



**Whitley Bay Condominium
Policy and Procedures Manual**

**Published by the Board of Directors
Whitley Bay Condominium Association**

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Introduction

Congratulations on your decision to join us at Whitley Bay! We know that you will be very happy with your decision, and wish you many happy years ahead in your home.

Reconcilable Differences, Inc. has been retained by your Board of Directors to assist in the management of your condominium. Their mailing address is 2560 Palm Lake Drive, Merritt Island, FL 32952. Phone number is 321-453-1585. Fax number is 321-305-6199 and email is Office@RecDif.com.

Please visit the website www.ReconcilableDifferences.net to find the Whitley Bay page. Board Meeting minutes, Rules, the "Frequently Asked Questions" sheet, renter and owner profile forms, move in & out forms, clubhouse reservation forms, and any other items the Board has approved will be shown.

Our role in your community includes:

- Management presence at Association meetings
- Preparation of minutes of those meetings
- The collection of suite owner monthly assessments
- Monthly financial reports
- Assisting in the development of the future budgets and reserve analyses
- Oversight of the "common elements" which includes exterior lighting, sprinklers, landscaping, pools, parking areas, balcony and patio structures and plumbing inside the walls
- Obtaining bids for needed repairs
- Enforcement of the rules of the Association (called covenant enforcement)

Both our goal and the goal of your Board of Directors is to make owning a home at Whitley Bay an uncomplicated, pleasant experience. Please do not hesitate to call if you have any issues or concerns. Putting those concerns in writing will ensure that the request be discussed at a Board meeting. We post notices of the Board meetings at least 48 hours in advance of the meeting on the bulletin boards in the elevators. Annual Meeting notices will be mailed to all owners well in advance of the meeting.

Please retain this guide for future reference. We suggest you familiarize yourselves with the contents and please don't hesitate to contact a member of the Board of Directors or the Management Company if you have any questions. We ask all residents to abide by the rules, policies and regulations in this guide and the Condominium Documents.

A glass-covered bulletin board is located next to the mailboxes in the first floor lobby. Please check this board periodically for a list of current board members, floor captains, committee members and other information that occasionally changes.

A bulletin board for Suite owners use is located at the garage exit on the first floor lobby. Please limit postings and remove or refresh them monthly.

MOVING IN OR OUT, LARGE DELIVERIES/PICK-UPS

Advance arrangements must be made for any moves by contacting our Building Supervisor or his Assistant: 321-890-2954, to discuss and schedule your move. The Supervisor will advise you if the date is available and if a \$400 security deposit will be required to protect against damage to facilities. Generally, only weekday moves are allowed, and only one move can be scheduled on any given day. The supervisor will schedule the installation and removal of protective pads in the elevator and flooring as well as giving you an elevator key. Residents must also provide a person to work with the movers to ensure that entry doors are kept closed and unauthorized persons are prevented from entering the building as the movers come and go. The condominium will provide a person for \$25/hr. if the resident is unable to fulfill the requirement.

Utility Service Information (Subject to Change)

| | |
|---------------------------------|---|
| Electricity | Florida Power and Light 7901 Ellis Road Melbourne, FL 32904 321 723-7795 Out of State: 1 800 226-3545 |
| Telephone, Internet Cable TV | Bright House Networks 720 Magnolia Ave. Melbourne, FL 32935 321 254-3300 |
| Telephone, Internet | AT&T, 1-800-288-2020 |

Important Building Information

BUILDING STRUCTURE

The building is a column support flat slab structure. The columns are constructed of concrete reinforced with rebar. The floor/ceiling slabs are of concrete reinforced by a combination of rebar and steel cables. This is known as “post tensioned” construction.

The reason for this explanation is to **caution** you that **YOU MUST NOT DRILL INTO THE FLOORS OR CEILINGS OR ALLOW ANYONE ELSE TO DO SO**. The steel cables are under great tension and a drill bit could fracture a cable causing considerable damage. Such damage can run into thousands of dollars for even one cable. The origin of the failure can be easily traced and repairs will be charged to the Suite owner responsible.

Additionally, because of the concrete and steel construction, household fires are not likely to spread to other Suites or other floors. If alarms go off and you are not able to exit the building, unlock your Suite front door, close all windows and wait on the exterior deck for officials to escort you out of the building.

BALCONY & WALKWAY COVERINGS

All common area walkways and private balconies have received a textured colored coating, while some owners have tiled their balconies. Walkways may be slippery when they are wet. **DO NOT INSTALL ANY TYPE OF CARPET, RUGS OR MATS ON BALCONIES OR WALKWAYS.** Carpeting and rugs may retain water, which seeps down into the rebar resulting in rusting & costly repairs.

FIRE SPRINKLER SYSTEM

Your home is equipped with an automatic fire sprinkler system. The sprinkler heads are heat sensitive to about 135° F. In the event of a fire in the building, only the sprinkler heads closest to the fire will be activated. The system is completely automatic. The flow of water through a sprinkler head will activate the fire alarm that is connected to the fire department.

The sprinkler heads and cover plates **must not** be painted. Use care when working around sprinkler heads. **If the thin glass tube breaks, the sprinkler will go off.** An extra word of caution: The fire department's first responsibility is personal safety. They **will not** start fire suppression until your safety is assured and the sprinklers may disperse huge amounts of water before the actual shut off of the sprinklers.

Do not attempt to shut off the valves feeding the sprinkler systems yourself. There is a valve on each floor of every stairwell for the use of the fire department only. Opening or tampering with these valves will activate the alarm system which is connected to the fire department.

FIRE ALARMS and EMERGENCY ALERT SYSTEM

There are one or more fire alarms with speakers on the wall in every Suite. **They are used by the fire department to give evacuation instructions, or by condo officials with special instructions and information.** This speaker/alarm box **MUST NOT BE REMOVED** for painting or relocation without contacting our Building Supervisor and/or fire alarm system subcontractor. Improper removal can deactivate portions of the fire alarm system.

There are fire alarm pulls located by the east and west stairwell doors on each floor to be used in case of fire emergencies. When activated, strobe lights will flash at each stairwell entrance and an announcement will be broadcast on the exterior common decks asking residents to vacate the building. **DO NOT USE THE ELEVATORS.** The evacuation instructions and alarm may not be heard in individual Suites with the front door closed.

Please note that the individual smoke detectors in each Suite are not tied to the master fire alarm system. It is the responsibility of each Suite owner to contract for monitoring service if they desire burglar and fire reporting.

The west stairwell has large landing alcoves on each floor. Handicapped persons should immediately go to these landings and wait for fire department personnel for assistance in evacuating. Any resident who has special handicap needs should notify the association board of the nature of their problem so the fire department can be so instructed in case of a real emergency.

You should also be aware, and be sure that any guests you may have are aware, that there are severe penalties and liabilities associated with falsely causing the activation of any fire alarm system. Charges incurred by the Association for false alarms will be passed on to the owner causing the false alarm.

Trash chutes are also equipped with fire sprinkler heads. Do not throw lit cigarettes or any burning or smoking materials down the chutes as this will cause the sprinklers to go off and the fire department to be dispatched.

EMERGENCY GENERATOR

An emergency generator is located on the premises and will activate during a power loss. The generator will operate for about three days without refueling to provide power to the elevators, stairwell emergency lights, garage doors, fire suppression pumps, potable water system and the fire monitoring system. Any power loss starts the emergency generator which runs for a minimum of 15 minutes.

There is a remote possibility that if the power loss is extremely brief, the emergency generator may not function correctly. In this case, neither the emergency or regular power may work, shutting down lighting in the stairwells & garages, and stopping the elevators. After the emergency generator completes the recycling, everything should resume normal functioning.

This generator is automatically put into test mode for fifteen (15) minutes per week but does not supply building power during this period. If you are in an elevator during the transition times, you may notice a slight jolt as systems switch on and off. This is perfectly normal and you are completely safe.

SUITE KEYS AND LOCKS

It is strongly recommended that you change your locks before you move into your Suite. Original owners should have the master tumbler removed by a locksmith. Consider adding a deadbolt also. You **MUST** provide the Association with the new key or keypad code in accordance with state statutes, including a key to your storm door.

Please note that the Association has the right of access to each Suite when necessary for the maintenance, repair, or replacement of any common elements. Keys are secured in a 350-pound safe which is continually monitored and recorded by the building video security cameras. Only board members have access and a daily log entry is maintained explaining why the safe was opened and what action was taken. Every effort will be made to contact you **before** entering your Suite. For a minor emergency and to ensure security, entry made will be by a two-person team system.

Generally, an example of this type of situation would be an annual test of fire alarms, or because of water leaks from Suites above your Suite that may damage your Suite as well. When outside suppliers are called in for inspections or repairs, a board member will accompany them during the entry.

COMMON AREA KEYS

Two keys to association common areas are provided free to each owner, a third key may be purchased for \$25.00. Additional keys are \$50.00 each. All common area locks are proprietary locks and keys cannot be made by any other than the selling locksmith, and then, only by written permission of the Board. All common area keys will be logged out and may be obtained from a board member as posted on the bulletin board. Storage rooms located on each floor and in the garages are limited-access areas and will not open with common area keys.

MAILBOXES

The mailboxes are located inside the building lobby next to the elevators. The Post Office will not deliver your mail if the Suite number is not included in your mailing address. Example of your correct mailing address:

Example: Mr. & Mrs. Jones
93 Delannoy Avenue, Suite 000
Cocoa, Florida 32922

Packages too large to fit in your mailbox will be placed in one of the larger mailboxes located in the lobby and in the garage. A key will be placed in the recipient's mailbox which can be used to open the respective larger box. This key should be left in the lock of the large mail box after retrieving your package.

