

Sky Harbour East
House Rules and Regulations

INSTR # 113379622
Recorded 12/03/15 09:08:38 AM
Broward County Commission
Deputy Clerk 6015
#1, 44 Pages

Table of Contents
Page

Section I Your Apartment

A. Occupancy	4
B. Balconies	4
C. Hurricane shutters	5
D. Windows and Balcony doors	7
E. Floors	8
F. Remodeling	8
G. Apartment doors and door decor	9
H. Apartment keys	9
I. Trash disposal	9
J. Kitchen and utility closet	10
K. Water shutoff	10
L. Emergency repairs	11
M. Absence "to-do list"	11
N. Pest Control	11

Section II Outside Common Areas

A. General	12
B. Pool and pool patio	12
C. Lower lobby patio	13
D. Shuffleboard courts and putting green	13
E. Beach area next to our building	13
F. Fishing point and picnic area	13
G. Cooking grills	14
H. Car washing	14

Section III Inside Common Areas

A. General	14
B. Lobbies	15
C. Marine Room, Pub Room, kitchen, and restrooms	15
D. Library	16
E. Hallways and hallway decor	17
F. Elevators	17
G. Fitness Center	17
H. Bicycle storage rooms	19
I. Meter rooms	19
J. Fire doors, stairs, and exits	19
K. Storage rooms and lockers	19
L. U.S. mail and Association bulletin board room	20

Sky Harbour East

House Rules and Regulations

	Page
Section IV Support Personnel and Services	
A. General – Sky Harbour East employees	21
B. Office, mail, and package support	21
C. Maintenance support	22
D. Deliveries and moves	22
E. Contractors and other service personnel	22
F. Security staff (See Section X)	23
G. Shopping carts, luggage racks, flat bed dolly, wheelchair	23
H. Vending machines	23
I. Procedures to inspect or copy Association records	24
Section V Guests	
A. General	24
B. Immediate family	25
C. All others	25
Section VI Leasing	
A. Leasing rules and restrictions	25
B. Obligations of the Lessee	26
Section VII Parking	
A. General	26
B. Under-cover parking	28
C. Under-cover parking waiting list	29
D. Resident and guest vehicle requirements	29
E. Vehicle and parking restrictions	30
E. Rules for leased apartments	31
F. Rules for guests	31
Section VIII Miscellaneous	
A. Conduct	32
B. Attire	32
C. Noise and nuisances	32
D. Solicitations	33
E. Selling your apartment	33
F. Media visits	33
G. Service Animals	33
Section IX Grievances and Covenant Enforcement	34
Section X Safety and Security	
A. General information	35
B. Keys, key fobs and gate openers	35
C. Contractor, moving, delivery, and service personnel registration	36
D. Guest registration	37

Sky Harbour East

House Rules and Regulations

Section X **Safety and Security** (continued)

E. Security staff general duties	37
F. Resident emergency Information and support	39
G. Use of fire and smoke alarm systems	40
H. Residents with special needs	41

Section XI **Emergency Procedures**

A. Use of the defibrillators	41
B. Fire evacuation	42
C. Elevator emergency	43
D. Hurricane procedures	43

Attestment	44
------------	----

Sky Harbour East

House Rules and Regulations

Section I Your Apartment

The ownership of any apartment shall be for single-family use as a residence, defined as follows:

“Single family” shall mean one adult person living alone, or two or more adult persons, or one or two adults and a minor child or children living together as a single housekeeping unit.

A. Occupancy

A.1 The maximum number of persons permitted at any one time as occupants of an apartment in Sky Harbour East is as follows:

One bedroom - limited to two persons
Two bedroom - limited to four persons
Three bedroom - limited to six persons

A.1a The word “person” refers to any adult or child.

A.1b Whenever an owner is not in residence, these same rules apply to immediate family members, lessees, and any others.

A.2 Occupancy limits may be exceeded by a maximum of two additional persons for a period of up to thirty days in any calendar year. The Board of Governors may grant further extension beyond thirty days, after receipt of a written request from the apartment owner.

A.3. The word “resident” in this document refers to Sky Harbour East owners and lessees and their immediate families who live on the premises.

B. Balconies

B.1 The appearance of the balconies cannot be modified without the prior written approval of the Board of Governors. Installation and maintenance of approved modifications is the responsibility of the apartment owner. Any changes made without the approval of the Board of Governors as outlined in these rules will be eliminated at the expense of the owner.

B.2 Permission must be obtained from the General Manager, acting as agent of the Board, to install tile on the balcony floor and/or the top and inside edge of the balcony railing. Only porcelain tile with appropriate grouting is permitted. All repair and replacement of the tile is the responsibility of the owner including any changes involved in concrete restoration and maintenance.

B.3 Balcony walls, ceilings, ceiling lights, and railings must be maintained with the Association chosen color scheme. No murals, mirrors, or tile are permitted to be installed on the walls. Existing mirror or tile applications on the walls are grandfathered as long as the mirror is tempered glass and the tile is porcelain. All new ceiling fixtures will be framed in white and will be provided by the Association. Only white bulbs shall be used. The fixtures are owned by the

Sky Harbour East House Rules and Regulations

Association. Use of any type of glass on the balcony is at the owner's risk.

B.4 Owners shall not use any decoration that requires installation into the concrete wall with the exception of an American flag using appropriate divots or other type of flag holder; this installation into the concrete must be done professionally. Federal law permits the installation of a satellite dish but this must be done by professionals using a freestanding tripod.

B.5 Nothing, including cigarette butts, cigars, lit cigarettes, food, or liquids may be thrown from the balcony. Nothing, including dirt and water, may be swept over the balcony edge. Dust mops, rags, towels, blankets and the like may not be shaken from the balconies.

B.6 Bird feeding from balconies is prohibited.

B.7 Sky Harbour East prohibits any and all cooking on balconies.

B.8 Residents must not hang any items from the balcony ceiling. This includes such items as drapes, blinds, shades, awnings, and plants. No ceiling fans or wind chimes may be installed on the balcony.

B.9 Umbrellas and portable sunscreens are not permitted on the balcony at any time.

