approval to the BODs or its representative, with the proposed waterproofing material. Written approval for the proposed materials is required prior to work beginning and must be inspected and approved prior to installation of the final finished product.

Bathroom Remodeling/Upgrades
Cement board behind all wall tile of 4' X 8' or 3' X 5' with ½ inch thickness or greater
½ inch moisture/mold resistant drywall
Shower pan liner installed, not less than 3 inches beyond or around the rough jabs, and not less than 3 inches above the finished thresholds.

20. **Hurricane shutters** must meet or exceed standards set forth by Florida State Law and in the Standard Building Code (applicable to Collier County) for buildings in the coastal zone and in excess of 60 feet in height including the wind tunnel test criteria results and are the only approved application for hurricane protection. A copy of these specifications is maintained by the Management Company. Non-balcony condominium residence windows are a special architect approved laminated glass and have been designed and installed to meet or exceed the wind load and windborne debris impact standard of the hurricane shutters. Consequently, such windows in the condominium residences, as built, meet or exceed the requirements of the applicable building code

for hurricane protection. For this reason and for the purpose of preserving the aesthetic appearance of the building, hurricane shutters shall not be installed on non-balcony windows in condominium residences. If such non-balcony windows in the condominium residences are replaced, they must be replaced with laminated architectural glass equal to or exceeding the specification of the original glass and which comply with the applicable building code.

21. Flooring – Each unit owner who elects to install in any portion of his unit hard surface flooring materials (i.e. marble, wood) shall first be required to install an approved sound underlayment material equivalent to ¼ inch of cork and perimeter sound isolation material installed in accordance with the procedures as generally provided below. Each unit owner is required to submit for approval to the Board of Directors or its representative the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of the hard surface flooring, and then the installed sound proofing must be inspected and approved prior to installation of the hard flooring. Installation procedures shall meet or exceed the following:

21.1. Isolation Barrier

21.1.1.

At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within ¼ inches (6.35 millimeters) of the finished surface.

21.1.2.

Closed cell polyethylene foam (2.7 – 9 pcf) not less than ¼ of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.

21.1.3.

The fiberglass board of the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within ¼ inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

21.2. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between tile or setting bed and the wall, or a penetration protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.

21.3. A sealant is required at the perimeter of the entire floor and the periphery of all protrusions of that floor.

21.3.1.

This joint shall be ¼ inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.

21.3.2.

This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.

21.3.3.

If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.

21.3.4.

Dow-Corning and G.E. Silicone sealants come in variety of colors to harmonize with the color of the tile.

22. The unit owner is responsible for his decorator's, contractors' and sub-contractors' actions and inactions while on the premises. Decorators, contractors and sub-contractors are on the premises at their own risk and must agree to indemnify and hold harmless the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.
23. Should a decorator, contractor or sub-contractor discover a defect in a unit, they must notify the Property Manager immediately so the defect may be verified and corrected prior to doing any work that might be impacted by the defect.
24. Smoking, while discouraged, will only be allowed in the individual units with the owner's permission.
25. It is the responsibility of the unit owner to ensure that the building is kept clean during and after work is done on his/her unit.
26. Activities will be monitored during the day. Non-compliance may result in the decorator, contractor or sub-contractor being barred from the building.
27. Major interior unit renovations are prohibited during the months of **December 1 through April 30.** Major renovations include tile or hardwood floor removal and replacement and bathroom/kitchen renovations. Any work that will require sawing or any chipping, jackhammering, and hammering with a chisel/crowbar/prybar work is also prohibited. Emergency repairs due to flood or fire will be permitted with Board of Directors approval.
28. Owners are required to ensure that the vendor is adhering to all restrictions contained in Section II or be subject to violations and fines in accordance with Section I, paragraph 12 (RULES AND REGULATION - ENFORCEMENT).

All questions regarding these Rules should be directed to the Property Manager.

SECTION III: RULES FOR ASSOCIATION SPONSORED MEETINGS

1. MEETING NOTICES

Notices for membership, directors and special Association meetings in which owners are entitled to participate are posted in the locked, glass fronted bulletin board in the mail foyer of each building. In addition, these notices are emailed to owners who have registered with our Web Manager and are posted on our website.

2. CONDUCT OF MEETINGS

- 2.1.** The Agenda for each meeting lists the substance of the matters and actions to be considered by the Board and is posted on the bulletin boards and the website. The Board reserves the right to amend the agenda at the meeting.
- 2.2.** Roberts Rules of Order (latest edition) governs the conduct of Association meetings when not in conflict with the Declaration of Condominium, the Articles of Incorporation, the Bylaws or Rules listed below.
- 2.3.** After each motion is made and seconded by Board members, the meeting Chair will permit owner participation regarding the motion on the floor, which time may be limited depending on the complexity and effect on the Association.
- 2.4.** Owner participation will not be permitted after reports of officers or committees unless a motion is made to act upon the report or the Chair determine that it is appropriate or is in the best interest of the Association.
- 2.5.** An owner wishing to speak must first raise his or her hand and wait to be recognized by the Chair.
- 2.6.** While an owner is speaking he or she must address only the Chair and no one else is permitted to speak at the same time.
- 2.7.** An owner may speak only once for not more than three (3) minutes and only on the subject or motion on the floor.
- 2.8.** The Chair may, by asking if there be any objection and hearing none, permit an owner to speak for longer than three (3) minutes, or speak more than once on the same subject. The objection, if any, may be that of a Board member only and if there is an objection then the question will be decided by a vote of the Board.
- 2.9.** The Chair will have the sole authority and responsibility to see to it that all owner participation is relevant to the subject or motion on the floor.