MARINA NORTH SHORE CONDOMINIUM ASSOCIATION

HOUSE RULES AND REGULATIONS

Approved by the Board of Directors on March 23, 2023

(Replaces and supersedes all previous Rules and Regulations)

The BOARD OF DIRECTORS of the Association approved the following House Rules and Regulations to be followed in conjunction with Sections VIII and IX of the Condominium Documents and By-Laws (Purpose and Use Restrictions).

These Rules and Regulations are for the mutual benefit of all unit owners and shall apply equally to all persons occupying, residing, and/or visiting units within the Marina North Shore Condominium Association property whether they be owners, their families and guests, tenants, or other invitees. Unit owners are responsible for providing occupants of their unit(s) with a copy of these Rules and Regulations and are responsible for the occupant's compliance.

A. BUILDING AND GROUNDS

1. Owner vs. Association Responsibility

Based on existing Association Documents the Unit Owner is responsible for:

Maintaining, repairing and replacing ALL equipment and fixtures within the unit, including but not limited to:

- Air conditioning/heating system, inside and outside the unit
- Water Heater
- Interior Painting
- Replastering
- All Lanai(s) exposed to the elements with tile or spray crete must be sealed every two (2) years, per manufacturer's recommendations. See Flooring section below for requirements on $2^{nd}/3^{rd}$ floors
- All screening and screen frames
- All window frames and glass
- All interior and exterior doors including sliders
- Interior plumbing and electrical repairs, except as outlined below
- Carrying personal property and liability insurance. Flood insurance is optional.

Please contact Management Company for questions and updates on responsibilities.

The Association is responsible for:

Maintaining, repairing and operating of common elements, including:

- Load bearing walls/columns
- Conduits, ducts, plumbing and wiring necessary to provide utility services to the unit, contained within unit walls
- Landscaping and lawn
- Pool and pool house
- Carports and roadways
- Pest control
- Carrying building and liability insurance

- Building painting to include lanai walls**,** including enclosed lanai's to be painted the exterior color of building
- Roofs and gutters

Please contact Management Company for questions and updates on responsibilities**.**

2. Access to Units

The Declaration of Condominium Documents require each condo owner provide access to their unit front door and storeroom.

In the event of an Emergency or under circumstances described in the Declaration of Condominium Document, it may be necessary to gain access to an individual's unit.

In this instance a BOD member or members or handyman may make the entry. The BOD of the association maintains a locked key box with a sign out sheet that is only for current BOD members. In the event that a member resigns from the BOD, the combination to the key lock box will be changed and the current members of the BOD and handyman will be provided with the new combination.

When possible, Marina North Shore Property Management should send advance notification to owners anytime there is a need to enter their condominium, excluding an emergency The notice should also state an approximate time frame, as well as the purpose of the entry. Notification to owners in case of emergency shall be via phone, text or e-mail.

Marina North Shore recommends all units be keyed to the Condominium Association Master Key System. Please note that anytime an owner changes locks on their unit, they must notify the Marina North Shore Property Management and/or a Board Member of the Association and provide a new key. The Master Key System requires a Schlage lock for keying. Koons Locksmith of Ft. Myers can be contacted at (239) 933-1511 for the Master Key System information.

The Fire Department also maintains Knox boxes on each building with Master Keys for them when responding to emergency calls for service. Knox boxes can only be opened by the fire department.

3. Changes

Owners must make NO change to the external appearance of the building including, but not limited to the installation of hurricane shutters, solar window "film", and any window/sliding glass door replacement.

a. ARC Form

The Architectural Review Form (ARC) must be submitted to the Property Manager BEFORE scheduling the installation of the proposed changes, see Attachment "A". The Property Manager will obtain approval and will maintain records. If Section 22 approval is required the Property Manager will forward the Board approved ARC to Section 22 via email.

b. A/C Replacement

BEFORE scheduling installation of a new air conditioner, owners MUST submit an ARC form to the Property Manager for approval. Code requires new units be staggered for proper air circulation. To provide consistency in profiles, Owners are encouraged to purchase lower profile units, instead of taller units.

c. Flooring

Unit owners are responsible for the interior of their respective unit. The 1st, 2nd and 3rd floor units have the option of wall-to-wall carpeting or hard-surface flooring (wood, laminate, tile, etc.)

however, when installing (NEW) flooring, all units above the ground floor MUST apply sound deadening material common in the industry under hard surface flooring. This is to prevent or lessen noises being transmitted to the lower unit. Your local flooring dealer or contractor can provide you with most commonly and frequently used sound deadening materials to meet STC (Sound Transmission Class) to State and County code, to meet minimum STC 72. Cork cannot be used as a sound deadening material.

