

Emerald Seas Condominium Association, Inc.

Rules and Regulations

Tenth Edition

Amended And Approved by The Emerald Seas Board of Directors On April 14, 2022

Updated: May 16, 2024

Introduction

TO: All owners:

The word CONDOMINIUM is derived from the Latin words CON meaning “TOGETHER” or “JOINTLY” and DOMINIUM meaning “CONTROL OF OWNERSHIP”. When we made the decision to buy a unit in this condominium called EMERALD SEAS, we each became one of 105 families who, although we own a unit in a multi-unit dwelling, must SHARE CONTROL of ALL COMMON ELEMENTS with all owners “JOINTLY”.

We live by our own code of conduct in the privacy of our own unit, but when we come “TOGETHER” to share walkways, the exercise room, lobbies, and especially the pool, what might be judged fair by one owner might be totally unacceptable for another. In this case, a “GUIDELINE” is required.

A STANDARD must be set which will allow a group of people to adjust so that the interests of the majority are served in a mutually accepted manner.

A “GUIDELINE” was established by Committee and approved by Board in 1993 as the ESCA RULES AND REGULATIONS which have been amended by Committee and approved by Board over the years.

Consider please that rules and regulation are necessary to protect the quality of life of all who own or visit Emerald Seas, maintain property value, ease friction and bring about harmony, and last, but by no means least, make sure that no owner shall permit any use of his/her unit or use of common property that will increase the cost of insurance upon the condominium property (see Amended and Restated Declaration of Condominium of Emerald Seas).

A copy of the ESCA RULES AND REGULATIONS should be kept as a point of reference in each unit and made available for any renter or guest who is privileged to share with us the condominium that is respected by many as the “best on the beach”-EMERALD SEAS CONDOMINIUM.

Composed by Nancileigh DeVito in 1996. May she rest in peace. This is as relevant today as it was back then.

Emerald Seas
Rules And Regulations
Date: Updated 05/16/2024

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Amended on 2/21/94, 4/19/95, 7/24/96, 2/15/00, 4/15/06, 8/14/08, 7/1/11, and July 19, 2017, this edition, dated April 14, 2022, updated 5/16/24.

Overview

Each owner is responsible for reading and complying with the Rules and Regulations. Each owner is responsible for their guests'/renters' understanding and compliance of the Rules and Regulations. A copy of the Rules and Regulations must remain in each unit.

The Rules and Regulations are in place for the benefit of all owners. For this reason, all Rules and Regulations are strictly enforced. To avoid any selective enforcement of the Rules and Regulations, granting of special exceptions to any rule or regulation requires a majority vote by the full Board of Directors. Individual Board members cannot and will not approve special requests.

Emerald Seas Condominium Association is a self-managed association with the assistance of a Community Association Manager (CAM). The board members are all volunteers who serve the good of all. Communication with the Board should be managed through the CAM via the following routes:

Email: esca-owners@outlook.com

Office phone: 321-799-0400

Office hours: Please refer to the website for current details

Website: emeraldseascondo.com

Rules And Regulations Summary

The following is a summary of the rules, regulations, and use restrictions for Emerald Seas and is meant to provide all owners with basic rules and regulation information. Additional rules and regulation details follow later in this document. As always, we ask that you be respectful of other owners and the condominium property.

1. Each unit is restricted to residential use by the owners, guests, invitees, and renters. Each three (3) bedroom unit is restricted to no more than six (6) occupants. Each two (2) bedroom unit is restricted to no more than five (5) occupants. See **Occupancy** for more information.¹
2. The unit may be rented beginning two (2) years after the date of purchase.² Rental occupancy is only by one (1) lessee and lessee's family members and guests. No individual rooms may be rented. Minimum rental period is three (3) months. Time sharing of units or subleasing is prohibited, as are corporate rentals.²
3. No nuisances shall be allowed to be committed or maintained on the property.³
4. No immoral, improper, or offensive use shall be made of the condominium property.⁴
5. No sign or advertisement or notice shall be shown on the common property or on any unit.⁵
6. It is prohibited to hang anything over the balcony railing including, but not limited to garments, towels, rugs, or plants. Shaking of any items such as rugs, mops, or dust cloths over the balcony railing is not allowed.⁶
7. Non-compliant vehicles, trailers, including but not limited to trucks greater than half (½)-ton capacity, recreational vehicles, motorcycles, motor homes, boats, trailers, or jet ski boats are not allowed.⁷
8. One (1) approved pet shall be allowed to be kept in an owner's unit. However, the pet may not exceed thirty (30) pounds in weight. All pets must be kept on a leash not more than six (6) feet long when outside the owner's unit. Each pet owner is

¹ Declaration of Condo, Section 12. Use Restrictions

² Amendment 19th of Declaration of Condo, Section 25, Leasing of Units

³ Declaration of Condo, Section 12.5 Nuisances, Ordinances and Laws

⁴ Declaration of Condo, Section 12.5 Nuisances, Ordinances and Laws

⁵ Declaration of Condo, Section 11.4.C.2. Signs

⁶ Declaration of Condo, Section 11.4.C.16. Architectural Standards. General

⁷ Declaration of Condo, Section 12.4.A. Prohibited Vehicles or Items

responsible for cleaning up after their pet when in a common area and discarding refuse in the trash room. Pets may only be walked in designated areas (grassy area on east side of building).⁸

9. No overnight parking of delivery trucks or contractor vehicles/trailers is permitted.⁹
10. No skateboarding, rollerblading, roller skating, hover boards, or bicycle riding is permitted in the garages, walkways, parking lot or any Emerald Seas property.¹⁰
11. No smoking is allowed on Emerald Seas property other than within the owner's unit or on their balcony.¹¹
12. Only electric grills no larger than 200 square inches of cooking surface are permitted on balconies by order of the FL State Fire Marshal.¹²
13. No disposing of any construction debris in the trash rooms or dumpsters is allowed.¹³
14. Access to the unit must be allowed for the purposes of pest control, if needed.
15. Stairwell doors must remain closed when not in use per Fire Code.
16. Flammable liquids may not be kept in storage containers in the garage.¹⁴
17. Unit Modification Forms and Contractor Rules must be completed and approved before any work may begin on a unit.¹⁵
18. All units are required to have approved working hurricane shutters in good repair on all balconies and windows. See **Hurricane Shutters** for more information.¹⁶
19. You must be dry and free of sand before entering the lobby or elevator to prevent the floors from becoming wet and hazardous to others and eliminate tracking sand through the lobby and elevator.