The Association

One of the functions of the Whitley Bay Condominium Association, Inc. (The Association) is to ensure the upkeep of the Common Elements and to protect the value of your home. The Association is currently being managed by Reconcilable Differences, Inc. (our management company – details below) and your Board of Directors and Officers in order to provide the highest level of service at the most cost effective basis for the homeowners. The mandatory monthly Association fee represents each homeowner's allocable share of the costs and fees necessary to own, insure, and maintain the property. The monthly assessment fee provides the following benefits to the homeowners:

- Property and casualty insurance on the building and the common element improvements which may include, but are not limited to, the elevators, pool, spa, recreation room, exercise room, sauna and meeting rooms.
- Insurance: Property and Flood, General Liability for the common areas, Workman's Comp. and Boiler & Machinery insurance.
- Utilities for all of the common elements.
- Maintenance and landscaping of all the common elements.
- Exterior maintenance of the residential buildings, garages and pool area improvements (including roof repairs and replacement).
- Interior maintenance and repair of common areas.
- Water and sewer usage fees for the residents.
- Trash and Recycle collection.

- Cable TV : “Premier Service” with set top box and 2 digital adapters per suite provided by Bright House Network.
- Telephone service by Bright House Network.
- Internet Service provided by Bright House Network.
- Contribution to a Reserve and Replacement Fund for future improvements and replacements.
- Other miscellaneous expenses
- Payroll cost for our employees

Homeowners are responsible for their own electric, telephone, internet access and cable television premium channels, air conditioning and heating equipment, exterior shutters, insurance on the personal household property (i.e., appliances, cabinets, window coverings, wall coverings, and all other upgrades.), insurance against loss by fire or other casualty, any liability insurance covering the home, and property taxes for the home.

The Association shall at all times maintain a register setting forth the names of all owners/residents of Suites in the condominium complex and all information regarding the purchase or transference of a Suite shall be provided to the Association (including the names and any party holding a mortgage upon any Suite and the name of all lessees in order that the Association may keep a record of same).

FLOOR CAPTAINS and WELCOME COMMITTEES

Of the committees the Board of Directors formed and instituted in 2006, two of the most important were the Move-In and Welcoming Committees. These two committees have been merged into the Floor Captains Committee. The Floor Captains assist the new homeowner with their move-in. Each floor has a resident designated as a Floor Captain. A list of current Floor Captains is found in the glass-enclosed bulletin board by the mailboxes. A floor captain helps answer questions about the necessities of condo living, arranges for parking tags and visitor parking passes, helps the newcomer fill out the information sheet, etc. The Floor Captain makes the newcomers, who may not have previous experience with condo living, feel at home and gives them a friendly contact in the building. The Floor Captain can also provide new residents with a copy of this policy document.

OTHER COMMITTEES

There are many other committees in Whitley Bay which perform valuable services. Your participation is welcomed and very necessary. These include the following:

- Appraisal Committee.
- Budget Committee: Prepares recommendations for the annual budget.
- Contract Committee.
- Decorating Committee: Decorates the building for special events.
- Engineering Study Committee.
- Exercise Room Committee: Reports needs of the exercise room; recommends new equipment or needed repairs.
- Fire Drill Committee.
- Hurricane Committee.
- Insurance Committee.

- Landscape Committee.
- Maintenance Committee: Monitors and make recommendations regarding common area upkeep and repairs.
- Newsletter Committee.
- Parking & Security: Patrol the parking areas, check for resident's and visitor hang tags. Check that outside doors are secured & locked. View camera tapes if a security problem is reported.
- Pool Committee.
- Reserves Committee.
- Review Committee: Reviews and approves residents' entryway decorations to ensure that no safety hazards exist and décor is in keeping with community standards.
- Security Committee: Monitors security cameras, some of which can be viewed at all times on Channel 99 on your cable TV.
- Social Committee: Arranges social events to which the entire condo is invited.
- Storage Committee: Handles allocation and issues involving storage spaces.

MONTHLY HOMEOWNER AND OTHER FEES

Monthly homeowner fees (assessments) are due and payable on the first day of each month. It is the Suite owner's responsibility to make timely payments. Whitley Bay does not prepare and mail invoices or payment reminders. Advance payment of assessments (paying two or more monthly assessments in advance) is neither encouraged nor discouraged but it remains the responsibility of the **Suite owner** to determine if and when payment is required. If the owner is unsure of the status of their account, they should contact the Whitley Bay Management Company. Owners are encouraged to mail their assessment payments no later than the first of the month, whether by personal check or on-line bill payment, to allow adequate time for mail delivery. It can routinely take anywhere from one to ten days for a letter/check mailed from an address within the United States to reach the post office box in Melbourne, FL.

Monthly assessments may be paid in any of the following ways:

- (1) By personal check: Please make your check payable to **Whitley Bay Condominium Association, Inc.**, and mail to **P. O. Box 410755, Melbourne, FL 32941.**

Payments are retrieved from the U.S. mail box by Florida Bank of Commerce and deposited the same day they are received. Mailing labels are available from Florida Bank of Commerce by calling 321-751-6999.

- (2) Lock-Box: Instead of mailing your check, you may place it in an envelope and drop it in the side slot of the lock box provided next to the first floor garage lobby entrance. The box is located on top of the mailboxes. This box is only for payments going to the Bank. The FBC Bank courier picks up the payments from the lock box on Monday, Wednesday and Friday of each week and checks are deposited the same day they are picked up.

- (3) Auto-Debit: Your bank account will be automatically debited for the amount of monthly dues each month on the second or third business day of the month. To start the auto-debit process, complete and sign the authorization form which is available from the Management Company or on the Whitley Bay page of the Website (www.ReconcilableDifferences.net). The process can be stopped at any time with an e-mail request to management at Office@RecDif.com. before the 20th of the preceding month. . You are **encouraged** to utilize

the auto-debit option. Mail service is unreliable and it can take several days for the mail to be delivered. The auto-debit process is especially convenient for Suite owners who travel or are away for extended periods.

Please note that your payment is delinquent if not received on or before the 10th of each month, regardless of the reason, and a \$25 **LATE FEE POLICY will be** strictly enforced. There will be **NO** waivers.

If the tenth falls on a weekend or holiday, assessments are considered late after the close of the first business day following the weekend or holiday. The late fee charge will be assessed for each late assessment or any unpaid portion of an assessment. Assessments, or any portion of an assessment, which is more than thirty days late will accrue interest at the rate of 18% annum for the period in excess of thirty days. If a Suite owner has past due assessments, subsequent payments will first be applied to accrued interest, then to late fees, and then to the balance of the late assessment. Please note that **all** returned or insufficient funds checks are subject to the \$25.00 late fee.

RENTAL POLICIES

Prior to rental, **the owner must submit Whitley Bay Lease Form to the Board of Directors for approval before a tenant is allowed to move in.** A sample of this form is available in the addendum to this manual. Suite owners are responsible for the actions of their renters.

All renters must abide by the rules and regulations as set forth in the Condominium Documents. The Board of Directors does not act as property managers or agents for the rented property. It is the **owner's** responsibility to properly indoctrinate the tenant and deal with issues that may arise. The Tenant must arrange a move-in or out ahead of time so elevator pads may be placed in the West elevator. There is also a \$400 damage deposit required to be paid by the owner prior to the move-in/move-out.

- Each Suite may be rented provided the occupancy is only by one lessee and members of their immediate family and/or guests.
- No rooms may be rented and no transient tenants may be accommodated.
- Time sharing of the home is prohibited.
- Ownership of a home on a monthly or weekly time sharing program is prohibited.
- The minimum rental period shall not be less than one hundred eighty (180) days.

A copy of the lease shall be provided to the Association. Any information obtained by the Association in connection with the approval of the lease, sale or other transfer of a Suite shall not be made available to other owners.

A copy of this handbook must be given to the lessee and the lessee must abide by the same rules as other members of the community.

PEST CONTROL

Pest control service will be provided by the Association for the exterior of the building, grounds and common areas. Any homeowner experiencing a pest problem may call the association's pest control contractor and arrange for a treatment of the interior of the home (free of charge) as part of the association contract.

GARBAGE AND TRASH DISPOSAL

All garbage must be in sealed kitchen plastic bags before being dropped down the chute or placed into the large dumpster in the trash room. Use bags no larger than 13 gallon capacity for the trash chute. Do not put pet waste into the trash chute.

All bulk garbage that will not fit into a kitchen bag should be bagged in lawn size bags, carried to the trash room and placed in the dumpsters located by the west garage door entrance. Your common area key opens the trash room door. **Small trash cans located in the garage areas are for incidental trash – not for your bagged trash.**

CARDBOARD BOX DUMPSTER

Do not put cardboard boxes down the trash chute! Cardboard boxes must be broken down and placed in the specially marked dumpster on the west side of the building provided for cardboard only. All cartons and boxes must be flattened before depositing in the exterior dumpster. Please do not place any garbage in this dumpster.

RECYCLING

The Association pays Western Waste each month for recycle pickup. Please take the time to dispose of recyclable trash properly. Do not load up the trash/garbage dumpster with recyclables or cardboard boxes—it costs us more money. Recycle containers are located in the first floor garage or on the concrete apron on the west side of the building. You are asked to rinse any containers before depositing. These containers will be relocated outside of the west door during certain pickup days. If you do not see the containers in their normal positions by the south wall of the lower garage, you will find them outside the west garage door. **Do not place any plastic or paper bags in the recycle containers -- empty the contents in the recycle containers and place the bags in the nearby trash can.**

GROCERY CARTS

There are grocery carts located on each garage level. Please use care when entering and exiting the elevators and lobby doors with a grocery cart so as not to mark up the edges of the doors. These carts have been fitted with non-marking wheels.

PROMPTLY UNLOAD AND RETURN the cart to its garage cart stand for the convenience of neighbors. If a contractor needs a cart to bring tools or materials to your Suite, **please have them contact our maintenance department to get one of our older carts.**

Security and Safety

OVERALL SECURITY AND SAFETY

It is vitally important that all outside doors be kept closed at all times. It is impossible to secure a building with open doors. Please close doors as you leave or enter the building.

Please keep your own front door, sliding doors, and windows locked at all times. The best security is the concern of each resident for their safety and the safety of their neighbors. Please report “suspicious” persons. **DO NOT** let unknown people into the building—they can use the front door keypad to contact the resident they’re visiting. **TV channel 99 on our cable system shows a rotating view of some of our security cameras. You can view the front door at all times to verify a person calling on the outside keypad.**

Please take extra safety precautions if you walk a dog alone during the night.