The lanai floors exposed to the elements on the 2nd / 3rd floors can be painted. If you chose to tile or spray crete, the lanai floor a polyurethane waterproofing coating system MUST be applied (at the time of installation) to protect the concrete floors. The 1st floor unit's do not require a polyurethane waterproofing-coating system.

Area carpets may be used on the exposed lanai(s) with periodic inspection of lanai for any damage. Area carpets MUST be removed from exposed lanai(s) when leaving for an extended period of time. No wall-to-wall carpet is permitted in the exposed lanai(s).

The unit owner MUST obtain prior approval from the Property Manager via an Application for Architectural Review (ARC) to install hard-surface and lanai flooring on the 2nd and 3rd floor units of Marina North Shore.

d. Windows/doors/screens

The color of window/sliding door frames must match current frame colors. An Application for Architectural Review (ARC) must be submitted to the Property Manager for approval prior to finalizing any order.

e. Hurricane shutters

Hurricane products, such as shutters (interior and exterior) must match the existing color of the building. An Application for Architectural Review (ARC) must be submitted to the Property Manager for approval prior to finalizing any order.

f. Water Heater

You can expect a water heater to last between 8 to12 years depending on the internal quality of parts in the water heater and whether you have followed a regular maintenance schedule of draining and flushing the tank.

Due to electrical requirements, no tankless water heaters may be installed without the prior written consent of the Board of Directors. An ARC must be submitted to the Property Manager for approval.

Unit owners shall provide the Marina North Shore Property Manager (via email) detail of the new hot water tank through the contractor's bill of sale along with the warranty information. The new hot water tank must be clearly marked with the date of installation, using a permanent marker, on the outside of the tank.

Hot water tank should be turned off if away from unit for more than seven (7) days**.**

B. PETS

Owners are permitted to have no more than 2 small cats or dogs, or 1 large dog not to exceed 100 pounds. New owner(s) and tenants must submit proof of vaccination to Marina North Shore Property Manager. Aggressive animals or exotic pets are not permitted. It is the unit owner's

responsibility to assure that pets, their own, and those of their guests occupying their unit, behave in a quiet, non-threatening manner. WHEN WALKED ON THE COMMON GROUNDS, THE PET MUST BE ON A HAND-HELD LEASH SIX (6) TO TEN (10) FEET IN LENGTH, PER LEE COUNTY STATUES AND SECTION 22 RULES AND REGULATIONS. All refuse created by said pet must be immediately picked up and disposed of by sealing in a plastic bag and depositing same in a dumpster. At no time are pets to be allowed to run freely on the common grounds, enter the pool area, or be tied to any stake, tree, or shrubbery on the common grounds. Owners will be liable for any damage to plantings, shrubbery, or any other part of the common areas deemed damaged by their pets. NO RENTERS MAY HAVE PETS UNLESS THEY RENT FOR SIX (6) MONTHS OR MORE AND HAVE WRITTEN PERMISSION FROM THE BOARD OF DIRECTORS. Any renters with service support animals as defined by fair housing laws, will require supporting documentation to be submitted to the Property Manager.

C. PARKING

1. Golf Carts

Owners or renters using and storing golf carts on property are to obtain from the Marina North Shore Property Manager, the rules for parking and operating electric golf carts, golf cart release and waiver of liability form and return it within 15 days of purchase or rental. See Rules for Golf Carts and Waiver of Liability Form (attachment B)

2. Vehicles

There is one covered parking space assigned to each unit. This space and the available guest parking spaces are to be used only in accordance with the directives of the BOARD OF DIRECTORS of the Association, in conjunction with the condominium documents. All parking spaces are intended for the sole use of owners, current renters of owners, or current guests of owners. ALL PARKING SPACES on Marina North Shore condominium property are for private passenger vehicles which includes cars, SUVs, window vans and pickup trucks, provided they are within the size requirements listed below.