B.10 Nothing shall be laid over or placed upon the balcony railings. This includes such items as towels, bathing suits, and any type of glass or dishware. Falling articles can severely injure anyone below the balconies.

B.11 Any items on the balcony must be secured from wind.

B.12 A balcony can not be used as a storage facility.

B.13 Be mindful that neighbors are able to see onto your balcony. Privacy shutters (see C.7) are a reasonable option to protect your privacy and that of the neighbors.

C. Hurricane shutters

C.1 Apartment owners may, at their option and expense, install hurricane shutters. Some believe this extra protection may help to reduce the impact of capillary water leakage during a storm and may provide other types of protection.

C.2 New hurricane shutters must conform to the latest edition of the Florida Building Code for our geographic area. Shutters must be bright white in color. Installations are subject to the following review and approval process:

C.2.1 Before a sales and installation contract is finalized; the owner must provide the General Manager with a copy of the proposed contract including a copy of the Florida Building Miami-Dade County Product Approval Code.

C.2.2 Before installation begins, a copy of the signed sales and installation contract, the approved Fort Lauderdale Building Department installation permit, the installer's proof of insurance and occupational license

Sky Harbour East House Rules and Regulations

must be provided to the General Manager.

C.2.3 Through this process, the General Manager will assist owners in resolving questions as to what is both code approved and meets the Sky Harbour East building requirements.

C.3 Hurricane shutters installed on bedroom, side living room, and kitchen windows may be accordion or panel design. Experts believe that accordion shutters provide the greater safety. All new shutters must bear a current Florida Building Miami-Dade County Product Approved Code. The design for these window shutters must take into account that the Florida Building Code for retrofitted windows in our environment requires single-hung windows. This means the top panel is non-operable and may interfere with the operating mechanisms of some type of shutters.

C.4 Shutters for the windows on the balcony may be either an accordion or roll-down shutter design and must be installed against the windows. A shutter for the balcony door needs to be roll-down.

C.5 New installation of any type of shutter along the outside perimeter of the balcony is not permitted effective July, 2006. When an apartment is sold, non-conforming shutters must be removed.

C.6 No sunscreen type of shutter is permitted on any window or balcony door.

C.7 Short privacy shutters may be installed on the sides of the balcony. They must be bright white, and bear a current Florida Building Miami-Dade County Product Approved Code.

C.8 Shutters may require removal and reinstallation during concrete restoration. For structural integrity, the determination of this need is made by the concrete restoration firm and the Association's restoration engineer. This removal and reinstallation must be performed at the individual owner's expense by a qualified installer and is not the responsibility of Sky Harbour East or its restoration contractor.

C.9 If there is a storm alert, the individual resident is responsible to open and close his or her own shutters. If a resident requires assistance, requests may be made to the General Manager who will attempt to accommodate these requests if staff is available and after the common areas of the building have been secured.

C.10 Residents intending to be away for an extended period must close their hurricane shutters. All furniture and loose objects must be removed from the balconies prior to leaving. This includes furniture on balconies with grandfathered balcony perimeter shutters installed prior to July, 2006.

C.11 All hurricane shutters, attaching devices, and frames must be maintained at least annually to ensure that they are safe and in working order. The best method to do this for most owners is to contract with a certified shutter

Sky Harbour East House Rules and Regulations

maintenance company. The Association has authorized the General Manager to have such maintenance completed and the owner charged for the expense if the apartment owner neglects to properly maintain the shutters. Refer to the **Bylaws, Section 4.22.**

D. Windows and Balcony Doors

D.1 The Sky Harbor East Association owns the apartment windows and balcony doors as common elements. Apartment windows and doors conform to 2006 hurricane protection standards with the exception of a few that conform to the 2003 code and were grandfathered by a 2006 engineering study. The Association is responsible for the repair, maintenance, and replacement of apartment windows and the doors to the balcony. This includes door knobs, door locks, and the weatherproofing.

D.2 The standard for all non-balcony windows is an equal double window configuration with only the bottom half operable (e.g., single hung). All frames must be bright white anodized aluminum and the glass color must be Turtle-grey tint. The windows of the few apartments meeting the 2003 code have a somewhat different configuration.

D.3 The standard for balcony windows is a single fixed turtle-grey tinted laminated glass framed in bright white anodized aluminum for each window section.

D.4 The balcony door must be a single fixed turtle gray-tinted laminated glass framed in bright white anodized aluminum.

D.5 All apartment windows and doors must be consistent from section to section and from stack to stack in design and size to provide architectural consistency and continuity throughout the building.

D.6 The window sills are the property of the apartment owner. Any cost of repairs, occasioned by window repair, is the responsibility of the owner.

D.7 The cost of repair or replacement of damaged windows or doors caused by the resident's negligence will be the borne by the apartment owner. The windows shall not be cleaned with ammonia-based fluids.

D.8 Upon receipt of written General Manager approval, owners may mount sunscreen materials only on the inside of windows. Only clear film may be installed. Mirror-type film is not permitted. The film must be maintained in good and uniform condition at all times at the apartment owner's expense. The General Manager is able to assist you in the selection of an appropriate and effective material.

D.9 Specifications for apartment windows and balcony doors are available in the Manager's office. These specifications include the Florida Building Miami/Dade County Product Approval Code. Because the windows and doors are common element property, the Board of Governors is responsible to determine the

Sky Harbour East House Rules and Regulations

manufacturer, installer and repair entity for all windows and doors.

D.10 Windows and doors meeting applicable Florida Building Code standards do not require the installation of shutters as additional protection for the windows.

E. Floors

E.1 A layer of padding, at least ¼ inch thick 8 pound weight, must be laid under all newly installed carpeting.

E.2 For sound insulation, a layer of at least one-quarter inch cork or Proflex 90 or 200 must be installed before any new tile or wood flooring can be installed anywhere in an apartment including bathrooms and kitchen. The insulation must fully cover the concrete floor to the edge of the walls. The General Manager must be contacted for approval before any decisions are made concerning particular products for use on the floor; products do change and improve over time.