⁸ Declaration of Condo, Section 12.3 Pets and Animals

⁹ Declaration of Condo, Section 12.4.B2. and B3. Service and delivery vehicles

¹⁰ Declaration of Condo, Section 12.4.D.11. Vehicles and Parking; 12.22 Recreational Items

¹¹ Declaration of Condo, Section 12.21 Smoking

¹² Declaration of Condo, Section 12.14 Barbecue Grills

¹³ Declaration of Condo, Section 12.13 Construction Debris

¹⁴ Declaration of Condo, Section 12.4.D.18 Vehicles and Parking

¹⁵ Declaration of Condo, Section 12.16 Unit Modifications/Remodeling

¹⁶ Declaration of Condo, Section 11.3.C. Hurricane Shutters/Maintenance Standards for Owners & Occupants

Enforcement

The Association may levy reasonable fines for the failure of the owner of the unit or its occupants/invitees to comply with any provision of the declaration, by-laws or reasonable rules of the association (FL Statute 718.303.3).¹⁷ The Board of Directors has the duty and power to make and amend regulations for the association in accordance with the provisions of the Emerald Seas governing documents (Declaration of Condominium) and for enforcement (By-Laws). The Board of Directors has a fiduciary responsibility to initiate the necessary steps to see that the Rules and Regulations are followed. Warning letters and/or fines may be handled by the ESCA attorney at the expense of the owner in violation of said Rules and Regulations and governing documents. Rule enforcement costs are the responsibility of the owner including any legal expense, mediation, or arbitration expenses to enforce rules or collect fines. See Enforcement Policy¹⁸ on the ESCA website for details.

Rules And Regulations

The following sections provide additional detailed specifics that all owners, guests, renters, and contractors must follow.

Absentee Owner Responsibilities (Short Term/Long Term): When a unit is left vacant, depending upon the length of absence, the following items must have your attention (See Appendix A):¹⁹

1. Short term/Intermediate term (1-4 days): Main unit water shut-off valves must be closed (turn 90 degrees from the “on” position) to eliminate possible water damage. Set air conditioning thermostat to 76 degrees or lower to prevent mold and mildew. Hurricane shutters on walkways and balconies must be closed.
2. Long term (5 or more days): In addition to Item 1 above, owners who do not have perimeter hurricane shutters on their balcony must remove everything from the balcony. Also, all items in the front alcove of the unit (plants, rugs, etc.) MUST be placed inside the unit.

Auto Washing: Owners and car detailing contractors must restrict automobile washing to three outside areas: 1. North side of the north building, 2. South side of the south building, and 3. West end of the east-west wing. Hoses and nozzles must not be

¹⁷ Amendment 19th of Declaration of Condo, Section 25, Leasing of Units

¹⁸ Emerald Seas Rule Enforcement Guide

¹⁹ Declaration of Condo, Section 12.18 Vacant Unit

removed from respective areas and should be stored properly. Hoses must have a nozzle when in use to control water usage. Car detailing contractors must operate Monday through Friday 8 am to 6 pm.

Balconies: Balconies are limited common elements and therefore are the housekeeping responsibility of each owner. Owners are responsible for any damage to persons and/or property if items such as furniture or potted plants are not completely secured and become airborne by high winds. Owners who do not have perimeter hurricane shutters on their balcony must make certain that every item on the balcony is secured when the resident is away from the unit or when high winds threaten. Draping of towels or clothing over the balcony railing is prohibited as is the shaking of items such as rugs, mops, or dust cloths.²⁰ Hosing off balconies is only permitted during the posted date and time for your unit's floor or during a heavy rain (refer to schedule for details). Common courtesy is expected regarding loud noises—treat your neighbors like you want to be treated! Upon completion of the Concrete Restoration, owners will be responsible for washing off their balconies every month and repainting balconies when the building is repainted (every 7 years or more often), if desired, using approved paint/color. Only ESCA board approved surfacing will be allowed. NO TILE! Please report any signs of balcony rust or other problems to esca-owners@outlook.com as soon as possible. NO PROPANE OR CHARCOAL GRILLS OF ANY TYPE are permitted on balconies by the State Fire Marshall. An electric grill surface to be 200 sq.in or less is allowed.²¹

Bicycles: Bicycles are not allowed in lobbies, elevators, or walkways apart from taking such items for storage inside the unit. Bicycles must be brought into the garage through garage doors only or left locked in the provided bicycle rack near the South building. Under no circumstances shall a bicycle be ridden in the garage area. Bicycles stored in first floor stairwells must have the name and unit number of the owner on them and be in operating condition or they will be removed and disposed of. No portion of a bicycle shall encroach on a means of egress (should not be touching the stairs, railings, or in a walkway).²²

Carts: Shopping carts are supplied for your convenience and are not to be left on walkways, unit entrances, elevator landings, and **never in our elevators**. As a courtesy to your neighbors, please return carts within 30 minutes to the designated storage area,

²⁰ Declaration of Condo, Section 11.4.C.16 Architectural Standards

²¹ Declaration of Condo, Section 12.14 Barbecue Grills

²² Declaration of Condo, Section 12.4.D.11 Vehicles and Parking; 12.22 Recreational Items

including pushing them away from the door to allow door use. Carts are NOT to be kept inside the unit, nor are they to be taken from one building to the other building. Carts are provided for unit owners and their guests only. They are not to be used by any contractor, including house cleaners. One contractor cart per building may be found in the trash room of each building. However, we strongly urge housekeepers and contractors to provide their own carts.

Cleaning: Emerald Seas is a residence and not a hotel. We are a community. Everyone needs to pick up and clean up after themselves. Owners/Renters are responsible for promptly cleaning up after using the pool area, rec room, exercise room, pets, etc. Each unit owner is responsible for keeping their walkway area and unit windows clean. Construction debris must be removed from ESCA property and may not be placed in trash rooms or ESCA dumpsters. Owner and/or personal contractor is responsible for removing all construction debris from walkways, elevators, and lobby areas and tidying up. Common areas may not be used for cleaning fish/game.²³

Commercial (Business) Activities: Commercial activities within units are strictly prohibited. Each unit is restricted to residential use by the owners, renters, or any guest. Virtual remote work is possible in the performance of the owner's work. However, no other business activities, such as face to face meetings, are permitted.²⁴

Common Area Restrooms: Restroom floors may be wet and slippery, so usage is at user's own risk. Please leave the restroom as clean as you found it and the floors as dry as possible. No personal items shall be left in the restroom after use. Any such items will be promptly removed. Unit owners, renters, or their respective guests shall not utilize these common area showers in place of their own unit facilities.