When moving furniture in or out, have contractors performing work, or having a party with multiple guests, it is your responsibility to have someone available to escort persons and prevent propping open the doors. Escort guests and workers back out through the lobby to be sure they leave the building.

Video Monitoring: The building is equipped with a state of the art and Court Certifiable video monitoring, display and digital recording system. You may view some of the cameras by tuning your TV to Channel 99. Should you observe or have reason to believe security has been breached, please notify a board member ASAP and note the time and location of the security breach or an incident of concern. After a period of days we lose material that has been recorded. Remember that not all cameras are shown on your local TV and, therefore, you should report all incidents. Other active cameras may provide evidence of concerns.

For your privacy, the cameras located in the recreation and exercise rooms are not displayed or played back unless there is a valid safety concern or a suspected act of destruction or vandalism.

LOBBY-DOOR KEY PADS

A keypad is located to the right of the front lobby entrance containing the names of residents listed in alphabetical order. A guest may scroll through the roster of residents per instructions on the keypad. When the numeric code next to a name is entered on the keypad, the resident’s home phone will ring. **The resident can admit the guest by pressing the number six (6) on his home phone.** This system works only when the caller uses the outside keypad system, and not their own cell phones. Residents can have a land line or a cell phone listed for them, but only if the line is a local phone number.

Contact a Board Member or management to have your name and phone number changed or added to the key pad. Your common area key will open the lobby door too. A PIN number, which changes periodically, may be used also. Press * and enter the 4 digits. If you don’t know the current month’s code, a box located near the front entrance containing the current PIN, may be opened with your common key. Your common key will open the door into the lobby from the first floor garage

EXTENDED VACATIONS

Please notify all routine delivery people when you plan to be away from home for an extended period. You can arrange with the Post Office to hold your mail until you return. You may also have a neighbor check your home periodically to flush toilets and run water in the sinks to avoid sewer gases rising. **We recommend you set your air conditioning at 78° to help control humidity & mildew.**

SUITE EMERGENCY WATER SHUT-OFF

There is an emergency shutoff valve in your Suite to completely shut off the water for the entire Suite in the event you have a burst pipe or any other type water flooding in your Suite. The hot and cold water shutoff valves (PVC red-handled valves) are located under an air handler/compressor in your Suite, unless a previous owner had them moved to a more accessible location. Familiarize yourself with the location of these valves, tag them, and make sure all members of your family, or tenants know where they are as well. If you cannot locate these valves contact another resident or Board Member for assistance.

FIRE PRECAUTIONS

The best way to stop a fire is to prevent it before it starts. Observe standard safety precautions. Storage of kerosene, gasoline or other flammable or explosive agents is **PROHIBITED in Suites, balconies, garages, or shared storage rooms.** Please report any fires to the fire department immediately.

ELEVATORS

To keep the door open for someone, press the Door Open button. Please do not push on the door to hold it open. Pushing on the door can cause any one of the hundreds or so LED beams to misalign. Even one misaligned beam will require expensive service before the door will operate.

If the elevator should stop working just follow these simple instructions:

- **Do not panic.** You are in a completely safe environment.
- Check to make sure the designated floor button pushed has registered as enough pressure may not have been applied to begin with and the button may need to be pushed.
- Check to see if the red button or switch marked **EMERGENCY STOP** is in the **RUN** position; this button could be hit accidentally when pushing the designated floor.
- Push the button marked **DOOR OPEN**. This will open the door if you are at a landing and the automatic opening circuits failed.
- Push the button marked **ALARM**. This will sound a loud bell and indicate to others that the elevator has stalled. You may need to sound the alarm again in two (2) minute intervals until you receive assistance.
- Your next action should be to use your cell phone, if you have it with you, and call the

fire department. This action will save about \$750.00 or more per event and also result in faster evacuation.

- The elevator is equipped with an emergency intercom that is hooked up to a 24 hour monitoring service. If you have not succeeded in exiting the elevator with the above steps, please do the following: press the **emergency call** button and hold until someone on the other end responds. You will need to relay your location (i.e., Whitley Bay – 5th floor). The monitoring service will dispatch help immediately.
- While waiting for assistance, please **DO NOT** attempt to open the door by hand. You may be stalled between landings and exiting would be dangerous. Also, **DO NOT** attempt to exit by emergency exits in the ceiling. The safest thing to do is to remain in the elevator until help arrives. Sit on the floor and relax.

Please clean up pet accidents, spills, wet bathing suit and shoe drips, etc. for which you are responsible. The same is true anywhere on property.

If you drop your keys or other valuables down the elevator shaft, report it to a board member. If you must have them back immediately, it's currently \$500 to get the elevator service to come here from Orlando. If you can wait until their next regular visit, it may be only a small charge or free.

HURRICANES AND OTHER SEVERE WEATHER

Each resident is required to understand their responsibilities in preparing for severe weather conditions. This includes the following:

- Remove everything -- planters, entryway mats, etc. from Suite entryways and open private balconies and secure inside your Suite, garage or shared storage rooms.
- If you intend to evacuate, close all shutters and shut off the water supply line to the washer as well as the Suite.
- Completely close your hurricane shutters.
- Provide your Floor Captain or neighbors with contact information.
- Suite residents who decide to remain should provide Floor Captains with names of those staying and Suite number. This information will be posted on the main lobby bulletin board to assist emergency crews if necessary.
- If the storm is severe, the elevators will be locked down. This is to protect them from upper level damage or flooding. *Consider this factor when deciding whether to remain during a storm. Will you be able to walk up and down the stairs?*

Each Suite has a chargeable battery power pack. This power pack will operate shutters once or twice to allow ventilation once the storm has passed. The power pack should be fully charged. You should review the directions to ensure that you are able to operate the shutters using the power pack **prior** to an emergency situation.

Note: If power is lost, the large Whitley Bay generator will provide power for elevators and emergency lighting in garages and common areas. The generator does not provide power to Suites for lighting or air conditioning operation. This generator can provide power for approximately three (3) days before requiring more fuel.

Amenities and Association Rules

SWIMMING POOL AND SPA

The pool area is for use of residents and guests only. Guests unaccompanied by the resident owner will be asked to identify themselves and the name of the homeowner with whom they are staying. The Spa is heated all year to a temperature between 98 and 102 degrees.

Because of the tremendous expense of heating the swimming pool, it is heated only during the holidays when most residents and guests need access to this amenity. It is heated for seven to ten days prior to and after Thanksgiving, Christmas, New Years and Easter to a temperature of approximately 78 to 82 degrees. In the event of very cold weather, the pool might not be heated until outside temperatures are more conducive to pool use.

As with any pool, please be mindful of basic rules:

- Please take care not to damage the pool liner.
- Anyone using the pool does so at their own risk and responsibility.
- The pool area is open from sunrise to sunset.
- Please keep voices down when using the area in consideration of the neighbors facing the pool.
- An adult who can swim must accompany children under ten (10) years of age and non-swimmers at all times.
- Babies with diapers or non-toilet trained children **are not** allowed in the pool **or spa** at any time.
- Elderly persons or those suffering from heart disease, high blood pressure or low blood pressure should not use the spa unless permitted by a physician.
- Small children are not permitted in the spa.
- Pool furniture may not be removed from the pool area.
- No diving or jumping into the pool.
- No running or horseplay is allowed in the pool area at any time.
- No roller-skating, roller-blading, skateboarding, etc. is allowed in the pool area.
- No rafts, surfboards, boogie boards, etc. are allowed in the pool.
- Glass objects or containers are not allowed in the pool or the pool deck area.
- Food is not allowed in the pool or the pool deck area except as an official Whitley Bay function.
- Please place all trash in the containers provided.
- Persons having skin abrasions, open blisters, cuts, any skin disease, sores, colds, nasal or ear discharge or any communicable diseases, are not permitted in the pool.
- Only proper swimwear is allowed in the pool. No cutoff jeans, T-shirts, etc.
- Remove suntan oil by showering before using the pool.
- Towels should always be placed on chairs to prevent suntan oil from staining the lounges or chairs.
- Do not use soap in the spa.
- Specific pool rules and hours of operation are posted by the pool.
- Pool parties are not allowed, unless approved by the Association. Please lower and secure umbrellas, and return chairs upright and in their original location when you leave.

EXERCISE ROOM

You will be exercising **at your own risk** and we urge caution. Only residents and guests-in-residence may use the exercise room. **PLEASE** observe the following policies to increase your enjoyment and safety while using the sauna and exercise room:

- No smoking is allowed in the room.
- No food or beverages, except water, are allowed in the room.
- All exercise equipment must remain in place.
- No children under 15 years of age are permitted in the room unless accompanied by an adult. Because of possibility of injury, small children are not allowed in the exercise room at all.
- Elderly persons or those suffering from heart disease, high blood pressure or low blood pressure should not use the exercise room unless permitted by a physician.
- The main lighting is connected to a timer located near the North entrance door. It will keep the lights on for one hour. Don't try to turn it off, let it time out to avoid damage to the timer.
- Please make sure the thermostat is set at 76 degrees before leaving. This thermostat operates the same as the one in your Suite.
- Utilize the hand sanitizer to clean areas you've held while exercising. Towel off any sweat from equipment so it doesn't rust.

RECREATION ROOM

The recreation room may be reserved by residents except when Association functions are scheduled. To check availability of your date, and to secure an application for your reservation, contact the Association's management company, Reconcilable Differences, 321-453-1585. A refundable security deposit is required.

- The facilities must be left clean and in order.
- Lights, fans, water and all appliances, if used, and must be turned off and all the doors locked.
- Furniture or equipment may not be removed without Association permission.
- There are five thermostats located in the recreation room. All five must be adjusted to have uniform temperatures. The lowest cooling temperature that can be set is 72 degrees and highest heat is 70 degrees. Be careful to assure that all five are set to heat **OR** cool to avoid thermal cycling resulting in wasted energy.
- Reset thermostats to 74 degrees before leaving.
- Arrange for non-residents to be met in the lobby & escorted to and from the recreation room.