TRUCKS, PICKUP TRUCKS that exceed the size limit or have more than 2 axles or 4 tires, CAMPER TRAILERS, BOAT TRAILERS, MOTORCYCLES, OR MOTORBOATS are not permitted to park in either guest spaces or assigned unit spaces. The only exception is for Contractors hired by the Association or Owners who may utilize guest parking during the work day. Contractors may not park vehicles or trailers overnight without the express approval of the Board of Directors.

All vehicles must be able to fit within the assigned parking space. The bumper, or any other part of the vehicle (including trailer hitch), shall not overhang the sidewalk to the front, nor past an imaginary line drawn from the outermost edge of the pillars supporting the carport roof to the rear. Vehicles shall not be longer than 242 inches, wider than 80 inches (excluding mirrors) or higher than 77 inches. Vehicles shall be parked in such a manner as to be completely within this space.

Passenger vehicles are not allowed to have any advertising for commercial purposes displayed on the exterior surface, nor shall they display 'For Sale' signs. All vehicles must be operable and currently registered and licensed. Unit owners and guests shall not park or store a motor vehicle or otherwise occupy a space which is assigned to another owner without prior, written consent of said other owner(s). In their absence**,** owners who leave a vehicle must**,** leave a key to the vehicle with the Condo Watch person of their unit so that the vehicle can be moved**,** if necessary. The Condo Watch person's name and/or company name must be provided to the Marina North Shore Property Manager in case of an emergency.

3. Security

All owner vehicles must obtain a bar code sticker on the side window from the Front Gate Security. Visitors must display a temporary identification sticker issued by Security. Owners and tenants must notify security via Guest Entry number (941) 639-0334 of all guests and contractors of date, time of arrival. Owners are responsible for providing their tenants the Security Vehicle Admittance Form, which must be returned to Security PRIOR to arrival, via FAX or email as indicated on the enclosed form. Forms can be printed from the Section 22 Website.

D. POOL

All owners, guests, and tenants must adhere to the posted swimming pool rules.

1. There is no lifeguard on duty
2. All children under the age of sixteen (16) using the pool MUST be supervised by an adult at all times
3. Diaper-aged children must wear protective well-fitted rubber pants or swim diapers
4. Only one (1) person raft/mat, noodles, adult floating weights and child safety items are allowed in the pool per person
5. The pool is to be used only during the hours of dawn to dusk
6. No glass bottles or other glass items are permitted on the pool deck
7. No food or beverages are allowed in the pool or within three (3) feet of the pool edge
8. Close umbrellas upon departure
9. Remove coolers, towels, toys, and all personal trash, when leaving the pool area
10. Personal trash includes food, beverages and/or containers (if not removed, trash will attract raccoons and other animals and will potentially close the pool)
11. No pets are permitted in the gated pool area, per the Lee County Board of Health

E. LANDSCAPING

Owners may NOT make any changes to landscaping on common grounds, including but not limited to cutting or trimming trees or shrubs or installing plants, without the consent of the Landscape Committee.

F. GARBAGE/TRASH/RECYCLING

Marina North Shore is now required to comply with the Lee County ordinance for recycling. All plastic, glass, and aluminum must be recycled, as well as all newspaper, junk mail, paper products, food boxes, etc. All cardboard boxes must be broken down and placed in or next to the appropriate recycle bin. Large recycling bins are provided for each building outside the dumpster. All other trash must be securely tied in plastic trash bags and placed in the dumpster.

Chutes to the dumpsters are provided on the 2nd and 3rd floors. All trash must be tied in plastic bags, before placing in the chute. Owners, tenants and guests must NOT force large items, bags or boxes thru the opening, as it clogs the chute. Also, no paint cans nor any other liquid products should be thrown down the chute.

G. SALES OR RENTALS

1. New Owner Packet

Marina North Shore Management Company and/or the Real Estate Agent shall deliver to the new owners a copy of the Association Documents, House Rules and Regulations and other pertinent information.

The unit owner is responsible for any and all damages incurred in their unit, near, at or in the elevator when moving items in and out of their unit. Elevator doors must not be propped or wedged open.