Conformity: Owners or occupants shall not make any improvements or changes to the exterior of the buildings. This includes, but is not limited to painting, colored lights, decorations, installation of awnings, shutters (other than approved hurricane shutters), electrical wiring, air conditioning units, and any items which might protrude or be attached to the walls of the building. Only approved turtle lights are allowed during turtle season. Seasonal décor may be displayed on owners' doors and within alcoves,

²³ Declaration of Condo, Section 12.13 Construction Debris

²⁴ Declaration of Condo, Section 12.7 No Business Activity

however they must not obstruct the walkways and must be removed after the holiday season is over. Permanent and/or political decorations are NOT allowed at any time!²⁵

Contracted Employees of Emerald Seas: Contracted employees take direction only from the responsible ESCA Board member. Residents are asked not to interfere with the operation of any employee or contractor. All maintenance requests or suggestions should be submitted utilizing the website, emeraldseascondo.com. The Maintenance Repair Request form can be found under RESIDENT SERVICES. Upon submission, the form is simultaneously routed to ESCA's BOD, cleaning and maintenance contractor, and CAM representative for resolution.

Damages: Unit owners are financially responsible for any damage to Association property when such damage is the result of their action or the actions of their renters, children, contractors, guests, or pets. From time to time, damage occurs internally to a unit. If a common element is involved, the association becomes a party to the matter. Florida Statue 718 defines the responsibility of the association and the unit owner when damage occurs. **Per Florida Statute, it is mandatory that all homeowners are required to carry their own private insurance policy (HO-6).**²⁶

Damages to Common Property: In the event that damage is done to a piece of sports equipment or any common property by owners, renters or guests of a specific unit, the cost of repair or replacement will be billed to the unit owners.

Doors and Gates (Common Area): To maintain proper security at Emerald Seas, all occupants are required to make sure that all common area doors and gates (including pool and beach area) are closed behind them when leaving the area. Please do not prop doors open to prevent them from closing, as that would be a safety/security issue for all. Built-in doorstops may be used for a limited time when you are carrying/moving items to/from the area. See Appendix B, Security Gate/Lobby Call Box Operation.

Drains: All units in the same stack have common drains. Any abuse of the common drain results in problems for those living above and below. It is prohibited to flush any clogging items down the toilet or drains (absolutely no feminine hygiene products or wipes). Also, do not pour grease down the sink or drains. Once every month, ¼ to ½ cup

²⁵ Declaration of Condo, Section 11.4 Alterations and Improvements by the Owners and Occupants; Section 12.15 Walkways and the like

²⁶ Declaration of Condo, Section 20.3 Negligence; Damage Caused by Condition in Unit

of bleach or vinegar must be poured into the air conditioner drain line to prevent clogging. Failure to follow these rules that result in damages to any unit or units is the financial responsibility of the offending party. See Appendix I, Recommended Maintenance of Air Conditioning (HVAC) System.

Dunes: Although the land to the east of our green fence out to the beach (the Dunes) is ESCA property, it is regulated by the State of Florida. By State Law, walking in this area is not permitted at any time. The only exception is that members of the Emerald Seas Dunes Committee are permitted to perform approved maintenance activities outside of sea turtle season.

Electric Vehicle/Bicycle Charging: Charging of electric vehicles is **not permitted** anywhere on Emerald Seas property, particularly **not** in garages due to fire hazard. Electric bicycles may **not** be charged in garages. Batteries for electric bikes and cars should **not** be charged in units as this is also a fire hazard.

Electrical Outlet Usage: No charging is allowed using the electrical outlets in the garage as those are in a common area and not charged to a specific unit. The only exception is a low voltage tender charger for a car battery.²⁷

Elevator Landing Decorations: Elevator landing decorations must first be approved by the Board of Directors after the agreement of those living on that floor. Drilling holes in the walls is strictly prohibited. Additionally, no glass items are allowed. Metal items are prohibited due to rust damage to floors and walls. Items may only be placed directly across from the elevators. At least one unit owner must register with the office as being the person(s) designated to maintain and clean items regularly and remove and store landing items when such removal is deemed necessary, e.g., prior to the approach of a tropical storm or hurricane. The designated person must be a full-time resident of Emerald Seas.²⁸

Elevators: Children may not play with the elevators. Bathers must be dry and covered before entering the elevator. Oversized items such as appliances, furniture, surf boards, or bicycles are allowed in elevators only when elevator pads are present or in the absence of elevator pads, the item must be enclosed in a padded case or wrapped

²⁷ Declaration of Condo, Section 12.4.D.10 Electric Outlets in the Garage

²⁸ Declaration of Condo, Section 11.4.C.12 Elevator Landings

before loading into an elevator to avoid damage to the elevator. Residents may not post notices on the elevator walls.

Entrance Gate and Transmitters: Transmitters used to open the entrance gate and garages always remain the property of the Association. Transmitters are of two types: two-button for the control of both the gate and a main garage door, and one-button for the control of the gate or a garage door. Each unit is issued one (1) two-button transmitter. During special owner functions such as parties, meetings, funerals, etc., the Board of Directors, when notified, may provide entrance gate arrangements to allow access to Emerald Seas for guests. It is strictly forbidden to continuously cycle the front gate open and closed or block the gate electric eye. See Appendix C, Fee Schedule.

Exercise (Fitness) Room: The exercise room, as with all the Emerald Seas Recreational Facilities, is to be used at the participant's own risk. The room is available to persons eighteen (18) years and older. Please observe rules posted inside the Exercise Room. To obtain a key, a Consent and Release form (available on ESCA website) must be completed and returned to the office.

Fire Alarm System: Owners and/or occupants may not disconnect any fire alarm apparatus in units. Tampering with equipment is a felony, punishable by fine and/or imprisonment. Faulty smoke detectors shall be brought to the attention of the board at esca-owners@outlook.com. Faulty detectors will be replaced by the Association free of charge. Please check your smoke detectors frequently and replace batteries once a year, including any hard-wired detectors (the battery is a back-up mechanism). Painting of the smoke alarms is not allowed as it interferes with the functionality of that alarm.

Garage: Owner parking and storage is only allowed within the space assigned to your unit unless you have prior approval from another owner to use their space. Garage doors are to be closed and locked at all times when not in use. The garage is for approved vehicle parking only. Other vehicles or objects, including but not limited to trucks greater than half (½)-ton capacity, recreational vehicles, motorcycles, motor homes, boats, trailers, and jet ski boats are not allowed in the garage. Each owner is responsible for seeing that any oil spills or leaks are cleaned up. Work on any vehicle in the garage space is limited to minor adjustments and/or emergency repairs. Electrical outlets in the garage are not to be used for any continued use of electrical power, automobile/electric vehicle or bike charging, or any purpose other than normal maintenance. The only exception is a low voltage tender charger for a car battery.