General Policies

The purpose of these policies is to allow each resident to enjoy their home and the entire community as well as ensure the safety of residents and maintain the appearance of the property. As a resident in a condominium Suite you assume certain responsibilities which go along with the many benefits of the condominium lifestyle. Basically, these common rules of etiquette are designed to make Whitley Bay more enjoyable for all residents.

CHILDREN

Residents are responsible for the supervision of children residing or visiting in your home or on the Whitley Bay property at all times.

PETS

Declaration Section X, subsection M states: Two (2) household pets not exceeding thirty-five (35) pounds each, which shall mean cats or dogs unless otherwise approved by the Board, shall be allowed to be kept in a single suite. Your pet must be on a leash at all times when on condominium grounds. The Association has provided attractive plastic bag dispensers and waste disposal receptacles on both east and west sides of the building for the convenience of residents. Please use them to dispose of pet waste. **YOU MUST CLEAN UP AFTER YOUR PET!!** Please ensure that pet sounds are kept to a minimum to reduce noise outside of your Suite. Owners whose pets are deemed to be a nuisance (as instances are documented and provided to our management company) can be asked to remove the offending pets.

Please use the garage entrances on the northwest or east side of the buildings to curb your pet.

DISTURBANCES

Social and friendly gatherings of residents and their guests is welcomed and encouraged, provided that such gatherings do not become boisterous, or generally objectionable to other residents. Noticeable drunkenness **WILL NOT** be tolerated. Residents are entirely responsible for the conduct of their guests.

At all times, so that neighbors are not disturbed, stereos, radios and televisions are to be kept at minimum levels between 10:00 p.m. and 9:00 a.m. Nothing should be done in or about the building which interferes with the rights, comfort or convenience of any other resident.

Vendor work hours are Monday through Friday between 9 am and 4 pm, with NO weekend contractor work unless an emergency issue arises.

PARKING

Not more than two (2) vehicles per Suite are permitted to be parked on or in the area of the condominium. Without Association consent, **NO** additional vehicle(s) shall be permitted on the premises. If you are in violation of this rule, the Association will give you written notice, and reserves the right to have the illegal vehicle(s) towed at the homeowner's expense. If you have two vehicles, one must be kept in your garage (Penthouse owners must keep both vehicles in their garages). One numbered Whitley Bay hang tag will be issued to each Suite, except for Penthouse Suites. This tag must be displayed on your vehicle when it is parked on property outside of your personal garage.

- As you enter or exit the parking garage, **PLEASE** use **EXTREME** caution.
- Parking Garage doors are color-coded to match the remote control buttons.
- Park in a manner which allows other cars easy access in and out. Do not double-park.
- Park only in designated areas.
- Do not park in the **fire lane** or designated **trash removal lane**.

- All vehicles must be drivable, licensed and insured. Vehicles found on the premises in violation will be removed at the homeowner's expense.
- Handicapped parking is by permit only. Unauthorized parking in a handicapped parking spot is against the law and violations will be enforced. Display both your handicap tag & your Whitley Bay hang tag so that information is readable from outside your vehicle.
- It is considerate to leave the spaces nearest the lobby available for those who are experiencing a temporary handicap or medical issue. Cars designated as permanently handicapped are encouraged to park in their own garages when these are located close to lobby entryways, since these handicapped places are extremely limited and often in high demand.
- **Under no circumstances park in a designated handicapped area if you will be away for any period of time.**

A Visitor's Parking Permit may be obtained from a floor captain when you have a guest staying overnight or longer. Passes will be limited to two weeks maximum unless a longer period is approved by the Board.

***UNDER NO CIRCUMSTANCE** is the parking area to be used to park boats, utility trailers, recreational vehicles, or special purpose vehicles, commercial trucks, motorcycles, etc. No motor home, trailer, camper, watercraft, or commercial vehicle may be parked on the condominium property.

The Mariner's Square Association, next door, is willing to allow temporary overnight parking in emergency situations, but vehicles must be removed from their parking lot by 8:00 am, or risk being towed.

COMMUNITY APPEARANCE

Since the condominium community is your home, we ask that you treat it that way. Please abide by the following policies to maintain an attractive community and a safe environment as well as protection of property:

- Sheets, blankets, aluminum foil and other such materials are not acceptable window coverings.
- Windowsills facing the common walkway should be kept free from all personal property.
- Any exterior additions, such as screen doors, storm doors or shutters must be approved by the Board of Directors of the Condominium Association prior to installation.
- Mops, brooms or other clutter cannot be stored on the balcony.
- Sidewalks, entrances, passages, courts, vestibules, stairways, corridors and halls should not be obstructed or encumbered or used for any purpose other than entering or leaving your home.
- No signs, advertisements, notices or other lettering should be exhibited, inscribed, painted or affixed by the resident to outside or inside windows of the condominium.
- Do not allow anything whatsoever to fall from the windows, doors or balconies of the condominium.
- Do not sweep water or dirt or other substances from your home or balcony onto the halls, walkways or elsewhere in or off the building. Use a dustpan when sweeping your balcony.
- No clothing, rugs or other items may be hung on or over the balcony railings.

Except on designated cleaning days, do not allow water from plants or spills to run over the edge of the balcony. The first Saturday of every month between 9:00 and 11:00 a.m. is the only day when private balconies may be cleaned with water or power washers. Since runoff will spill on to open decks below, residents who chose not to clean at that time are advised to keep their shutters closed.

To avoid conflict or the inadvertent creation of hazards in common areas, permission is required for any decorations, mats, etc. to be placed outside Suite front doors. A form must be submitted and delivered to the Review Committee for approval before anything is placed outside your door or on the common walkway. This form is included in the back of this manual, or from the Committee Chairperson, Diane Verner, Suite 805. In general, nothing can impede traffic or cleaning in front of your Suite, nothing can be hung on any wall or doors, except behind a storm door and decorative items are limited to just two. Floor mounted Christmas decorations are excluded from requiring approval, but, must be removed promptly after the Holiday season.

Trees and shrubbery are vital and a valuable part of the community and you will be liable for damages for any mutilation or defacing for which you are responsible.

Do not use open fires, i.e., charcoal grills on the balcony. Gas and electric grills are acceptable to the city fire marshal because they can be turned off quickly if a fire flares. If using gas, check fittings with soapy water to avoid gas leakage; handle and store with care.

GARAGES

For security reasons and appearances, **ALL** garage doors must be closed unless in use by the resident. Be sure to turn off all lights in the garage.

Since garages and storage areas are not air conditioned, some items such as clothing, shoes, golf clubs, books and other fabric, metal or paper products susceptible to rust and/or mildew should not be stored in your garage.

Continual use of any electrical appliance in your garage (such as freezers, fans, power tools, etc.) may be subject to a monthly fee paid to the Association. The rates will be determined by charts from FPL.

STORAGE AREAS

A storage space is available for owners in some of the limited common area rooms on a first come, first serve basis. Areas have been marked off on the floors. You may bring in shelving or storage bins for your items as long as they fit into your area. In general, there is no air conditioning. Take this into consideration when storing your items. A key will be issued to you for your storage room. There may be several owners in one room and several keys issued to the room. Do not place any hazardous materials in these rooms. The Whitley Bay Association does not assume any liability for losses or theft from these rooms. Remember that other residents may have access to these areas also, so keep valuables secure in your Suite, not in these rooms. Residents are limited to only one space per Suite and are prohibited from encroaching on any other spaces in the storage area, occupied or not.

HOMEOWNER RESPONSIBILITY

In an actual medical emergency or fire, call 911.

In case of building emergencies, if you need additional assistance, you may call our Building Supervisor at 321-890-2954, between 8 a.m. and 4 p.m. Monday thru Friday or a board member or our Management Company (RDI: 321-453-1585) at other times.

To facilitate a better understanding as to what constitutes an emergency the following conditions are established as typical emergencies that could require immediate attention:

- (1) A water leak which requires the water service to be shut off to avoid serious damage to the home and/or furnishings.
- (2) Broken water line – main cold service or supply (but not if it is the supply to the sink, lavatory or toilets as these can be turned off at the valves located below each fixture).
- (3) Total stoppage of the plumbing or sewer system (does not include the case where one toilet is stopped and another is still operating).
- (4) Total loss of electrical service (does not include an area power outage due to storm, etc.).
- (5) Elevators or exterior garage doors malfunctions; leaks anywhere in the building.

Listed below are examples of conditions which are **NOT** considered to be emergencies:

- (1) Dripping faucet.
- (2) Leak at drains under sink or lavatories, unless located in common areas.
- (3) Air conditioning problems.
- (4) Furnace fan cycling.
- (5) Lights out in any part of the Suite or common areas.
- (6) Oven not working.
- (7) Problems with range or cook top.
- (8) Other items of similar nature.

If you do contact the maintenance supervisor, a board member, or the management company, please remember that no one is a servant or a substitute for an outside repairman. The resident should treat problems with toilets, plumbing, appliances, or other furnishings as they would be treated in a free-standing home...that is, call a licensed, local repairman. If you desire to have one of our maintenance men do work in your suite, the work should be done on his time. The **EXCEPTION** to this is if the problem is caused or coming from within the walls of your home, such as flooding, which can damage the entire column of Suites below. In this case, you should **CALL EVERYONE!** That means **BOARD MEMBERS** and **ALL YOUR NEIGHBORS**.

Also, when walking the grounds, parking garages, or other common areas, if a problem is seen or heard, such as flooding, spills, unusual sounds, lights burned out, damage already occurred or in the process of occurring, please act immediately to protect Whitley Bay and its grounds by solving the problem, if minor and within your abilities, or reporting the problem to a board member.

Maintenance

AIR CONDITIONING SYSTEM

Your air conditioning system is a water to air heat pump and provides both heat and cooling via a closed loop water circulating system that transfers heat to provide cool water for cooling and hot water for heating. Please do not set your heat above 72 degrees as gas heaters located in the service tower must supply the heat for your AC to function in the heat mode. Please DO NOT waste GAS.