E.3 The General Manager must inspect and approve, in writing, the installation of padding and insulation before flooring is laid. Failure to receive this approval will require the floor covering be removed at the owner's expense in order that an inspection can take place.

E.4 If a resident believes a floor above his or her apartment is causing excessive noise, the resident should file a complaint with the Grievance Committee. The Grievance Committee will work with both parties and with the General Manager to determine what action, if any, is required.

F. Remodeling

F.1 The Fort Lauderdale Building Department requires a building permit for all construction and remodeling work whose cost totals \$1500 or more. Installation of a water heater, air conditioner, tub, or shower pan always requires a permit regardless of the cost. Any electric service repair or change always requires a permit. Any wall modification may require a permit and will always require review by the General Manager.

F.2 No matter the cost of a project, before any work begins, the General Manager must be provided with a copy of the plans for his or her approval. In addition, the contractor must have a meeting with the General Manager at which the General Manager will review the Sky Harbor East rules for construction and cleanup and must be provided with a copy of the contractor's proof of insurance and occupational license.

F.3 When a permit is required; the General Manager must be provided a copy of the approved Fort Lauderdale Building Department demolition and construction permit before any work begins. Owners are reminded that a change in contractor requires a new permit and a new General Manager review and approval,

Sky Harbour East House Rules and Regulations

F.4 The General Manager must review all construction schedules to integrate them in a building-wide schedule to minimize bottlenecks. It is important for the owner to schedule this as early as possible prior to commencement of construction to avoid misunderstandings and disappointment.

F.5 Work is permitted from 8:00am to 4:15pm Monday through Friday only. See Section X Safety and Security, Section C for full security and entry regulations.

F.6 During remodeling, the General Manager and the maintenance and Security have full access and authority to enter the apartment to inspect that the work and to ensure that all SHE rules and regulations are followed.

G. Apartment doors and door decor

G.1 To comply with the Fire Code and for your safety, all apartment doors to the hallways shall be kept closed and locked at all times except when entering or leaving the apartment. To comply with the Fire Code, residents shall maintain the door closers in working order.

G.2 All doors opening onto the hallways and the balconies are owned by the Association. Notify the Office Manager with a work order if the weatherproofing on hall or balcony doors is not effective.

G.3 Signs other than the owner's identification (name and apartment number) are not permitted on the outside of the doors opening onto the hallway.

G.4 Decorations and religious objects on the doors or doorframes are allowed. They must be in good taste and appropriately sized for the space. If they are seasonal or special occasion, they must be removed in reasonable time.

G.5 Doorknockers and door moldings must be in good taste and may be added or changed at owner's expense. Permission of the General Manager must be obtained before any changes are made. The doors and moldings must be painted in the Sky Harbour East standard hallway colors.

H. Apartment keys

H.1 The General Manager must be furnished with a duplicate key for all doors providing access to the apartment. If the General Manager or Security is required to enter the apartment and no key has been provided, the cost of the entry will be charged to the owner.

H.2 It is the responsibility of the unit owner to provide apartment keys, parking gate openers, and mail box keys to a lessee if the apartment is rented and to ensure the return of the keys at the end of the lease. The unit owner must coordinate the fob key exchange through the Office; fob entry keys require computer system update to ensure security integrity.

I. Trash disposal

I.1 A trash chute and one small recycle bin are located at the west end of each

Sky Harbour East House Rules and Regulations

hallway. The small bin is for use by individuals who are unable to take their recycle trash to the lower level.

I.2 All loose trash must be properly contained and secured within plastic bags before being placed in the chute. Trash shall be deposited in the chute between the hours of 7:00am to 10:00pm.

I.3 Large recycle bins are located in the lower level contractor entrance hallway. Current information about items that may be recycled is noted above the recycle containers.

I.4 Cartons and boxes will cause blockage in the chute; break them apart and take them to the lower level recycle area. Do not put large electronic or other awkward items in the trash area; contact the Office Manager for assistance with proper disposal.

I.5 Do not place flammable or hazardous materials such as oil, oil paint, varnish, batteries, or turpentine in the trash chute. All such items must be taken to the Maintenance shop on the ground floor for proper disposal by our maintenance staff.

I.6 Each resident should have at least one Code approved fire extinguisher and should know how to use it.

J. Kitchen and utility closet

J.1 All grandfathered clothes dryers shall be equipped with a code approved exhaust filtering device. All new clothes dryers must be condensate dryers as required by the Florida Fire Code. The General Manager must approve the device used. Dryers must not be vented into the wall or into the cooking exhaust stack. All range/ovens shall be equipped with an exhaust fan and filter that vents to a building exhaust stack or the fan must be a filtered self-exhaust unit. Regular replacement or cleaning of the filters is mandatory. Both of these filtering devices are extremely important to prevent fire hazards.

J.2 Air conditioning units and condensate trays must be inspected and maintained at least once a year to help prevent leaks.

J.3 Tank hot water heaters must be replaced every 10 years. The life of tankless hot water heaters vary by manufacturer and must be replaced accordingly.

K. Water shutoff

K.1 Each resident must ensure that water shut-off valves works properly. If in doubt, contact the Office Manager for assistance.

K.2 The valve in a one-bedroom apartment is above the water heater in the service closet. In a two-bedroom apartment, the valve is located on the wall behind the toilet tank in the master bath. In the three-bedroom apartment, there are two valves; one is located on the wall behind the toilet tank in the master bath

Sky Harbour East House Rules and Regulations

and the second is located in the den closet near the water heater. Since these locations could have changed over the years as apartments have been remodeled, the exact location of the valve(s) in each apartment must be verified.

L. Emergency repairs

L.1 In case of emergency, it is the responsibility of each resident to know and to call upon the appropriate service agency in cases of electrical, plumbing, telephone, air conditioning, or TV malfunction. If the problem is one that could do harm to a person or to property, immediately notify Security who will help take the necessary action for assistance.