Bicycle riding, roller skates, in-line skates or similar activity is strictly prohibited in the garage area.²⁹ In addition:

- A. Garage area parking spaces are only for parking approved vehicles. Other personal belongings must be stored in the owner's closed wooden storage cabinets. Bulky items, such as bicycles, folding beach chairs, fishing carts, water sport items, surf boards, and walking aids may be hung or placed on the side or on top of the unit's storage cabinet or in the parking space as long as there is still room for an approved vehicle to park within the space; the same items must not overlap into another owner's parking space. Other personal belongings must be stored in closed wooden storage cabinets. Only wooden cabinets built to ESCA regulations are permitted for storage. No open shelving, plastic, or metal cabinets are allowed in the garage. Under no circumstances should any fuel canisters or other dangerous items be stored in the garages.
- B. The completed storage cabinet in your garage parking area shall not cover or deny access to any commonality items inclusive of electrical receptacles (outlets), exhaust fans, water or sewer pipes, and pedestrian access to doors. To modify existing cabinets or build any cabinets, you must follow the building specifications for these structures. See Appendix D, Garage Storage Cabinet Guidelines.

Garage/Estate Sales/Open Houses: Garage sales or estate sales are strictly prohibited at Emerald Seas. Realtor Open Houses may only take place on Sundays between the hours of 12 noon and 4 pm with a two (2) hour limit. The Association must be notified via email to esca-owners@outlook.com in advance of all open houses. All visitors must be met at the lobby door and escorted up to the unit by the realtor or realtor's agent. No food or drinks may be placed in the lobby during an Open House. No Open House signs³⁰ are allowed to be posted and under no circumstances are the gate and lobby door entry codes to be given to visitors.

Guests/Visitors: All guests/visitors must comply with the Rules and Regulations. Unit owners are always responsible for the actions of their guests. Any owner who is planning to allow friends and/or family to use their unit in owner's absence (unaccompanied guests) *MUST* notify ESCA's Community Association Management (CAM) Representative in writing prior to their arrival. Please indicate the guests' names, length of their stay, any pets, and if possible, provide a brief description of the visitor's

²⁹ Declaration of Condo, Section 12.4 Vehicles and Parking

³⁰ Declaration of Condo, Section 11.4.C.2 Signs

automobile. Owners or renters must have their guests/visitors display the ESCA parking pass for the length of stay in the vehicle windshield so that it is visible to board members. (Note: pet restrictions on page 16).³¹

HVAC Recommended Maintenance: All units are required to have a water leak detector in the cold air return that should be placed on the concrete floor and not in a pan. The detector must be operational. Owners are responsible for replacing the battery each year. See Appendix I, Recommended Maintenance for Air Conditioning (HVAC) Systems and Appendix H, Unit Maintenance.

Hurricane Shutters: All units are required to have hurricane shutters on the unit balcony and windows that are in good working condition and properly serviced and maintained on a regular basis. Shutters must be white, adhere to State of Florida standards, Florida Building Code standards and installed by a licensed, insured contractor, with a building permit issued and followed by an approved inspection.³²

Installation of New or Replacement Equipment: When new/replaced equipment that involves water usage (such as tank/tankless water heaters, refrigerators/freezers, all plumbing fixtures) is installed, owners are responsible for ensuring that materials/products used are adequate, within specification, and properly installed with appropriate permits. Any damage, including water damage, to the unit, other affected units, and/or common areas because of faulty products and/or installation shall be the sole responsibility of the owner.

Keys, Security: It is the policy of the ESCA Board to maintain tight control over all common element security keys. Please notify the property manager in the office should you misplace one of the security keys assigned to you. See Appendix C, Fee Schedule.

Keys, Unit: Each unit owner must supply current unit keys and automated lock codes (if appropriate) to the ESCA Board. These keys will be kept secure in the Association office and will be used only by a member of the Board of Directors, and only for a situation in accordance with the Declaration of Condominium and the Policy for Unit Entry. A sign-out log is provided and maintained in the ESCA office when a unit is accessed. When access into a unit is required, no less than two (2) persons, one being a BOD member, shall enter the unit. **Prior notice will be given, if possible.**³³

³¹ Declaration of Condo, Section 12.1.D Occupancy of Units; Guest Use, Section 12.4.D.17 Vehicles and Parking

³² Amendment 17th of Declaration of Condo, Section 11.4.C.1 Tropical Storm and Hurricane Protection and Shutters

³³ Declaration of Condo, Section 20.4 Association's Access onto the Properties

Lobbies: Lobby décor may not be altered in any way without written permission from the Lobby Decorating Committee for the respective lobby. Smoking, drinking, eating, or entertaining in the lobbies is not allowed. Special function parties may be held in the lobbies, such as holiday get-togethers of neighbors, at the discretion of the Board of Directors. Owners are responsible for how their guests and renters use all facilities, including the lobbies. Do not enter the lobbies without drying off from the pool or the beach, or with sand on your feet. No food items, drinks, or cigarette butts may be placed in the lobby wastebaskets.

Mailboxes: Mailboxes are located in the lobby of each respective building. The U.S. Post Office will not deliver mail if the unit number is not included in the mailing address. Keys to the mailbox are the responsibility of the owner, not the Association. New owners may opt to purchase a new lock/key. Only the US Post Office can change out a lock/key.

Moving Procedures: Move in/move out may only occur on Monday through Friday (no weekends) and between the hours of 9 am - 7 pm. A written or email request must be made in advance to the Board of Directors for approval of elevator time. Owner or renter must provide ESCA's CAM Representative with a check for the move in/out damage deposit prior to the move. The ESCA Board will supply protection for the elevator walls. After inspection by a board member, the check will be returned if, in the opinion of the board member, there has been no damage caused by the move. The Board reserves the right to use all or part of the deposit to repair any damage incurred. If the repair of damage to any common area caused by the move exceeds the damage deposit, the remaining balance is the responsibility of the unit owner. While this applies to a renter, the unit owner is ultimately responsible for any damage done by his/her renter. Please refer to Appendix C: Fee Schedule regarding the move in/out damage deposit.³⁴

Occupancy: Two-bedroom units are limited to 5 occupants and three-bedroom units are limited to 6 occupants, with any Guest visiting up to fourteen (14) days not being counted in this computation, and with any very young child under such age recognized by Fair Housing Laws as not to count. Refer to Condominium Documents for further information.³⁵

³⁴ Declaration of Condo, Section 12.20 Moving Procedures

³⁵ Declaration of Condo, Section 12. Use Restrictions

Parking Lot: Automobile parking spaces may be used only for parking automobiles that are properly licensed and appear to be in working order and operable. If an owner does not remove a Prohibited Vehicle (ESCA Declaration 12.4 through 12.4.C) or improperly parked vehicle (ESCA Declaration 12.4.D), the Association may have the option and right to have the vehicle towed at the vehicle owner's expense. Work on any vehicle in the parking areas is limited to minor adjustments and/or emergency repairs. Other vehicles or objects, including but not limited to trucks greater than ½ ton capacity, recreational vehicles, motorcycles, motor homes, boats, trailers, or jet ski boats are not allowed on Emerald Seas property. Any exception to this rule requires advanced written notification to the Board, prior approval, and involves a 48-hour time limit. Contractor vehicles, commercial short-term deliveries, or contracted lawn maintenance vehicles may operate during normal business hours. However, these same contractors are not allowed to remain in the parking area overnight (apart from ESCA contracted projects, i.e., building painting, re-roofing, etc.). Each unit owner/renter is responsible for cleaning up their (or their guests') oil spills, debris, and construction materials in all parking areas. Vehicles with excessive damage or body rust are prohibited on the property after normal business hours. Maximum speed in the parking lots is ten (10) miles per hour. The loading zone is for loading and unloading ONLY within a reasonable amount of time (approximately 30 minutes). No continuous use of loading zone is allowed.³⁶