At approximately two month intervals, you should pour a half cup of household bleach into the AC drain lines to prevent clogging. Should your drain line become clogged, the drip pan will fill and the moisture sensor will shut off the AC and require a reset of the internal circuit board.

If your Suite is unoccupied for a short period, such as a working day or weekend, let the system operate in your absence. **You should leave the air conditioning in your Suite set at 78 degrees when you are away for extended periods to avoid mold and mildew.** You should not allow the room temperature to fall below 55 degrees, or rise above 78 degrees; otherwise, damage to your personal property and Suite property may result. Likewise, in hot weather, if the air conditioning is turned completely off, mildew and mold may damage furnishings and/or other Suite property. This may also affect your immediate neighbors' Suites.

BEFORE CALLING FOR SERVICE

If your air conditioning system should stop operating due to a power failure, an overloaded circuit, or in any case of sudden failure, extreme caution should be exercised. Do not recycle or reset the suite for at least 20 minutes. This will give the system time to equalize. Be sure to consult the manufacturer's handbook. If the equipment still does not function, turn all switches to the **OFF** position and contact an air conditioning professional.

The thermostat in your home has a temperature selector, and two (2) switches, marked **HEAT-OFF-COOL**, and **FAN-ON-AUTO**. Set the thermostat to the desired setting, the operation switch to **COOL**, and the fan switch to **FAN AUTO**. When the temperature goes above the thermostat setting, the thermostat sensor will activate the unit and the fan will automatically turn on. When the desired temperature is reached, the fan will automatically shut off. It is best to select a desired temperature and leave thermostat on that setting rather than constantly adjusting.

When changing a thermostat setting from **HEAT** to **COOL**, or vice versa, always put the switch in the **OFF** position, pause five (5) seconds, then move the lever to the **HEAT** or **COOL** setting; otherwise, permanent damage may result.

If the **COOL** cycle does not respond to the thermostat setting, check the breakers in the electrical wall panel. Make sure they are **ON**.

Do not obstruct the air intake in any way.

If the system doesn't cool, check the following **before calling for service**:

- That the thermostat is set below the room temperature.
- The selector is on COOL.
- The main electrical switch is ON.
- The circuit breaker is not tripped.
- The filter isn't clogged.
- The float switch in the pan under the air handler is not in the "off" or up position.

HEATING SYSTEM

Your home is equipped with quality heating equipment. It has been designed to comfortably heat your house, even in the coldest of temperatures. It is important that you **fully understand** your heating and air conditioning equipment. Please read all information you have on these systems.

FILTERS

A clean air filter will aid in energy conservation and will result in a more efficient operation of the heating and air conditioning of your Suite. Before cleaning, turn the dial on the thermostat to the **OFF** position. It has been learned that it is better to purchase inexpensive AC filters and change them more often, than to install more expensive filters that may inhibit the needed airflow. Inhibited air flow may cause the AC unit to malfunction.

BALCONY DECK SURFACES

Your private balcony deck surface is considered Limited Common Property and has a textured colored coating. Sharp debris such as gravel, metal, sand, cinders and other similar materials may cause a premature wear of the deck surface, so sweep or vacuum at regular intervals. It is advisable to keep metal objects off the deck surface. Rust from metal chairs and iron objects (such as wrought iron plant holders) may stain the deck surface. Rubber pads should be placed under furniture and or iron objects.

Do not place any carpet or mats over any of the deck surface. Wet carpets or rugs will permit water to seep into the concrete slab which could cause the steel supports (rebar) to rust. This rusting could cause extensive repairs for us all.

It is suggested that the balcony deck surface be waterproofed each year. Any caulking or balcony deck re-surfacing should be performed by a professional deck waterproofing contractor.

CONDENSATION / MOISTURE

Condensation on windows is common, especially in cooler weather when there is an air temperature difference between outside and inside air. North windows and doors are subject to more condensation. It is the responsibility of the homeowner to remove condensation from windows, sills and glass doors during any extreme temperature differences or variances.

EXTERIOR DOORS

Your exterior doors should not be kicked or banged against as this may result in denting and/or damaging the door. If dented, the door may be repaired by using ordinary automotive body repair filler material that can be purchased at automotive supply stores.

NOTE: Having a patio door or window open may cause a wind tunnel effect when the entry door is open. This may cause all the open doors to slam violently shut and possibly damage the doors and jambs as well as cause items to be blown off the interior walls.

ELECTRICAL SYSTEMS

Be careful about overloading a circuit. If you have doubts, use a different outlet or unplug something not in use. Check the amount of electrical current necessary to operate larger appliances and if the appliances can be properly used on existing circuits. It is illegal and dangerous to let an unlicensed person alter your home's wiring.

CIRCUIT BREAKER

Locate your home's electrical panel box. These switches protect the electrical circuits in your home. If you overload a circuit by plugging in too many appliances, or too powerful an appliance, the circuit breaker switch will automatically shut off. Before you attempt a reset at the panel box, disconnect all cords and appliances and check for defects at once. If faulty cords cannot be found, reset the circuit breaker switches. You will see at a glance which circuit is affected as the switch will be in the **OFF** position. To reset the circuit breaker switch, push it all the way to the **OFF** position, and then push it all the way to the **ON** position. This will reset the switch.

If appliances do not operate, check to see if they are plugged in. If you cannot locate the trouble after checking the circuit breakers, call the appropriate service company or the power company service department. **Please do not nail into the wall above or below the electrical panel box.**

OUTLETS

There is a safety feature built into certain outlets located in areas where water is located, such as the kitchen and bathrooms, to provide protection in case an electric cord is dropped in water. Some of the ground fault protection outlets (**GFI**) look like a regular outlet except that they have two (2) buttons, one for test, the other for reset. Newer GFI outlets now resemble regular outlets, except some have stick-on labels attached.

If an appliance stops while in use, check the **GFI**. The top button may have popped out and all you need to do is push it back in. Check the **GFI** occasionally by pushing in the bottom button and the top button should pop out. If the outlet has no power, check the wall switch in the room that controls the outlet. One half of one outlet in most rooms is operated by a wall switch. Usually this is the outlet farthest from the door. If this does not work, check for a burned out bulb in the light fixture. If the trouble is not found there, check the circuit breaker and reset any tripped switches.

FIRE SPRINKLER SYSTEM

Your home is equipped with an automatic fire sprinkler system. The sprinkler heads are heat sensitive. In the event of a fire in the building only the sprinkler heads closest to the fire will be activated. The system is completely automatic. **DON'T BREAK THE GLASS IN THE SPRINKLER HEAD (You can't believe how much water will come out!).**

Also important is that you do not paint these sprinkler heads or the escutcheons surrounding them. If you paint your ceiling, make sure to cover them with foil completely. They do not work if painted and replacements are very expensive.

SMOKE DETECTION ALARM

Smoke detection alarms have been installed in various areas in your home. If you leave your residence for an extended period of time, leave the circuit breaker for the smoke alarms in the **ON** position. When the green LED light is on, the smoke alarm is operating on 120-volt AC power which means the circuit breaker **IS** on. If the green light is **NOT** on, the smoke alarm is operating on the back-up battery. Smoke alarm batteries should be replaced yearly and are the responsibility of the homeowner.

FLOORS/FLOOR COVERINGS

All flooring installed by a homeowner, including wood, carpet and tile, must be installed with a one quarter-inch thick cork underlay or equivalent man made pad to comply with code and condo documents and prevent sound transfer to other Suites. **Written approval is required** prior to removal of carpet and the installation of new carpet, tile, or wood floors. A board member must inspect and verify that the cork or equivalent substitute under new flooring meets the code requirements. Also, outside contractors must be licensed.

GARAGE DOORS AND GARAGE DOOR OPENERS

Your garage door may need repairs and adjustments after a period of time. These repairs can be hazardous and should be performed by qualified door service technicians only; see our list of vendors for repairmen.

Garage doors should be closed after use. Do not leave your garage door open.

Do not permit children to play with the garage door or electric controls. Avoid standing in the doorway or walking through the doorway while the electrically operated door is moving.

NOTE: Replacements for broken or lost main entrance garage door remote controls may be obtained at a charge from the Condo's management company, Reconcilable Differences (321-453-1585). For repairs to individual garage doors or replacements for broken or lost individual door openers, you may contact Anthes at 321-723-8705.

PLUMBING SYSTEM

Please be cautious so as not to create a stoppage. **DO NOT POUR GREASE INTO SINKS OR TOILETS.** A stoppage occurring within a Suite is the responsibility of the Suite owner.

EMERGENCY PLUMBING SITUATIONS

Your first step should be to shut off the water. Familiarize yourself now with the location of shut-off valves located under the sink cabinets or behind the toilet and avoid damage if and when an emergency arises. Shut-off valves are usually located just below the fixture. If not, check them out now and mark the valves **HOT** or **COLD**. If the source of water is not immediately apparent, close the shut-off valves for the entire house located under the air conditioner handler/compressor unit unless the previous owner had them relocated to a more convenient location. There are two **RED PVC** handle valves --one for hot and one for cold water. Please call your respective floor captain for assistance in locating these critical valves.

HURRICANE SHUTTERS

Your home has storm shutters installed. Review your literature for instructions on their use. It is recommended by the manufacturer that the following be done on a regular basis:

- It is very important to **ALWAYS** leave switches in the **OFF** position and the directional controls in neutral. If lightning strikes a shutter during any of our frequent thunder storms, it could blow out the motor if switches are left on, requiring an expensive repair.
- Lubricate the tracks only with a silicon spray.
- Operate the shutters at least once a month to ensure that all the components are free from any debris or salt build-up and are operating smoothly.

NOTE: Any homeowner wishing to add hurricane shutters to windows not presently covered must adhere to the same specifications as the existing hurricane shutters throughout the building. They may be operated manually or electrically. Please contact our Building Supervisor or a Board member for specifications.

UTILITY INSTALLATION AND WIRING

The original building construction included pre-wiring for the electric, cable television, and telephones. Bright House Networks, the local cablevision company franchise must be contacted for hookup to premium channels. If a problem occurs with the actual wiring, contact the number provided in the Suppliers List below. Wiring is **not** provided by the local cablevision company.