M. Absence "to-do list"

M.1 When leaving an apartment for an extended absence, shut off the water, the hot water tank, and electric circuits not required to run the air conditioning and refrigerator. Check that the water is off by opening a water tap. Close all shutters. Take in all balcony furniture. Close and lock windows and the balcony door. Take extreme care with anything left in the refrigerator; power failures can cause odors and mold and ruin the refrigerator. Unplug electronic equipment. Turn the air conditioner to 78 degrees and leave it running.

M.2 Make sure that the Office Manager has all up to date emergency information and car registration information. Make sure that your vendor checklist is up to date and is placed on or near the refrigerator. For more information on this checklist and additional information on what to do in a hurricane, refer to the Sky Harbour East Hurricane Handbook Summer 2006. We recommend you keep this Handbook in the same folder as you keep all Sky Harbour East documents.

M.3 During this absence, arrangements must be made to authorize a person to check the apartment at least every two weeks against possible damage from water or other sources. Notify the Office Manager of such arrangements. For a fee, you may request Maintenance to perform this service outside normal maintenance hours. As problems may occur at any time, the apartment owner continues to maintain responsibility for any apartment-related problems, not the Office or the individual who is watching the apartment.

N. Pest Control

N.1 Once a year on a scheduled basis, a pest control technician, accompanied by a Sky Harbour East maintenance person, treats each apartment for pest control maintenance.

N.2 Through the rest of the year, a resident should discuss any special pest control needs with the Office Manager and additional pest control in the apartment will be scheduled as needed.

N.3 The Sky Harbour East staff has the authority to investigate and rectify signs of pest infestation in any apartment or common area.

Sky Harbour East

House Rules and Regulations

Section II Outside Common Areas

A. General

A.1 Care should be exercised when walking about the grounds. Certain hazards exist such as sprinkler heads, valves, electrical outlets, hoses, manhole covers, and other possible sharp objects.

A.2 Fireworks are specifically prohibited anywhere on the property, both indoors and outdoors.

A.3 Skateboarding, bicycle riding, roller blading, and roller-skating are not permitted anywhere on Sky Harbour East property.

A.4 Coast Guard regulations prohibit the shining of spotlights or their equivalent at any ship in Port Everglades Inlet.

A.5 There are many trash receptacles and ashtrays around the grounds and common areas of Sky Harbour East. Do not discard trash or cigarettes on the ground or the floor. Do not leave trash on top of receptacles.

A. 6 All outside common areas are used at the individual's risk.

B. Pool and pool patio (within the fenced area on south side of the building)

B.1 The pool hours are 7:00am to 10:00pm. The rules for pool use are posted in the pool area.

B.2 An adult must accompany children under 12 at all times.

B.3 No person needing diapers is allowed in the pool.

B.4 Each person must be considerate of others and exercise good safety judgment when using the pool. Diving into the pool is always prohibited.

B.5 Swimmers must rinse off at the shower before entering the pool. The use of soap or shampoo in this shower is prohibited.

B.6 Beach towels must be used on lounges and chairs.

B.7 Smoking, food, or beverages of any kind are not permitted in the pool and within the "pool wet deck area", the four-foot wide area around the outside of the pool curb.

B.8 Only unbreakable containers can be used for your food and beverages. Coolers are not permitted. Residents and guests must exercise special care that nothing gets spilled into the pool. The use of alcoholic beverages is at the user's risk.

B.9 Ear phones must be used if playing music or other programs.

B.10 Lounges and chairs may not be removed from the pool patio area except for Association sponsored events or other events for which permission has been

Sky Harbour East House Rules and Regulations

The life ring shall be used for emergencies only. Do not remove it from the area.

F.2 Residents and their guests use the area at their own risk. Any property left there is also at their own risk.

F.3 For safety, only unbreakable containers shall be used for your food and beverage while at the picnic area.

F.4 Residents and their guests may not leave any leftover food, beverages, bait, or fish in the area. The picnic tables may not be used for fishing gear or cutting bait. Use the sink provided for that purpose.

F.5 Broward County requires the use of a fishing license; this may be obtained online at <http://myfwc.com/license/recreational/saltwater-fishing/>.

F.6 Children under 12 may fish only with adult supervision.

F.7 Trash will attract vermin. Leave this area clean. Use the receptacles provided.

G. Cooking grills

G.1 The Florida Fire Code NFPA 1, #10.11.6.1, #10.11.6.2 and #10.11.6.3 prohibits the use of grills anywhere inside the building and within 10 feet of the exterior of the building and not underneath any balcony; e.g., no closer than 15 feet from the building.

G.2 Only the building propane or charcoal cooking grills may be used. The larger grills are permanently installed at the Fishing Point. Smaller ones are available from the staff. Grills cannot be used on the putting green, the patios, the pool area, walkways, or the parking areas. Grills shall be used only on the grass 15 feet from the building or at the fishing point and picnic area. Clean any grill after use and, if moved, return it, after the grill has cooled to its original location or to an area specified by the staff.

H. Car washing

H.1 Residents may wash their cars on the east side of the building near the emergency fire door. The hours for car washing are 7:00am to 9:00pm. The area should be cleaned, the hose should be wound, and the water turned off when you have finished. An electric receptacle is provided for car vacuuming.

H.2 Vehicles parked in the car wash area will be subject to towing.

J. Drones

J.1 No drones shall be operated on, above or around the condominium property whether for commercial or recreational use.

Section III Inside common areas

A. General

Sky Harbour East House Rules and Regulations

obtained from the Office Manager. They must be returned after use.

B.11 Professional Trainers shall be allowed in the pool for aerobic classes only, subject to times and dates approved by the Board of Governors. All professional trainers using the pool must submit an insurance certificate to the office demonstrating liability coverage in amounts to be determined by the Board.

C. Lower lobby patio (outside the lower lobby on the south side of the building outside the fenced area)

C.1 Only unbreakable containers can be used for your food and beverages.

C.2 The tables shall not be moved. In a strong wind, the umbrellas may not be used. The chairs should be left in a neat position and the umbrellas lowered when leaving.

D. Shuffleboard courts and putting green

D.1 The Shuffleboard Courts and the Putting Green may be used from 9:00am until dark.