Parking Stalls: All residents must use their assigned garage parking space unless otherwise agreed to between owners. Non-owners are not allowed to use garage parking stalls (unless leasing a unit).³⁷

Parking Stickers: Every owner/renter is required to have an Emerald Seas parking sticker on the upper right corner of the front window (passenger side). Stickers adhere on the inside of the window. The sticker is required for garages and the parking lot. Owners/renters will receive information about obtaining their parking stickers as part of their Welcome Package/ Meeting. If any owner/renter does not have a sticker, one can be obtained from the ESCA office. When a new vehicle is purchased, the owner/renter must obtain a new sticker from the ESCA Office. Guests must display an ESCA guest parking pass in the dash of the car if it is parked on the property overnight.

³⁶ Declaration of Condo, Section 12.4 Vehicles and Parking

³⁷ Declaration of Condo. Section 12.4.D.5 Vehicles and Parking

Pest Control: A schedule for the monthly exterior pest spraying is posted in the lobbies and emailed to owners. Residents may request interior spraying on these dates by contacting the Pest Control Contractor directly (phone number on Pest Control Schedule).

Pets: Residents are permitted to keep not more than one (1) dog or cat weighing less than thirty (30) pounds; birds in cages in reasonable numbers and kept inside the unit; and fish in tanks kept inside the unit. Allowable pets shall be domesticated, not display aggressive behavior, and not be of a vicious breed. Pets are not allowed on interior landscaped areas and must be on a leash at ALL times when outside the owner's unit. The walk area for pets is limited to East grassy areas along the fence. All animal waste is to be removed immediately by the owner and discarded in the trash rooms (NOT in the garage trash bins). Pets are not allowed to create a nuisance to neighbors, such as incessant barking. These rules apply to pets belonging to owners, renters, and all guests. Cat litter must be secured in plastic bags before placing in the trash. Feeding of wild animals is strictly prohibited as is the feeding of any animal either by throwing or dropping food from the balcony and/or placing foods on Emerald Seas property.³⁸

Recreation Room: The recreation room, as with all of the Emerald Seas recreational facilities, is to be used at the participant's own risk. Private use of the recreation room is by approved reservation only. An application must be signed by the owner, emailed to esca-owners@outlook.com, and approved seven (7) days in advance. See Appendix E, Recreation Room Reservation Rules.

Recycling: All residents at Emerald Seas should recycle. The green recycling bins are located adjacent to the tennis court. Please use proper recycling procedures. No garbage is to be placed in any of these bins. Recycled items, carried down in plastic bags, **MUST BE EMPTIED OUT OF THE BAGS!** No plastic bags/wrappings are to be placed in the recycling bins. All cardboard boxes must be flattened, cut and/or folded before placing in the recycle bins. See Appendix F: Recycling Rules.³⁹

Rentals: Renters must completely fill out and sign an Intent to Lease Application (available on the website), and the unit owner must complete a Notice of Intent to Lease, which must be submitted to ESCA's CAM Representative no less than fifteen (15) business days prior to occupancy. A one hundred fifty dollars (\$150) administration fee

³⁸ Declaration of Condo, Section 12.3 Pets and Animals

³⁹ Declaration of Condo, Section 12.8 Trash and Garbage

must accompany the forms. The lessee and any other occupants 18 years of age or older shall submit to a criminal background check. If any adults, other than legally married, are to live in the unit, an additional \$150 must be paid and Background Check on other adult(s) conducted. Disapproval reasons are outlined in Declaration Section 25.2.C.

The minimum rental period is three (3) months. All units are restricted to residential use. The lease must be in the name of the individual renting the unit. Corporate, company, or business leases are strictly prohibited, as is subleasing of units or renting of rooms. No "hospitality suites" of any form will be allowed. Owners are responsible for renters and their guests. Any common or limited common element damage will be charged to the unit owner. Once the tenant has occupied the rental unit, the unit may not be rented again for a three (3) month period beginning from the initial day of occupancy. An exception to this rule occurs when the owner or agent certifies in writing that the rental period was terminated by emergency and the ESCA Board approves. Written notification of continuation of any lease must be submitted to ESCA's CAM Representative following the procedure as outlined in the Procedure for Leasing Units. No continuation of lease shall be granted for any renter once said renter has satisfied the original contracted rental period and moved out. An owner who rents his/her unit forfeits his/her right to use the facilities at Emerald Seas. A copy of the Rules and Regulations must be kept in a visible location within each unit and be available for all occupants. All renters must register with ESCA's CAM Representative within three (3) days of arrival. A copy of the signed lease must be made available for the ESCA Board to review. The Association reserves the right to require the tenant to pay all rental fees directly to the Association when the unit owner is delinquent in paying maintenance fees or any monetary obligation owed to the Association, in accordance with FL Statute 718 and the ESCA Declaration of Condominium.⁴⁰

Resale/Refinance: When a unit is sold or refinanced by the owner, the owner must notify the ESCA BOD in writing in advance of the closing date. New owners must provide the Board with a copy of the Warranty Deed of the unit purchased. Please refer to Appendix C: Fee Schedule, regarding unit sale/refinance fees.⁴¹

Roof Access: Roof access is permitted only when authorization for such access is approved at least one day before the desired access date. Authorization is to be provided by sending an email to esca-owners@outlook.com to request access and the

⁴⁰ Amendment 19th of Declaration of Condo, Section 25, Leasing of Units

⁴¹ Declaration of Condo, Section 14 Ownership and Transfer of Ownership of Units

reason for access (air conditioner [A/C] maintenance, repair, etc.). A response to a viable request will provide the unit owner with the code to the entry lock. Access to the roof is only permitted for installation or maintenance of the A/C units. Other access for any other special business must be approved by a board member.⁴²

Smoking: Smoking is prohibited by Florida Statute in all enclosed areas of the common elements. These include, but are not limited to, our lobbies, elevators, common restrooms, exercise room, office, sauna, stairwells, recreation rooms, and garages. Also, smoking is strictly prohibited on lobby patio areas, in and around the pool, jacuzzi, pool deck area, tennis court, common walkways, and all other Emerald Seas property. Smoking is only permitted inside an individual unit and on unit balconies. Should any neighboring owner(s) complain about excessive smoke or ash intrusion emanating from a balcony, this will constitute a nuisance to fellow residents, and will be treated accordingly. Ashtrays must be used on balconies and no smoking materials may be thrown or dropped over the balcony railing.⁴³

Sports: Skateboarding, skating, scooters, rollerblading, ball playing, and hoverboarding are strictly prohibited on all Emerald Seas' property, including the tennis/pickleball courts. Bicycle riding may only occur in the parking lots. Note: Handicapped scooters are allowed in all pedestrian areas (walkways, lobbies, parking lots, etc.).⁴⁴

Suspension of Use Rights: In accordance with FL Statute 718 the ESCA Declaration of Condominium, the Association reserves the right to suspend the use rights of the common area amenities such as the pool, tennis court, etc., of unit owners, owners' invitees, licensees, and unit occupants when an owner is delinquent for more than ninety (90) days in the payment of monies owed to the association.