WINDOWS AND SCREENS

The windows and sliding doors installed in your home have aluminum frames that have a long lasting baked enamel finish. If sticking occurs or excessive pressure is needed to open or close, use some silicone lubricant spray.

BALCONY RAILINGS

It's recommended that you frequently use a damp cloth to wipe down the railings. This removes salt & dirt film from the baked finish. This will help prevent corrosion and lengthen the life of the railings.

REMODELING & RENOVATIONS

All contractors, subcontractors, vendors, and handymen you hire to do any painting, carpeting, flooring, renovating or construction of any type must be licensed through the county and/or state. Written permission for changes must be approved in advance by the Whitley Bay Association's Board. All state, county, & local codes must be met, with necessary permits obtained.

A list of suggested suppliers of various types of work in each Suite is included below in case service or parts are needed. The exception to this is Whirlpool for appliance service, whom you can call directly. The following list of contractors with whom the Association or residents are familiar are not a recommendation or guarantee, but solely listed for the homeowner and/or tenant's information.

SUPPLIERS

| ITEM | SUPPLIER | PHONE |
|--------------------------------------|---|--|
| Air Conditioning | Competitive Air and Heat Dial A/C Emery Co. | 321 253-2532 321 632-2663 321 452-6310 |
| Appliances | Whirlpool | 866 698-2538 |
| Cable TV, Internet, Voice | BrightHouse Networks | 321 254-3300 |
| Cabinets/Counter Tops | Braden Kitchens, Inc. Sawtech Kitchens, Inc. | 321 636-4700 407 322-6299 |
| Carpet | J & J Carpets, Inc. | 321 784-1990 |
| Carpet/Ceramic Tile & Grout Cleaning | Service Pro | 321 638-4947 |
| Ceramic Tile | Ocean Carpets Ltd., Inc. | 321 784-2540 |
| Doors (Interior & Trim) | American Doors | 321 369-0472 |
| Electrical & Fire Alarm | Harbor Electric, Inc. Brevard Electric | 321 254-7959 321 729-0203 |
| Entrance Decks and Balconies | John Harrison Painting | 321 863-3335 |
| Fire Sprinkler | Delta Fire Sprinklers | 407 328-3000 |
| Garage Doors | W. Anthes | 321 723-8705 |
| Handyman | Roy's Handyman Services | 321 652-3032 |
| Locksmith | Jim's Secure Safe Lock and Key Lacy's Pop-a-Lock | 321 863-8613 321 453-5397 321 632-5900 321 863-0461 |
| Mirrors and Shower Enclosures | On Time Glass Company | 321 639-2601 |
| Paint | Southern Exposures | 321 779-2709 |

| | | |
|---|--|--|
| Pest Control | B & R | 321 449-0399 |
| Plumbing & Fixtures | Coggin | 321 632-1614 |
| | Dial A/C | 321 632 2663 |
| | Ken & Carries | 321 799-5499 |
| | Sawyer Plumbing | 321 632-7707 |
| Security System | APEX Security System | 321 452-3044 |
| | ADS | 321 254-8877 |
| Storm Shutters | J & J Shutters | 321 412-5873 |
| | Rolltite Shutters | 321 752-9535 |
| | Shutter Outlet | 321 752-9535 |
| | Integrity Shutters | 321 514-7044 |
| Vanity Tops | Southeast Marble, Inc. | 407 846-6118 |
| Water and Fire Emergency Restoration Service, Mold, Air Quality | DryFast Elite Restoration Group Service Pro United Carpet | 888-489-9222 321 593-2165 321 638-4947 312 783-6202 |
| Windows, Sliding Glass Doors | WinDoor Elite Restoration | 407 481-8400 321 863-2796 |
| Window Repair | Darrell Wainwright | 321 704-0310 |
| Woodworking, Custom | Craig Mest | 321 432-7262 |
| | | |

Many of the contractors listed above have been successfully used by the Association as well as by individual homeowners. Contact your neighbors for other recommended vendors.

ADDENDUMS

FORMS

Application to Lease

Lease Approval Guide

Move In

Move Out

Recreation Room Reservation Form

Suite Exterior Decorations Request Form

Whitley Bay Condominium Association **Application to Lease**

Date: _____ Suite # _____ Suite Owner's Name _____

Lessee Name: _____ **Lessee Name:** _____

FL Drivers Lic. _____ FL Drivers Lic. _____

SS number: _____ SS number: _____

Date of Birth: _____ Date of Birth: _____

Other Persons occupying suite:

| Name: | Relationship | Occupation or school |
|-------|--------------|----------------------|
| | | |
| | | |
| | | |
| | | |

Present Address: Street _____ Apt or Suite No. _____

City: _____ State: _____ Zip code: _____ How long: _____

Phone # _____ **Cell:** _____

Employment:

Company: _____ Position: _____ Phone # _____

Start Date: _____ Supervisor's name: _____ Weekly pay \$ _____

(Spouse)

Company: _____ Position: _____ Phone # _____

Start Date: _____ Supervisor's name: _____ Weekly pay \$ _____

Pets:

Species: _____ Breed: _____ Age: _____ Name: _____

Species: _____ Breed: _____ Age: _____ Name: _____

Vehicles:

Make: _____ Model: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Color: _____ Tag: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone # _____

Name: _____ Relationship: _____ Phone # _____

Personal Reference:

Name: _____ Relationship: _____ Phone# _____ **(Page 1 of 4)**

Whitley Bay Condominium Association Application to Lease

Date: _____ Suite # _____ Suite Owner's Name _____

Lessee Name: _____ Lessee Name: _____

Background statements for all who will reside in suite:

Has anyone been convicted of a Felony: Yes [] No [] Evicted: Yes [] No [] Initials _____
Broken a lease: Yes [] No [] Declared Bankruptcy: Yes [] No [] Initials _____

Regulations:

I have [] received a copy of Whitley Bay Condo's *Lease Approval Guide*. Initials _____

I have [] received a copy of Whitley Bay Condo's *Handbook*. Initials: _____

Restrictions:

Lessee agrees yes [] no [] to restrict parking to no more than one vehicle in private garage and one in open spaces: Initials: _____

Lessee agrees yes [] no [] to allow Association to run credit and background checks: Initials _____

Lessee agrees yes [] no [] to limit pets to no more than 2 and limit weight to no more than 35 lbs each: Initials: _____

Lessee agrees yes [] no [] that no vehicles with oil or fluid leaks will be parked on the condominium property. Initials _____

Lessee agrees Yes [] No [] to limit occupancy to residential use of family members and short time guest only. Initials _____

Lessee agrees Yes [] No [] to abide by all rules, regulations, restrictions and covenants of The Whitley Bay Condo.' Inc. Initials: _____

Lessee agrees Yes [] No [] to cooperate with Floor Captains and Parking Committee to assure safety and rule compliance. Initials _____

Dates of Tenancy: From: _____ to _____

Indoctrination: Lessee agrees Yes [] No [] to complete an **indoctrination and familiarization session** prior to move in regarding Security, Fire Alarms, Fire Sprinkler systems and precautions, Hurricane Preps, Evacuation Procedures, Security Camera systems, Emergency water shut off , trash disposal, Elevator alarms Parking, Pet restrictions and Pet walking restrictions, use of exercise and club house, and other general information.

Signature (Owner or Representative): _____ Date: _____

Signature Lessee: _____ Date: _____

Signature Lessee: _____ Date: _____

Copy of Lease Received: Yes [] No [] \$50 Processing fee received: Yes [] No [] Check Number: _____

\$400 Damage deposit received Yes [] No [] Check Number: _____

This lease reviewed by: _____ on _____ and approved Yes [] No []

Your Floor Captain is _____ Phone Number: _____

Owner notified of status on (Date): _____

(Page 2 of 4)

Whitley Bay Minimum requirements for approval of leases:

Leases shall be in legal, enforceable language and describe the property to be leased, dates of lease period and the parties to the lease. The submitted lease shall describe the full terms of the lease, preferably in a format approved by an attorney. The lease shall be for single family residency and their immediate family, with no sub leasing or transient tenants (no roommates) allowed. No time sharing shall be permitted. The Lease Application Form shall be completed in its entirety.

The lease will also contain language that fully communicates to the Lessee the following:

1. Whitley Bay Condominium Association Board members or their designee shall have the right under Florida Statutes to access suites for maintenance at reasonable hours and for emergencies at all times.
2. Parking shall be restricted to one auto in an assigned garage and one auto in open parking with a parking permit displayed at all times. Vehicles leaking oil or fluids will not be issued parking permits. Commercial vehicles, campers, motor homes, trailers, boats and boat trailers are prohibited unless parked in garages with the door closed. If you utilize the full capacity of your garage, you are still only permitted one vehicle in open parking space.
3. **The Suite Owner is responsible for the \$400 damage deposit prior to move-in.** Any damage occurring as a result of a move-in shall be deducted from the deposit. Pre and post move-in inspections will be conducted by the association's Resource Coordinator or his designee. If no damage occurred, **and the elevator lock out key is returned,** the damage deposit will be released within two days. The association shall be notified at least five (5) days prior to move in to ensure that elevator padding and elevator lockout keys are available. Damage deposits shall be delivered to the association in accordance with instructions contained in the lease approval.
4. It shall be the responsibility of the Lessor to enforce any violation created by the Tenant, his family or his guest. The Association shall not be responsible for Property Management for the Suite owner. The Association shall look to the Lessor for reimbursement for any damage caused by the Lessee, his guests, or subcontractors.
5. The Lessor shall require Tenants to make arrangements with Floor Captains to obtain indoctrination **prior to move-in** to address trash removal, pet restrictions, use of pool, fitness and recreation centers, hurricane procedures, emergency battery pack operation for hurricane shutters, fire alarms, smoke detectors, suite security system, door entry security systems, how to view security cameras, evacuation procedures, building security, and general information such as identifying handicap needs in case of a fire evacuation or other emergency. The appropriate Floor Captain along with phone number shall be identified on the Lease Approval Form and it shall be mandatory for Tenants to cooperate with the assigned Floor Captain.
6. The Lease shall specify that the cost for replacing a lost key will be \$50.00. For security purposes, building keys shall be identified by serial numbers. Two free keys were issued to the owner. Additional keys are \$25.00 for third key and \$50.00 thereafter. It will be the responsibility of the Lessor to arrange for replacement keys and their cost. The association will not issue keys directly to the Tenant.
7. The Lease shall specify that maintaining building security during a move-in shall be the responsibility of the Lessor and the Lessee. The lobby or garage entrance doors will not be left open and unattended during a move-in. The Association will assist in obtaining security guards at the Lessor/Lessee's expense, if a dedicated person cannot be supplied to ensure compliance with Security Policy and Procedure 100.1
8. The Lease shall advise that door code entry procedures require installation of a land line phone for allowing guest entry. Cell phones will not work in conjunction with the door entry system. Posting of cell phone numbers on the door entry panel is prohibited.
9. A copy of the Whitley Bay Condominium Association Information Guide and the Summary Owner/Tenant Page, as revised in July 2007, has been provided free to each suite owner; and **shall be provided by the Lessor to any Lessee prior to move-in.** Additional copies of the Guide can be obtained from the Board for \$20.00.
10. The minimum rental period is 180 days.
11. The provisions of the Whitley Bay Condominium Documents and the Rules and Regulations of the Association shall be applicable and enforceable against any person occupying a suite as a Lessee or guest to the same extent as against the Owner. A covenant on the part of each Lessee to abide by the Rules and Regulations of the Association and the provisions of the Condominium Documents; and a covenant by each Lessor to evict the Lessee in the event of a breach of such covenants; shall be deemed to be included in every lease agreement whether oral or written and whether or not specifically expressed in such agreement.