D.2 Children under 12 may use the shuffleboard courts or putting green only when accompanied by an adult.

D.3 Shuffleboard equipment and golf flags must be returned after use to the storage box located near parking space 55.

D.4 Smoking, parties, and grilling are not permitted on the putting green. Only putting is permitted on the putting green.

E. Beach area next to our building

E.1 This area is owned by Broward County. We help to keep it clean and have provided shower and tar removal facilities at the beach entrance east of the building for our residents, guests, and neighbors. Help keep the beach clean.

E.2 Residents and their guests use the beach area at their own risk.

E.3 Items such as chairs, umbrellas, and kayaks placed on the beach is at the user's responsibility and risk. The trees on the beach are public property; it is not appropriate to chain anything to them. Nothing may be chained to SHE trees or property.

E.4 Keys to open the beach gate from Point of America II may be obtained at the office. The chairs and cabanas on the large beach area are the property of the Point of America residents and for their use only.

F. Fishing point and picnic area

F.1 This area is owned by Broward County. Sky Harbour East has provided tables, benches, grills, sink, and a life ring for use of our residents and guests.

Sky Harbour East House Rules and Regulations

A.1 Smoking in any inside common building area of Sky Harbour East is prohibited. Ashtrays are provided outside for discarding cigarettes and cigars.

A.2 All residents and their guests are encouraged to use the facilities of Sky Harbour East, but do so at their own risk.

A.3 Jumping, running, and use of roller skates, roller boards, bicycles, or roller blades anywhere inside the common areas of the building is not permitted.

B. Lobbies

B.1 The lobby areas are for quiet use by all residents; they cannot be used as play or game areas for children or adults.

B.2 All residents and guests must wear appropriate cover-ups and footwear when entering either lobby. No one is allowed to enter either lobby with water dripping onto the floor from a towel, bathing attire, or body.

C. Marine Room, Pub Room, kitchen, and rest rooms

C.1 These rooms are for the use of all residents and their guests.

C.2 The Marine and Pub Rooms and the kitchen, when required, may be reserved by residents only for a private occasion. Reservations must be made in advance with the Office Manager and are on a "first-come first-serve" basis. Reservations shall be made no more than a year in advance. A guest list should be provided to Security for entry. A check for \$100 must be provided to the Office Manager as a deposit for any damage to the room(s) or for the staff having to clean the room if not done by the resident. The check will be returned if no problems are found. The Board of Governors reserves the right to prohibit a resident from using the entertainment rooms for a year if there are multiple and/or severe problems with the cleanliness of the room(s) or the department of the guests.

C.3 Reservations include the use of the dishes, silverware, utensils, and any other item not in locked cabinets. The secured items have been purchased by the Entertainment Committee and the Saturday morning coffee group, both self-funding groups. The resident must supply all the food and decoration used. The resident must also supply all the help necessary for preparation and cleanup of the room.

C.4 The refrigerators in the Pub Room, the Marine room, and the kitchen are available for resident use. Food may be stored in the refrigerators for a party but must be removed following the event. With the appropriate caution for the under 21 group, store alcohol in the refrigerators only during an event. Fishing bait must never be stored in the refrigerators. The staff will discard all remaining items remaining after any event including any items left in the refrigerator.

C.5 The icemakers in the Pub Room, the Marine Room, and the kitchen and the filtered water in the kitchen are available for resident use. If a sign is displayed

Sky Harbour East House Rules and Regulations

that a particular room has been reserved for a function that day, the icemaker may not be depleted during that day except by the resident hosting the function.

C.6 The number of guests is limited in accordance with Fire Department regulations, the room function, and the type of furniture in the room as follows:

Marine Room	125 persons (BOG meetings)*
Pub Room	75 persons
Board of Governors	30 persons
Fitness Center	20 persons
Library	10 persons
Pool	28 persons

* For other uses such as parties, consult with the General Manager for safe rearrangements of furniture.

C.7 The resident requesting the use of any of the rooms must be present for the duration of the event.

C.8 A request for reservations for reasonable quiet business purposes must be approved by the General Manager. Business gatherings for more than 6 people shall not be held. Examples of quiet business purposes are meeting with a real estate agent or financial advisor, or a small meeting with business associates. A product sales event and fund raising of any type are examples of meetings that will be denied. See also Section VIII D.1 Solicitation.

C.9 Rest rooms are provided for the residents and their guests between the swimming pool and the Marine Room and also between the Pub Room and the Fitness Center. Handicapped and shower facilities are provided in the latter rest room area only. Keep these rooms neat and orderly.

C.10 All common area doors generally utilize the key fob system. Most are left locked for 24 hours except in rare circumstances. Owners may request that doors to the lower lobby rest rooms remain unlocked for a reserved event.

D. Library

D.1 The library is for the use of all residents and guests. Children must be accompanied by an adult. The library door shall be kept closed for the privacy of nearby residents.

D.2 The library contains books and periodicals donated by residents. If a resident borrows a book, it is expected the resident will return it for other residents to read.

D.3 Residents should use discretion concerning the type of book donated as we do have children using the library. With the exception of books or manuals that may become outdated quickly such as medical tomes, all books are welcome.

D.4 A cart has been placed near the door by the volunteer librarian for newly donated or returned reading materials or jigsaw puzzles. The Librarian will place these materials in their proper locations. Given the smaller size of the room, the

Sky Harbour East House Rules and Regulations

Librarian will also occasionally cull books at his or her discretion. If donating a large number of books, contact the Librarian first about logistics.

E. Hallways and hallway decor

E.1 The hallways must be kept uncluttered. Nothing must ever be left outside apartment doors. Shopping carts must be returned to the lower entrance as soon as they are unloaded.

E.2 To make any changes to the hallway furnishings or tile floors, approval must be obtained from at least a majority of the owners on the floor. Request for approval by the Board of Governors is to be submitted in writing and signed by the owners who agree to the changes. These same owners may then make the changes at their own expense. Once in place, the furnishings are the property of the Sky Harbour East Association. Any exceptions, such as personal paintings, must be noted in writing to the Board of Governors. The hallway walls, doors, and moldings must remain painted in the standard colors. The carpets shall not be changed and the tile may only be changed to the Sky Harbour East standard.