Swimming Pool/Jacuzzi/Sauna: The swimming pool, jacuzzi, and sauna, as with all the Emerald Seas' recreational facilities, are to be used at the participant's own risk. Please refer to the posted pool usage rules on the south wall of the pool area, the north wall by the jacuzzi, and by the sauna door. There is no lifeguard on duty; pool and jacuzzi hours are from 7 am to dusk. Snacks and drinks are allowed in seating areas around the pool only, but NO glass containers are allowed. There is to be NO eating or drinking in or alongside of the pool or jacuzzi. User is responsible for cleaning up any trash. Small

⁴² Declaration of Condo. Section 12.17 Roof Access

⁴³ Declaration of Condo, Section 12.21 Smoking

⁴⁴ Declaration of Condo, Section 12.22 Recreational Items

personal floats will be allowed if they do not interfere with other people using the pool. Failure to follow posted rules may result in a fine to the unit owner. See Appendix G: Pool Rules.

Tennis/Pickleball Courts: The tennis/pickleball courts, as with all the Emerald Seas' recreational facilities, are used at the participant's own risk. Court hours are from 8 am to 10 pm; during Turtle season (May 1st - October 31st), hours are from 8 am to dusk. Tennis shoes are required. Children under 12 years of age must be accompanied by an adult. Limit playing time to 90 minutes if others are waiting to play. Use of the court is for tennis or pickleball only.

Trash: Trash chutes are located on each floor opposite the elevators. Garbage must be secured in plastic bags before it is deposited in the chute. If trash does not fit in a 13-gallon plastic bag, it must be carried down to the trash room on the ground level. Do not send large items down the chutes as they plug them up. When new (large) appliances/furniture is delivered to unit owners, it is the responsibility of the owner to see that the contractor/delivery people remove the large boxes, old appliances, and trash from Emerald Seas' property. Likewise, for any contractual unit installation work, such as installation and/or removal of carpets, cabinets, doors, flooring materials, etc., the contractor must remove said items from Emerald Seas' property and not put them in our dumpsters or leave them on our property. No owner, renter, or guest may discard of unwanted large household items of any kind by placing them in the trash rooms or anywhere else on Emerald Seas property. To request a special pickup at the owner's expense, please call Waste Management Customer Service (321) 636-6894 or order a pickup online at www.wm.com. Once arrangements have been made, you may put items in our trash rooms if they are tagged with your Last Name, Unit #, and pickup date provided by Waste Management.⁴⁵

Unit Maintenance: Routine maintenance of each unit is required in order to keep the condominiums in the best possible condition.⁴⁶ See Appendix H: Unit Maintenance, for a list of routine maintenance to be completed by owners.

Unit Modifications: Emerald Seas has multiple post tension cables running both north/south and east/west from one end of the building to the other. These cables run through both ceilings and floors and are critical to the strength of our structure.

⁴⁵ Declaration of Condo, Section 12.8 Trash and Garbage

⁴⁶ Declaration of Condo, Section 11.2 Owner Maintenance

Any ceiling or floor modifications that require drilling, nailing, or any other intrusive attachment, must have prior approval from the Emerald Seas Board of Directors. Unit Modification Forms/Contractor Rules must be obtained from the website, filled out, and approved before work may begin on a unit. Failure to obtain board approval for any unit modification work prior to the commencement of work will result in work stoppage. Board approval is required for the installation of hard flooring inside the Unit, which requires sound-deadening insulation, within or under the flooring material. Construction/remodeling work may not be performed on Saturday, Sunday, or holidays. Weekday hours are from 8 am to 7 pm. All noisy operations are to be conducted only between 9 am and 6 pm. Construction is not allowed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Eve or Day. These hours and days must be strictly adhered to by contractors as well as unit owners, except in the case of an emergency repair (water leak, air conditioner failure, etc.). **See Unit Modification Forms on the website for specifics.**⁴⁷

Walkways: Walkways are to be used only for walking to and from the units. There is to be no running, playing, skating, rollerblading, or bicycle riding on the walkways. Residents are not permitted to place furniture, or objects of any kind on the walkways. Placing of concrete benches, other concrete items, or any metal item which causes rust or staining of the walkway by unit doors is prohibited. Draping of any item over the walkway railing is prohibited. Please clean up any spills immediately. Owners are responsible for items placed in the entrance alcove in front of the unit and may not protrude from the alcoves into the walkways. Those items must be removed and placed inside the unit when an owner is absent for five (5) or more days. There is to be no hosing down of the walkways by any resident.⁴⁸

⁴⁷ Declaration of Condo, Section 12.16 Unit Modifications/Remodeling

⁴⁸ Declaration of Condo, Section 11.4.C.13 Alcoves; Section 12.15 Walkways and the like

Appendix A: Leaving Unit for Extended Period of Time

1. Close the two water valves above your hot water heater.
2. Add $\frac{1}{4}$ - $\frac{1}{2}$ c. chlorine bleach or vinegar to sink drains and toilets. (Stops mold growth.)
3. Turn off hot water heater at the electrical panel.
4. Expect a 3–4-day power outage.
5. Set your unit temperature to 76 degrees F (no higher).
6. Remove all items outside your entrance door (alcove) including rugs, plants, decorations, and statues and place them inside your unit.
7. Unplug and disconnect cables from all electronics to avoid electrical surge problems.
8. Close and secure ALL of your shutters. It is advised that you place all balcony items inside your unit.

Additions:

9. Run the dishwasher through a cycle. Unlatch the door, but leave it closed to release pressure on the door gasket.

Appendix B: Security Gate/Lobby Call Box Operation

Security Gate Operation

To Enter

- Use supplied transmitter, point to the left corner of gate, and press the left button (one dot) to activate the gate.
- Guests or visitors will use the call box directory on the small island preceding the gate entrance. Follow the telephone directions on the directory to call desired unit occupant. Once unit occupant has answered and verified visitor's identity, number nine (9) on unit telephone is pressed to activate and open the gate.
- A security key can be inserted in the box below the call box directory and turned to the right to open the gate. A security key can also be used to enter the small "walk-through" gate on the West side of the entry driveway.