Effective Date: 31 May, 2007

Responsible party: The Association President or his designee

Introduction and Purpose: This directive provides instructions for obtaining lease approval and sets the minimum required standards to ensure that a lease contains language that clearly describes the tenant's responsibilities and restrictions in accordance with the condominium documents and rules and regulations of the Whitley Bay Condominium Association, Inc.

Policy: It shall be the policy of Whitley Bay Condominium Association to require that leases be submitted for approval to the Board President, or his designee, prior to any tenant moving into a suite. The board will have ten (10) days to approve or disapprove a lease and to notify the suite owner or his agent. Notification may be by email, by phone, or by certified mail if so requested with the submittal of the lease. It shall also be the policy of the Board to expedite all reviews. Further it shall be the policy to ensure that the lease contains clear language as to the minimum lease period, parking, pets, building access security, subleasing restrictions, single family status, and use restrictions. The lease shall contain clear language as to the tenant's responsibility.

Procedure: Suite owners or their agent shall notify and **deliver** a signed copy of the lease agreement along with the **Application for Lease Form** to the management company for Whitley Bay Condo Association at least **10 days** prior to the start of any lease. To facilitate approval, an advance notification of intent to request lease approval should be phoned in to the Whitley Bay management office at 321-453-1585, or communicated by certified mail. The Application for Lease Form shall be accompanied by a copy of the complete lease, including any addendums, and a check in the amount of \$50.00. Once the Board has approved an Application for Lease, **a damage deposit of \$400.00 is required prior to move-in or issuance of elevator keys and installation of elevator pads.** The damage deposit shall be refunded after the tenant has notified the Association, or his designee, that the move-in is complete and the Board has inspected the premises for damages. If there are damages, the amount of deposit to be returned, or additional billing, will depend upon estimates received from qualified repair services. You are advised to be very careful about marking the floors and decks by dragging heavy items or using improper wheels. **Remember, the Suite Owner is responsible for damages and the Association will look to the Owner for any damages done by his or her Tenant.**

Delivery of the lease: Delivery of the Lease Application Form & Lease can be made by hand delivery, or by certified mail to: Whitley Bay Condo Association, c/o Reconcilable Differences, 2560 Palm Lake Drive, Merritt Island, FL 32952, or by prior arrangements made by telephone. If the Board does not act on the approval within 10 days after acknowledged receipt of the lease, then the Board will not have any authority to deny the lease agreement.

Suite owner's responsibility: The Suite Owner is responsible for enforcing all use restrictions, violations and misconduct on the part of the Tenants and the lessee shall look to the lessor to resolve any issues that may arrive. The Lessor should provide a clear understanding as to any property management responsibilities either in the lease language or pre-move-in indoctrination.

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WHITLEY BAY POLICY FOR MOVING INTO THE COMPLEX

(Per Board Decision August 2011)

Whitley Bay has a strict policy for moving into or out of the building. This notice should answer all questions and explain the required procedures:

Procedure: Suite owners or their agent shall notify and **deliver** a signed copy of the lease agreement along with the **Application for Lease Form** to the management company for Whitley Bay Condo Association at least **10 days** prior to the start of any lease. To facilitate approval, an advance notification of intent to request lease approval should be phoned in to the Whitley Bay management office at 321-453-1585, or communicated by e-mail to Office@RecDif.com. The Application for Lease Form shall be accompanied by a copy of the complete lease, including any addendums, and a check in the amount of \$50.00. Once the Board has approved an Application for Lease, **a damage deposit of \$400.00 is required prior to move-in or issuance of elevator keys and installation of elevator pads.** The damage deposit shall be refunded after the tenant has notified the Association, or his designee, that the move-in is complete and the Board has inspected the premises for damages. If there are damages, the amount of deposit to be returned, or additional billing, will depend upon estimates received from qualified repair services. You are advised to be very careful about marking the floors and decks by dragging heavy items or using improper wheels. **Remember, the Suite Owner is responsible for damages and the Association will look to the Owner for any damages done by his or her Tenant.**

Delivery of the lease: Delivery of the Lease Application Form & Lease can be made by dropping into the on-site drop box or mailing to: Whitley Bay Condo Association, c/o Reconcilable Differences, 2560 Palm Lake Drive, Merritt Island, FL 32952.

New OWNERS or TENANTS: MOVE IN Requirements:

Suite owners must pay the same \$400 DEPOSIT for the elevator at least 3 days before move in. Once the check is received by the building supervisor (Roy Jones, cell phone #321-890-2954), he will hand over the lockout key for the elevator and will have the walls and floors of the elevators covered to keep them from getting damaged. You **MUST** have the pads up in the elevators to move anything, and you must **NOT** try to hold the elevator doors open without the key. They will overheat and break down, and the service call is costly and would be charged to the person who tried to bypass the procedure to move in.

MOVE IN may require the front doors to be left open and unsecured. The person (s) moving in must have a designated human being at that door at all times it is open, to make sure no one gets in who doesn't belong. If you do not have a designated person able to stay in the lobby the whole time the doors are open for your move-in, Whitley Bay will have one of their employees guard the door, at a cost of \$25.00 per hour, taken from your elevator deposit. We do have a list of confidential owner names with suite #'s, which we are willing to loan to you so that you can ask that question of anyone entering the lobby.

Your deposit also gives your moving truck the right to use the loading zone and primary parking space near the front door, and cones will be delivered by maintenance to help keep the area clear for your belongings.

The Board has stipulated that there are **NO WEEKEND MOVES**. Only Monday through Friday moves of furniture and larger items are allowed, in case of trouble, so that the maintenance man can take care of the problem.

Dated this _____ day of _____, 20____ by:

(Print Last Name)_____

Suite # _____

Signature: _____

WHITLEY BAY POLICY FOR MOVING OUT OF THE COMPLEX

(Per Board Decision August 2011)

Whitley Bay has a strict policy for moving into or out of the building. This notice should answer all questions and explain the required procedures:

New OWNERS or TENANTS: MOVE OUT Requirements:

Suite owners must pay the same \$400 DEPOSIT for the elevator at least 3 days before move out.

Once the check is received by the building supervisor (Roy Jones, cell phone 321-890-2954) he will hand over the lockout key for the elevator and will have the walls and floors of the elevators covered to keep them from getting damaged. You MUST have the pads up in the elevators to move anything, and you must NOT try to hold the elevator doors open without the key. They will overheat and break down, and the service call is costly and would be charged to the person who tried to bypass the procedure to move in.

MOVE OUT may require the front doors to be left open and unsecured at some times. The person(s) moving out must have a designated human being at that door at all times it is open, to make sure no one gets in who doesn't belong. If you do not have a designated person able to stay in the lobby the whole time the doors are open for your move-out, Whitley Bay will have one of their employees guard the door, at a cost of \$25.00 per hour, taken from your elevator deposit. We do have a list of confidential owner names with suite #'s, so you can borrow that list in order to ask that question of anyone entering the lobby.

Your deposit also gives your moving truck the right to use the loading zone and primary parking space near the front door, and cones will be delivered by maintenance to help keep the area clear for your belongings.

The Board has stipulated that there are NO WEEKEND MOVES. Only Monday through Friday moves of furniture and larger items are allowed, in case of trouble, so that the maintenance man can take care of the problem.

Dated this _____ day of _____, 20____ by:

(Print Last Name) _____

Suite # _____

Signature: _____

Whitley Bay Condominium Association

RECREATION ROOM REGULATIONS

The Whitley Bay Recreation Room and Facilities are for the *exclusive* use of Whitley Bay Owners and/or Residents; therefore, there is NO intent to rent or lease the premises to outsiders for parties as a service or source of revenue. Any Owner or Resident who wishes to use the Facilities must read and agree to abide by the rules and regulations that follow:

1. Reservations must be made by first checking and marking the calendar posted in the kitchen. Then, in the event the Association has no plans for using the facilities, your reservation will be made and accepted **after** you have read this form, agree to abide by the forthcoming conditions, and either drop the form and fees in the clubhouse drop box, leave with a Board member, or mail to the RDI office @ 2560 Palm Lake Drive, Merritt Island, FL 32952.

2. Fees: You must estimate the number of attendees and pay according to the following schedule:
Damage Deposit: (refundable when premises are inspected and cleanup is accepted).

Up to 25 people = **\$100**; 26-50 people = **\$200**; 51+ people = **\$300**.

The room should be thoroughly cleaned by 10:00 AM the morning following use.