F. Elevators

F.1 In the event of fire, do not attempt to use the elevators. Smoking or carrying lighted cigarettes, cigars, or pipes are not permitted in elevators.

F.2 Elevators shall be used with consideration and courtesy. The cars should not be held on a floor longer than necessary to take on or discharge passengers. If there is a need to keep the elevator stationary with doors open in extraordinary circumstances, residents should obtain permission and a key from the Office Manager.

F.3 Please take care not to damage the elevators with furniture, carts, or other items.

F.4 Contractor personnel must use the West elevator only.

G. Fitness Center (southeast side of lower lobby)

G.1 The Fitness Center is for use by Sky Harbour East residents and their guests. Children under 16 are permitted only when accompanied by an adult. Use of the facility is at the user's own risk.

G.2 Locker facilities are not provided. Anything brought into the Fitness Center must be removed. The General Manager has the authority to remove and discard any item not belonging in the Fitness Center. The Association accepts no responsibility for any personal loss or stolen property.

G.3 No food or alcoholic beverages are allowed in the Fitness Center. Any beverage must be in a covered plastic container.

G.4 Proper athletic attire must be worn at all times. Earphones must be used if playing music or other programs.

Sky Harbour East House Rules and Regulations

G.5 Personal Training Guidelines:

- Hours: Mon-Wed-Fri 10 am – 6 pm; Tues-Thurs-Sat-Sun 12 pm – 8 pm
- One to One training only.
- One Trainer in the gym at a time.
- Individual training sessions may not exceed 60 minutes.
- Only Residents may have Personal Training in the gym.
- Resident may use the gym equipment during training session.
- Trainers may not use the equipment themselves, **except for demonstration purposes.**
- Equipment and room cannot be monopolized during Personal Training Session.
- Gym equipment use is not exclusive during training session.
- Gym equipment should be wiped down and returned to proper place after session.
- No radios, music, audio, etc. in the gym. **Earbuds and headphones only.**
- Training Sessions must be scheduled by the Resident at the Security Desk at least one business prior to date of session.
- Personal Trainer must submit Proof of Insurance, Certification and License with the Management Office at least week prior to the date of training session.
- Personal Trainers must enter through Main Lobby and register with Security before each session.
- Personal Trainers may not enter the Gym without Resident client.
- Personal Trainer must leave the Gym with Resident client as scheduled.
- Personal Trainers must use Main Lobby to exit the building.
- *Residents and Trainers must abide by the moral principle of reciprocity while using this Gym.*

G.6 Use a towel when using any seated equipment and have one available when using any of the equipment. After use, clean the equipment with the materials provided.

G.7 Do not misuse the equipment in any way. Do not remove any equipment or other support product from any of the rooms.

G.8 Leave the rooms neat and orderly. Please turn off the lights and fans when leaving the room unless other individuals remain. The air conditioning temperature is established according to energy conservation standards and can be modified only by Office or Security personnel.

G.9 If you are unfamiliar with the equipment, please ask the Office Manager for help.

G.10 Please notify the Office or Security in the event of a problem.

G.11 Lights must be on while gym is in use from dusk to dawn.

Sky Harbour East House Rules and Regulations

G.12 Cellphone use is prohibited for making or receiving phone calls.

H. **Bicycle storage** (west service corridor of lower lobby and Storage Room 2)

H.1 These rooms are for the use of any resident who has a bicycle. Individual key fob access is provided for the room in the west service corridor. All residents already have fob access to Storage Room 2.

H.2 A yearly fee is charged. Bicycle space is assigned by the Office Manager on a first come first served basis.

H.3 Residents who choose to store their bicycles in their apartment shall use the west elevator to transport the bicycles. Bicycles shall not be stored on balconies.

H.4 Key fob access for bicycle storage will be renewed by the Office Manager in January of each year for each bicycle stored in the bicycle areas. Fees are prorated for partial year storage. The use of a storage space is forfeited if payment is not made by January 20 of that year or within 10 days if a space is assigned later in the year. Maintenance will move the bicycle to the owner's apartment at the owner's risk if the space is forfeited.

H.5 Bicycles will be considered abandoned and given to charity if they have not been identified six months after notification to all residents.

H.6 Rules for the proper use of the Bicycle Rooms are established by the Building and Bicycles Committees and are enforced by the Office staff.

H.7 Residents use the Bicycle Room at their own risk.

I. **Meter rooms** (in each hallway and other areas of the building)

I.1 The meter rooms are not accessible to building residents or guests. There can be no storage and no sources of water in these rooms per the Fire Code.

J. **Fire doors, stairs, and exits**

J.1 The Fire Exit doors at the east and west end of each hallway must be kept closed at all times. They must never be propped open.

J.2 For security, the fire exit door at the east and west ends of the ground floor hallway are alarmed and shall only be used to leave the building in an emergency. Violation of this policy places us all at risk; you, your family, and your neighbors.

K. **Storage rooms and lockers**

K.1 Storage Room 1 is for the use of the Maintenance staff. If a resident has a short-term storage need for a large object, the resident may check for availability of such storage with the Office or General Manager. Any items stored for a resident must be tagged with the resident's name, date, and apartment number.

Sky Harbour East House Rules and Regulations

K.2 Each apartment has a designated and identified metal storage locker located on the ground floor in either Storage Room 2 or Storage Room 3. The rooms have automatic sprinklers in case of fire and are humidity controlled. The lockers must be kept locked with a padlock supplied by the resident. Nothing can be stored on the floor outside the lockers or on the top of the lockers. Any such items will be discarded.

K.3 Permission may be obtained from the General Manager to store trunks, luggage, or large Christmas tree cartons in Storage room 5. All items must be properly packed and sealed. Security controls access to this room. Items must be tagged with the resident's name, date, and apartment number.

K.4 Flammable materials must never be placed in any storage area. (This means no items containing chemicals such as oil paint, aerosol containers, lighter fluids, and solvents.)