To Exit

- Use supplied transmitter, point to the right corner of gate, and press the left button (one dot) to activate the gate.
- Guests and visitors should drive up to, and cover with the front of their car, the rectangular painted strips on the pavement on the right side (East) of the driveway just inside of the gate. Sensors in the ground are activated and the gate will open. Please wait until the gate is fully opened before driving through.
- A security key is used to exit the small "walk-through" gate on the West side of the entry driveway.

Other

- For emergency situations, please contact a board member. Information is posted on the ESCA website or in the Association Directory.
- If you have a frequent visitor because of emergency condition(s) (nurse, doctor, etc.), let a member of the Board know and a code may be supplied.
- When entering and exiting, please keep to the right.

Lobby Call Box Operation

When called from the front lobby call box, answer your phone, and then press number six (6) on your phone to open the door for the visitor. Please make sure the person calling you identifies themselves and that you only let people into the building that you know.

Appendix C: Fee Schedule

Gate/Garage Transmitters:	First transmitter: no charge
	Second transmitter: two button -> \$45, one button -> \$20
	Third transmitter: \$50 (no more than 3 may be issued per unit)
	Missing transmitter: \$50 replacement charge

Security Keys:	First two keys: no charge
	Keys three and four: \$25 per key
	Any lost key: \$75 replacement fee

Move-in/out Damage/Cleaning Deposit:

- \$150. If the Association incurs costs that exceed \$150, the deposit will be forfeited and prior owner/owner billed for the difference.

Rental Application/Lease Approval:

- \$150 fee (includes background check for any one adult or legally married couple).
- Additional \$150 payable for each additional adult to live in the unit (background check to be conducted).

Resale/Refinance:	Transfer of Ownership Fee: \$50
	Document Fee: \$50
	Estoppel (Resale or Refinance): \$299 Sufficient Funds Affidavit on Notice of Commencement filing(s): • \$50 for up to three Notice of Commencement filings • \$10 thereafter for each additional Notice of Commencement filing Lender Questionnaire: \$150 (plus reasonable cost of photocopying and attorney fees)

Cleaning Fee (after contractor, owner, or guest leaves area(s) in need of repair or cleaning):

- \$50 and up, depending on cost of cleaning by maintenance team or another contractor.
- In the event a deposit is being held (Move-In/Out, Rec Room, Unit Modification, etc.), the deposit would be exhausted first and then any additional fees could be charged, as necessary.

Unit Modification Damage/Cleaning Deposit:	\$150
Recreation Room Deposit:	\$150 damage deposit
Late Fee for Monthly Maintenance Fee:	See Collection Policy
Administrative Fee:	\$100-\$250 plus cost of attorney fees

Approved by ESCA Board 2/24/22, Implemented 2/24/22, 3/31/2022, Updated 8/4/22.

Appendix D: Emerald Seas Garage Storage Cabinet Guidelines

1. Cabinets should be constructed of $\frac{3}{4}$ inch plywood, utilizing internal shelving as a structural support system. Lighter duty plywood, such as $\frac{5}{8}$ inch and $\frac{1}{2}$ inch can be used but will require an internal frame with plywood being secured to the outside of the framework.
2. The completed storage cabinet in your garage parking areas shall not cover or deny access to any commonality items inclusive of electrical receptacles, exhaust fans, water or sewer pipes, and pedestrian access to doorways.
3. Outside dimensions of the cabinet may not exceed eight (8) feet high, nine (9) feet wide, and three (3) feet deep (8'x9'x3'). Note: The maximum width cannot exceed the width of the unit's assigned parking space if less than nine (9) feet. Also, the maximum three (3) foot depth may have to be diminished in order to preclude the possibility of a unit's automobile from extending too far out (past concrete support columns).
4. All cabinets must be painted white.
5. Exceptions: Parking spaces #22 and #36 in the North building have physical barriers which preclude the construction of storage cabinets. These units may utilize space at the south end of the north garage as long as the maximum size is within the standard size of the above section (C). Parking space #39 cabinets shall be grandfathered in with the cabinet size being less deep but extending the length of the north wall. Parking space #40 cabinets may not infringe on access to any existing cabinet or garage access, but instead may have two (2) less deep cabinets.

Appendix E: Emerald Seas Recreation Room Reservation Rules

1. Meetings of the ESCA Board of Directors have priority over all functions in the Recreation Room.
2. The Recreation Room must be reserved and is only for the use by owners and renters of ESCA. At the time the reservation is requested, the owner/renter must complete the request form and submit a refundable deposit of \$150 made out to Emerald Seas Condominium Association. Also, the owner/renter will be given a copy of these rules to read and sign. A signed copy of these rules will be kept by the ESCA Recreation Room representative. Reservations are accepted for personal social functions only. Privileges of the ESCA Recreation Room do not extend to, nor are they intended for the benefit of the general public. The owner/renter at ESCA must be in attendance of the function at all times. No pets are allowed. The owner/renter at ESCA accepts all responsibility for any damages and/or cleaning of the premises.
3. Reservations of the Recreation Room include the use of the rest rooms and use of all the equipment, furnishings, and appliances in the Recreation Room except for the warming/heating lights. The use of the pool, pool area, jacuzzi, sauna, and exercise room are not included.
4. Pool gates or doors to recreation and rest rooms may not be propped open at any time during the function. The door to the Recreation Room may be kept unlocked but must remain closed. Disregarding this rule will result in forfeiting the \$150 reservation deposit.
5. The reservation is for one day only between the hours of 9 am and 9 pm. If necessary, you may request the use of the room the night before the function to decorate the room.
6. After the function, the owner/renter must vacuum the floors, return tables and chairs to their original storage spot, and remove all trash, garbage, and recyclable materials to proper containers. New trash bags must be placed in all trash containers. The counters, tables, chairs, dishes, sink, range, microwave oven, refrigerator, and anything else used for the function must be cleaned. All lights and fans should be turned off, blinds closed and all doors to the Recreation Room and bathrooms are closed and locked. The air conditioner should be reset to 76 degrees. Make sure that all pool gates are closed as you leave.
7. The Recreation Room will be inspected by noon the following day. Any damage and/or cleaning costs exceeding the \$150 deposit will be the full responsibility of the owner/renter that reserved the Recreation Room.