Administrative Fee (non-refundable): Up to 25 people = \$25; 26-50 people = \$ **\$50**; 51+ people = **\$75**.

Two separate checks should be made payable to "WHITLEY BAY CONDOMINIUM ASSOCIATION".

3. You as the Owner/Resident assume full responsibility for the premises while they are in your care, custody and control and therefore you **MUST** be **PRESENT** during the entire time the facilities are being used by your group. In the event there is damage done by you or your guests that is valued above the applicable damage deposit, you agree to be personally liable for the full repair/replacement of damage to such item(s). **Initial** _____.

4. You must make arrangements for your guests to park off premises from Whitley Bay so as not to interfere with WB residents' parking. After hours suggestions might be to use Marine Square parking lot, Sun Trust Bank parking lots, and/or other city parking spaces.

5. You may **NOT** compromise WB's security by leaving the front doors ajar for guests. You are required to have greeters at the entryway door while guests arrive and have other greeters available to escort your guests in the elevator to the Recreation Center. You must also advise your guests that they are **NOT** free to roam to other parts of the WB premises.

6. You should schedule and reserve time before and after your event for any preparations you need to make, and for cleanup after your event. If you use the kitchen facilities, appliances or outdoor grill, all such areas and appliances must be left in clean condition in order to receive a refund of your damage deposit. All trash should be collected in garbage bags and taken downstairs to the dumpster room. Take all food items that you brought with you. Do **NOT** leave any food items in the kitchen.

Please initial _____.

7. Please do not disturb neighboring residents through excessive noise generated by radio, CD's or any other sound equipment. Curfew hours are as follows: 10:00pm daily. **Please initial** _____.

8. There is a **NO SMOKING** policy inside the building. Any smoking that is allowed should be outside and you must provide ashtrays and assume the cleanup of any cigarette butts. **Please initial** _____.

9. In the event you choose to allow alcohol to be served in any form to your guests, you agree to hold Whitley Bay Condominium Association totally harmless for any damage or liability that might be deemed assessable under any type of "liquor liability." **Please Initial** _____.

10. Please ensure that all lights are turned off after use and that the doors to the Recreation Center are locked and secured.

I HAVE REVIEWED AND I UNDERSTAND THE ABOVE REGULATIONS, AND I AGREE TO ABIDE BY THE REGULATIONS. I HAVE INITIALED WHERE REQUESTED, SIGNIFYING AGREEMENT.

OWNER/RESIDENT SIGNATURE: _____

Suite # _____

CONTACT PHONE NUMBER: _____

DATE PREMISES RESERVED: _____

HOURS REQUESTED: _____

PURPOSE FOR USE: _____

WILL YOU NEED THE STOVE AND/OR OVEN: YES ____ **NO** ____

SERVING FOOD? YES ____ **NO** ____

BEER/ALCHOLIC BEVERAGES? YES ____ **NO** ____

WILL THE A/C NEED TO BE TURNED ON? YES ____ **NO** ____

ESTIMATED NUMBER OF GUESTS: _____

DEPOSIT RECEIVED: \$ _____ **(Check #** _____ **) Date:** _____

FEE RECEIVED \$ _____ **(Check #** _____ **)**

DATE AND TIME PREMISES INSPECTED FOR CLEANUP: _____

INSPECTED BY: _____

RESULT OF INSPECTION: PREMISES CLEAN ____ **or**

ITEM(S) DAMAGED OR LEFT UNCLEAN: _____

OK TO RETURN DEPOSIT: _____ **- OR -**

DEPOSIT NOT REFUNDABLE: _____

DAMAGE DEPOSIT APPLIED TO CLEANING AREAS NOTED ABOVE OR REPLACING DAMAGED ITEMS: \$ _____

AMOUNT DUE IN ADDITION TO DAMAGE DEPOSIT: \$ _____

DEPOSIT RETURNED: _____ **by:** _____



Please return to a Board Member or to Diane Verner for approval.

Suite Exterior Decorations Request Form

Name Suite Date

| | Description | Size/Weight | How it will be mounted if applicable |
|--------|-------------|-------------|--------------------------------------|
| Item 1 | | | |
| Item 2 | | | |
| Item 3 | | | |
| Item 4 | | | |
| Item 5 | | | |

Note: To assist committee, residents may submit a photo of items. Committee has 15 days to return request. Resident may appeal Committee decision to the Board if desired.

Items attached to walls will require Maintenance Supervisor approval.

Committee Chairman Date Approved

Disapproved

Maintenance Supervisor Date Approved

Disapproved

Comments:

OWNER/TENANT SUMMARY INFORMATION SHEET
ALSO KNOWN AS: (SAVE MONEY – PAY ATTENTION SHEET!)

1. **DO NOT DRILL INTO THE CEILING OR FLOOR** as you may damage a high-tension cable and cost yourself thousands of dollars in damages. Contact our Building Supervisor, or a Board member if you have any need to install something on floors or ceilings.
2. **DO NOT REMOVE THE FIRE ALARM SPEAKER BOX** located on your living/dining room wall for painting or for any other reason without contacting our Building Supervisor or a Board member. Doing so may disable our fire alarm system, or cause a fire alarm to go out and may result in a large bill for you.
3. **DO LOCATE THE WHOLE HOUSE WATER SHUTOFF VALVES** located under one of your air handlers and make sure your family members know where they are so they can be turned off in the event of a burst pipe or hose.
4. **DO SHUT OFF YOUR WASHING MACHINE WATER VALVES** at the wall behind the machine when leaving on vacation or for extended periods to prevent flooding through a burst hose.
5. **DO NOT PUT ANYTHING LARGER THAN A KITCHEN SIZE GARBAGE BAG IN THE TRASH CHUTE. BAG ALL TRASH.** Do not allow your contractor to put his carpet, tile, or other remodel trash into the chute. Please take the time to dispose of recyclable items properly and clean out the containers before disposing of them.
6. **DO LEAVE YOUR AIR CONDITIONER/HEATER ON** when leaving for extended periods to prevent mildew and mold. Set the thermostats around 78* for cool and around 69* for heat.
7. **DO MAKE HURRICANE PREPARATIONS**, or arrange for a friend or neighbor to make them in your absence during hurricane season – June through November.
8. **DO ARRANGE FOR A FRIEND OR NEIGHBOR TO CHECK YOUR SUITE** in your absence. Sewer gas can collect through dried out drain/toilet traps during prolonged absences.
9. **DO PROVIDE THE BOARD WITH A KEY TO YOUR SUITE FOR EMERGENCY OR MAINTENANCE.** Failure to do so may result in your paying for a new door or a visit from a locksmith.
10. **DO ENSURE THAT THE BOARD HAS YOUR EMERGENCY CONTACT INFORMATION**, and that of your TENANT.
11. **DO ENSURE THAT YOUR TENANT KNOWS AND ABIDES BY THE RULES AND REGULATIONS.** You are fiscally responsible for any damages.
12. **WATCH YOUR SPEED IN THE GARAGES!** Do you really want to run over one of your neighbors or their pet? This could get real expensive!
13. **ONLY TWO CARS PER SUITE ALLOWED ON PREMISES** – One must be in the garage. Get temporary parking permits from Floor Captains for your visitors.

14. **OBSERVE SWIMMING POOL & SPA RULES** – Make sure your tenants, guests and grand children do the same for their safety and your pocket book.
15. **OBSERVE FITNESS CENTER RULES** – Make sure your tenants, guests and children do the same, and for the same reasons.
16. **DO NOT PROP THE EXTERIOR DOORS OPEN** and leave them unattended, or allow your moving men or subcontractors to do so. The neighbor who is thus robbed or mugged may be your own! That could get real expensive too.
17. **MOVING OF FURNITURE** is ONLY permitted Monday-Friday 8:00 am-4:00 pm. Maintenance Personnel must be notified prior to the moving of furniture.
18. **WORKING HOURS IN ANY SUITE** are permitted ONLY between 9:00 am-4:00 pm, Monday-Friday, except on holidays.
19. **PICK UP AFTER YOUR PETS.** Trash bags and receptacles are provided on the east and west sides of the building.
20. **SECURITY SYSTEM CAMERAS MONITOR 24/7** – Violators of rules and regulations will be assessed for damages and held responsible.
21. **PAY MONTHLY CONDO ASSESSMENT BY THE 10TH** – Avoid mandatory \$25.00 fine. We make it easy – three ways to pay – do it the auto-draft way for maximum convenience.

*******NOTE:** An OWNER’S MANUAL is available with additional information on the support systems, amenities, and rules and regulations of our facility. It is filled with money saving tips and helpful names and phone numbers. If you don’t have one – just ask a floor captain or board member for a copy.

**FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET
WHITLEY BAY CONDOMINIUM ASSOCIATION, INC.**

Q: What are my voting rights in the condominium association?

A: The owner of each condominium suite shall be entitled to cast one (1) vote per suite as provided in Article VI of the Declaration of Condominium.

Q: What restrictions exist on my right to use my suite?

A: Each suite is restricted to residential use by the owner or owners thereof, their immediate families, guests, servants and invitees. All suites are hereby restricted to no more than six (6) occupants. There are no restrictions upon children. Two household pets not exceeding thirty-five (35) pounds each, which shall mean cats or dogs unless otherwise approved by the Board of Administration, shall be allowed to be kept in the owner's suite, and the pets must be kept on a leash on the condominium grounds and shall not create a nuisance. No exterior antennas or aerials shall be erected except as provided under uniform regulations promulgated by the Association. See Use Restrictions, Article X, of the Declaration of Condominium.

Q: What restrictions exist on the leasing of my suite?

A: The minimum rental period shall not be less than one hundred eighty (180) days and the maximum rental period is unrestricted. See Use Restrictions Article X of the Declaration of Condominium.

Q: How much are my assessments to the Condominium Association for my suite type and when are they due?

A: An assessment of \$611.00 per month for all suite types is due on the first day of each month. See the Estimated Operating Budget for the year.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: NO.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: YES, but fees are included in the monthly assessments to the owners. The land under pool area is leased from the Whitley Bay Marina.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each such case.

A: NO.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.