K.5 These rules exist for resident and guest safety. The Association can be cited or fined by the Fire Department if any resident or guest does not follow these regulations. Any fines caused by negligence of a resident or owner will be paid by the resident.

K.6 Maintenance monitors all storage rooms on a continuous basis and discards any inappropriately stored and unidentified items or communicates with a resident concerning any identified but inappropriately stored article.

K.7 The use of any storage room is at the resident's risk.

L. U.S. Mail and Association bulletin board room (next to lower lobby elevators)

L.1 There are three bulletin boards in the Mailroom. The first is the locked official Association bulletin board that contains Sky Harbor East sponsored meetings, activities or special information. The second bulletin board is for the use of the Entertainment Committee to announce Pub nights, movies, tours, or other events sponsored by the Committee.

L.2 The third board is a corkboard for the use of all residents for personal items and for neighborhood event notices. "For sale" or rental notices covering items of personal property may be posted on the corkboard for a period not to exceed 30 days. All other notices may be posted on this corkboard for a period not to exceed 15 days. If possible, these notices must be no larger than one-half page to allow others the space to put up their own notice. A posting date must be included on all notices.

L. No bulletin board may be used by or for any outside trades or business firms. Political notices of any type including Sky Harbour East election materials, are not allowed. All such items will be removed and discarded.

L.5 No notice may be posted in the elevators or in any other common area

Sky Harbour East House Rules and Regulations

except by the General Manager.

L.6 A flag is displayed by Security on the North and South sides of the building when the U.S. mail has been delivered. U.S. mail packages too large for a first class mail box will be put in US Mail parcel boxes in the mail room; the postman will leave the parcel box key in the resident's first class box. Leave the key in the parcel box lock when a package has been retrieved.

L.7 The "cubbies" in the Mail Room are the property of the Association. They are used by the Board of Governors, the office staff, the committees, and residents to send in-building correspondence. Communications shall be dated and signed. Commercial or political notices shall not be placed in these boxes; residents and outside trades' people shall use U.S. mail for such material. Anonymous correspondence, commercial, and political notices will be discarded.

Section IV Support personnel and services

A. General

A.1 Sky Harbour East employs a number of office and maintenance personnel. These individuals work to keep our building in quality condition.

A.2 A resident or guest must direct any comment or criticism of an employee's work or conduct only to the General Manager not to the employee.

B. Office, mail, and package support

B.1 The office hours are from 8:00am until 4:00pm.

B.2 The office is able to assist you with:

- Package mailing, postage weighing, and postage at cost
- Names of commonly employed service companies
- Fax services for a fee
- Address change forms

While the Office is willing to occasionally assist you, the staff is not able to be a substitute for postal services. Address change forms are available online at www.usps.com or contact the post office directly.

B.3 COD items must be paid for by the resident or the package will be refused. Items requiring the resident's signature cannot be signed for by the staff without a specific signed authorization form available at the office. No cash or money orders will be accepted for any transaction other than postage stamps.

B.4 Packages may be retrieved from the Security desk. On-duty Security personnel will call the resident. Residents are required to sign for their packages when they pick them up.

B.5 Sky Harbour East sometimes directly delivers the package to the resident; for example, a very heavy package, perishable goods, and high volume during the holidays. If the resident is unavailable, the delivery agent is accompanied by staff or the

Sky Harbour East House Rules and Regulations

staff performs the delivery.

B.6 Packages are accepted for delivery to or from you by Sky Harbour East at your own risk. The staff cannot assume responsibility for misdirected or damaged packages even when staff accompanies the agent or makes delivery directly to the apartment. Any service performed is at the resident's risk

C. Maintenance support

C.1 The Maintenance staff is responsible for the maintenance, upkeep, and repair of the common areas of the building and the grounds. They all report to the General Manager of Sky Harbour East.

C.2 The individual Maintenance staff employees may be available outside their normal working hours to assist a resident with personal apartment maintenance tasks. The employee will charge for this service. The amount paid is between the resident and the staff. The staff is not required to perform such service. Any service performed is at the owner's risk. Staff members may be contacted through the Office or by leaving a message on the Maintenance office answering machine (954)522-2801, opt 3.

C.3 Examples of activities the staff has performed for residents include window cleaning, floor mopping, and general apartment cleaning.

C.4 If time permits during the day; the office may arrange to have the maintenance staff perform small chores for the residents such as battery or light bulb replacement. Staff members are not authorized to perform other personal work for residents during the workday; residents are politely asked to honor this provision.

D.1 Deliveries and Moves

D.1 Notice must be given to the Office Manager or General Manager prior to any moves and delivery or pickup of furniture or major appliances. Residents must provide notice as early as possible to help prevent more moves and/or deliveries than can be accommodated in any one day. Moves and deliveries for furniture or other large items are permitted weekdays only, between the hours of 8:00am and 4:00pm. Deliveries or moves that are not scheduled will not be accommodated.

D.2 Any damage caused to Sky Harbour East common area property by a move into the building or by a delivery will be paid for by the responsible resident or apartment owner.

E. Contractors and other service personnel

E.1 Contractors, companions, nurses, and maids must register with Security before entering the building and upon leaving. (See Safety and security rules and procedures, Section X for more detail.)

E.2 Contractor hours are from 8:00am until **4:00pm Monday through Friday only. We expect the contractor to begin clean up at whatever time is necessary to ensure prompt departure. Different arrangements may be**

Sky Harbour East House Rules and Regulations

made through the General Manager for maids, companions, and medical support.

E.3 When a contractor initially enters the building at the beginning of a job, the General Manager must be provided with proof of insurance, occupational license, and building permit. See Section 1, Your Apartment for more information on remodeling.

E.4 It is the resident's responsibility to instruct all contractors and service personnel in the use of Sky Harbour East facilities and Rules and Regulations that apply to them. The resident is responsible to pay for any common area damage made by contractor or service personnel.

E.5 Detailed procedures on owner responsibility and contractor permits, conduct, and common area preparation and care are available in the Office.

E.6 Emergency repairs such as for air conditioning problems, leakages, and cable outages may be performed after normal business hours or on weekends. Be sure to notify Security.