Owner/Renter Signature

Date

Appendix F: Recycling Rules 2023

www.brevardfl.gov/Solid Waste/RecyclingHome

DON'T Put the following items in the Recycle Bin:

1. **Styrofoam** of any kind (egg cartons can go to Publix bin)
2. **Plastic bags** either separately or with recyclables in them (plastic bags mess up the sorting machines. If the workers see a plastic bag in the recycle bin, they DO NOT empty it but rather pull it off the sorter and throw in the trash. Plastic bags are a serious problem for the whole recycling process.) Instead, take them to grocery store where they are easily recycled.
3. Anything that is **food contaminated or wet**. Rinse out everything and put the cap/lid back on it before placing in recycle bin so it doesn't contaminate other items in the bin. **NO PIZZA BOXES!!** They are contaminated with grease.
4. **Bulky items**—all items need to fit into the bins easily.
5. **Prescription bottles**—cannot accept. Throw in trash.
6. **Glass** of any kind—commercial accounts (condos, like us) can no longer recycle any type of glass!!
7. **Clamshell plastic containers**—strawberry or eggs that come in a plastic that has a lid attached like a clamshell is NOT recyclable
8. **Shredded or soiled paper**—put in trash instead

DO place in the bins:

1. **Clean Paper**—all office and household paper (including junk mail, catalogs, envelopes with cellophane windows), newspaper, etc.
2. **Flattened Cardboard**—need to break down to flat and needs to fit INSIDE the bin. If it is too large, place in trash. Not recyclable if it gets wet.
3. **Plastic bottles, jugs, tubs, jars with lids ON** (rinse out and leave lids on)
4. **Aluminum, steel, tin cans** without being crushed (crushing makes it difficult for sorter machine), no unattached lids

General Recycling Rules:

- **When in doubt, throw it out.** A major problem with recycling is contamination with non-recyclable or dirty items. Be sure it is on the approved list before placing in bins.
- Rinse out items so the food products don't contaminate other items (no need to run through dishwasher)
- Leave lids on plastics (sorter machine can't handle the lids separately)
- **No Styrofoam, no plastic bags** (even with items inside). Dump out your recyclables directly into bin and recycle plastic bags at grocery store or throw away (if dirty)
- No hazardous waste or anything that might be harmful to workers at Waste Management

Appendix G: Pool/Spa Rules (As Posted in the Pool/Spa Areas)

Pool Rules

- Warning—No Lifeguard on Duty.
- Shower before entering pool. No oils or body lotions are allowed.
- Emergency phone located in Rec Room or Dial 911 at Lobby Entry.
- Use pool facilities at own risk.
- Non-swimmers must stay in shallow water, observe depth markers.
- All children under 16 must be supervised by an adult.
- No running, pushing, dunking, rough play, or throwing objects.
- No loud noise from pool and spa area.
- No smoking.
- No glass containers, food, or drinks allowed in spa and pool area.
- No animals allowed in or around pool, spa, or deck.
- Maximum capacity is 20 people.
- No diapers—Infants must have approved rubber pants or swimies.
- Proper swimwear is required, no cut offs or jeans allowed.
- No person should consume alcohol or any drug and then enter the water.
- No large floats, tubes, or floating boards in pool. Small tube cylinder and small personal floatation device is allowed as long as it does not interfere with other swimmers.
- A maximum of 6 people per unit allowed in pool.
- Pool hours are from 7 am to dusk.
- Pool is reserved 10 am to 11 am Mon-Fri for water exercise class.
- One lane is reserved 9 am to 10 am and 5:30 pm to 6:30 pm Mon-Fri for lap swimming.
- NO DIVING—NO JUMPING.

Spa Rules

- Shower before entering the spa. No oils or body lotions are allowed.
- Emergency phone located in Rec Room or Dial 911 on lobby enter.
- Pregnant women, small children, people with health problems and people using alcohol or drugs that cause drowsiness are prohibited from spa (serious injury or death may occur).
- Maximum water temperature is 104 F. Do not enter if higher.
- Maximum use is limited to 15 minutes.
- Enter and exit slowly and cautiously.
- Children under 16 not allowed
- Persons with long hair should not submerge—entanglement may occur.
- Proper swimwear required—no cut offs or jeans allowed.
- No smoking.
- No glass containers, food, or drinks allowed in spa and pool area.
- Do not force controls (they turn off automatically).
- Spa hours are from 7 am to dusk.
- Maximum capacity is 6 people.

Appendix H: Unit Maintenance

Unit Owner Responsibility for Upkeep and Repair/Replacement	Maintenance To Be Completed by Unit Owners
A/C unit on roof and in unit	A/C routine maintenance and securing on roof
A/C flush every month with bleach/vinegar	Dryer and dryer vent - clean of debris
Balcony electrical outlet	Interior front door, threshold/sweep
Door hardware	Water leak detectors in A/C stack (under kitchen sink and tub if desired)
Door (entry) painting on inside of unit	
Door screens	
Doors (sliding glass)	
Dryer vent cleaning every 5 years (assn. will attempt to periodically solicit a contractor to clean all unit vents for a bulk discount)	
Garage stall/storage unit	
Hurricane shutters	
Windows	
Window frames (assn. will specify type and color of paint to be used)	
Window screens/screen frames	

Appendix I: Recommended Maintenance for Air Conditioning (HVAC) Systems

RULES & REGULATIONS require every unit to have a water leak detector in the cold air return that should be placed on the concrete floor and not in a pan. The detector must be operational. Owners are responsible for replacing the battery each year.

ESCA Board of Directors recommends the following periodic maintenance:

1. **Monthly** – Add 1/4 to 1/2 cup of bleach or vinegar into the condensation drain pipe access port. This will help reduce drain clogging and leaks. If you do not reside full me, please make arrangements with a family or friend to check the unit monthly.
2. **Quarterly** – Replace the filter in the cold air return behind hatch door.
3. **Yearly** – Contract a professional HVAC company to perform inspection of entire system that includes the interior air handler, drain pipe, safety shut off switch, and the condenser unit on the roof. Your service provider should check the overall system performance. You should ask them for an estimate of the remaining life of the roof condenser and air handler units.
4. It is also recommended that a safety shut off switch be added to the drain pipe access port. This will turn off the system if the drain pipe is clogged. Many of our units already have these safety switches. These devices should be tested periodically to ensure they are working properly.

To test the safety shut off valve on the drain pipe of an air conditioner, you can follow these steps:

1. Turn off the power supply to the air conditioner.
2. Locate the safety shut off valve on the drain pipe of the air conditioner.
3. Remove the cap from the valve.
4. Pour water into the drain pan until it reaches the level that would trigger the safety shut off valve.
5. Observe whether or not the safety shut off valve activates and stops the flow of water.

If you are unsure about how to proceed or if you are not comfortable performing this test yourself, it is recommended that you contact a professional HVAC technician to perform this test for you.

These recommendations will help reduce damage from water leaks in individual units and units below. Ultimately it is the responsibility of the unit owner to maintain the equipment. Any damage caused to common property or another unit owner's property is the financial responsibility of the offending party.

Thank you for your compliance with these measures.