2. Rentals

A unit may be rented on either a long-term or short-term basis, but never for less than a 30-day period. Owners are responsible for supplying renters and guests with a copy of the House Rules and Regulations and are urged to have a signed clause in the lease agreement that the rules of the Association will be followed. Owners are responsible for the actions of their tenants. Violators will be reported to the management company for appropriate action.

A Rental Packet must be obtained from Marina North Shore Management Company for completion thirty (30) days prior to rental.

a. MISCELLANEOUS

1. Caretaker/Condo Watch

Owners MUST submit the name and number of their Caretaker/Condo Watch personnel to Marina North Shore Management Company for purposes of emergency notification when owners cannot be reached.

2. Guest When Owner(s) not Present

Owner must complete the Guest Registration Form When Owner Not Present 15 Days Prior to Occupancy for any person staying overnight at your unit, when the owner is not present.

3. Noise

Owners and Tenants SHALL control the volume of their TVs, stereos, CDs, and radios so as not to disturb their neighbors. Children under the age of 12 should be supervised at all times when outside their unit of residence.

No Unit Owner shall use the Common Elements, his Unit or permit his Unit to be used, in any manner which constitutes or causes an unreasonable amount of annoyance or nuisance to the occupant of another Unit, nor permit the premises to be used in a disorderly or unlawful way.

4. Washing Vehicles

The outside building faucets dispense potable water. Conservation of this water is urgent. Automatic shut off hose nozzles must be used.

5. Stairways/Walkways

Stairways and other common areas shall not be obstructed, littered or misused in any manner.

Any plant container(s) or furniture in walkways must be positioned to allow a minimum of 36 inches of clear walkway space to the unit to comply with Florida State Law.

6. Skateboarding or Rollerblading

There shall be no skateboarding nor rollerblading on any sidewalk or building hallways of the condominium premises.

7. Grills

No gas or charcoal grills are permitted on lanais or halls/walkways. Electric grills are permissible. The use of barbecue grills is regulated by Florida State Statutes. The unit owner, not Marina North Shore, will be responsible for owner/renter compliance with these statutes. Current copies of these statutes are available thru the Marina North Shore Management Company.

8. Kayak(s)/Canoe(s)/Paddleboard(s), etc.
Kayak(s)/Canoe(s)/Paddleboard(s) must be stored within the owner's unit.

9. Each unit owner shall be responsible for any clean-up or repair of damage resulting from their work or by outside labor engaged by them, including without limitation, repair of damage to common grounds (directly or indirectly). The workhours shall only be from 8 a.m. to 5 p.m., Monday through Friday, excluding national holidays. Work requiring heavy or noisy equipment, must be scheduled in advance (at the time of the submission of the ARC) by request submitted to the Management Company. Expenses incurred by Marina North Shore Association for clean up or restoration shall be billed to the unit owner.

10. Mold
Mold control is a responsibility of the unit owner. Since mold grows in damp and wet conditions, care must be taken by the unit owner to identify, report and correct any source of water intrusion or leakage. If water spots appear on the walls or on the ceiling, the Management Company must be notified immediately.

11. 3rd Floor Owners
3rd Floor Owners only, do NOT store any items in the attic above your unit. If you currently have anything stored in the attic. PLEASE REMOVE NOW.

12. Failure to Timely Pay Assessments and Charges
Failure to timely pay any assessment, whether it is monthly, annual, or special and/or any other charges may result in the filing of a lien by North Shore Condominiums Association. The unit owner would be responsible for court costs, attorney's fee, late fees, interest, and other charges relating to the collection of such delinquent payments.

13. Violations of Rules and Regulations
Violations should be reported to Marina North Shore Management Company.

14. Penalties for Violations
The Board of Directors may levy reasonable fines against a unit for the failure of the unit owner or his lessee, occupant, or invitee to comply with any provision of the Condominium Documents, including these Standing Rules and Regulations. The fines shall be in an amount deemed necessary by the Board of Directors to deter future violations, but in no event shall any fine exceed the amount set by law. That amount, in accordance with the Condominium Act as of the date of recording these rules $100.00 per day for each violation to a max of $1,000.00 per violation for a continuing violation.

15. Checklist when leaving unit for week or more
See attached C

Rental Packet available through Marina North Shore Management Company –

Gateway Management – (941) 629-8190 main number