F. Security staff (see Section X Safety and Security.)

G. Shopping carts, luggage racks, flat bed dolly, wheelchair

G.1 Supermarket-type shopping carts are provided for the use of residents and guests for transporting groceries and other light packages. They are stored at the garage entrance to the lower lobby.

G.2 Luggage racks are available to residents and guests for transporting luggage and garment bags. A wheelchair is available for temporary use to transport a resident into or out of the building. The racks and the wheelchair are kept in Storage room 2. Luggage racks may not be used to transport large boxes, furniture, or appliances,

G.3 A flat bed dolly is available from the maintenance staff for transport of large or heavy objects

G.4 Older shopping carts are available by the Contractor door for use by residents or by Contractor personnel for transporting trash or contractor equipment and supplies.

G.5 All shopping carts, luggage racks, the wheelchair, and the flat bed dolly must be promptly returned to their appropriate locations. Leaving the shopping carts and luggage racks in hallways, elevators, fire exit balconies, or stairwells is a safety hazard, against the Fire Code, and is prohibited. The carts and racks shall not be left in an apartment.

H. Vending machines

H.1 Snacks and soft drinks may be purchased from vending machines located in the in

Sky Harbour East House Rules and Regulations

the west corridor service entrance near the bike room facility.

I. Procedures to inspect or copy Association records

I.1 A unit owner who wishes to inspect or copy Association records shall submit a written request to the General Manager. This request must specify the particular records including pertinent dates and time periods.

I.2 Requests for record inspection and record copies from any one unit will be limited to four requests within one month.

I.3 Inspection of records shall be conducted in the Association Office.

I.4 For record copies, the owner will pay the per-page charge posted in the Office.

I.5 Records will be made available for inspection or copying within 5 working days after receipt of the written request from the owner. Records may be inspected or copied within normal office business hours, from 8:30am to 4:00pm.

I.6 The records which will be made available are those that are specified by the current Florida Condominium Act.

I.7 The Sky Harbour East Association provides all unit owners with their own copy of the Board of Governor meeting minutes, the Annual Meeting minutes, the annual Auditor's Report, the annual estimated and approved budget for the following year, and an annual updated owner's roster. In addition, the Association provides all residents with a residential telephone number listing at least annually. All these are provided at no charge.

Section V Guests

A. General

A.1 All guests are welcome while their hosts are in residence. The guests must be registered with Security when they arrive. (See Guest registration in Safety and Security procedures for detail.)

A.2 All guests must comply with Sky Harbour East Rules and Regulations. Residents are responsible for the actions of their guests. If there is a problem, the owner is subject to any fines or penalties, which are applicable under Sky Harbour Documents and Florida law. A summary of the Rules and Regulations is available at the office. A copy should be kept in each apartment for guest use.

A.3 Persons under 18 years of age shall not be permitted to occupy an apartment unless an adult is in residence.

A.4 Visiting minors, arriving without an adult, must be accompanied by an adult resident from the Security station to the apartment being visited. If an adult resident is not available at the time of such a visit, that adult resident must provide advance written permission for entry to the Manager or Security.

Sky Harbour East House Rules and Regulations

provide advance written permission for entry to the Manager or Security.

If the resident wants others to visit when the resident is away, the following must be observed:

B. Immediate Family

B.1 This means parents, sons, daughters, brothers, sisters, grandchildren, and other members of the resident's immediate family.

B.2 These relatives must have the resident's consent, which must be made known to the Office Manager prior to the date of arrival. This may be done by letter or telephone to the Office. Upon arrival, identification must be given to the Office or General Manager.

C. All Other

C.1 Guests other than the above named relatives shall be denied the use of a resident's apartment unless approved by the Interview Committee or the General Manager prior to occupancy.

C.2 If a non-relative remains in the apartment for thirty or more days after the resident leaves, the Interview Committee must interview the guest or the guest must be reapproved by the General Manager.

Section VI Leasing

A. Leasing Rules and Restrictions

A.1 The lease of any apartment shall be for single-family use as a residence, defined as follows:

"Single family" shall mean one adult person living alone, or two or more adult persons, or one or two adults and a minor child or children living together as a single housekeeping unit.

A.2 The number of persons permitted to occupy an apartment is listed below:

One bedroom -	limited to two persons
Two bedroom -	limited to four persons
Three bedroom -	limited to six persons

A.3 Leasing shall not be permitted until the owner has held title to the apartment for at least one year.

A.4 Once an owner has leased an apartment, that owner is considered a guest of Sky Harbour East during the lease period unless that owner lives in another Sky Harbour East apartment.

A.5 An owner of multiple apartments must obtain approval from the Board of Governors before placing more than one apartment for lease.

A.6 The lease form must be approved by Sky Harbour East, Inc. Copies of this

Sky Harbour East House Rules and Regulations

form may be obtained in the Sky Harbour East office. Any changes or addendums to any lease must have prior approval of the Board of Governors .

A.7 An apartment may not be leased more than once in a twelve-month period. The twelve-month period begins on the first day of the lease. The apartment may be leased for any period of time but not more than twelve months.

A.8 Options for renewal may be written for up to but not more than twelve months.

A.9 Applications must be made for Board approval of any lease even though the lessee may have been approved for a previous lease.

A.10 Any new lease, renewal extension, or renewal option must be applied for and approved by the Board of Governors at least 30 days prior to the effective date of the new lease.

A.11 A copy of the complete lease must be presented to the Board for approval. The financial terms must be included, but are not subject to Board approval.

B. Obligation of lessee

B.1 Lessees must be screened by the Interview Committee and approved by the Board of Governors before being permitted to take occupancy. Each applicant must pay a non-refundable fee. The fee schedule is available from the Office.

B.2 Lessees must abide by all House Rules and Regulations.

B.3 Apartments may not be subleased.

B.4 Lessees shall have the rights and responsibilities of owners with the exception of the right to vote on Association affairs or to hold Association office. Lessees may not put their name on the waiting list for under cover parking.

B.5 Lessees may serve on Association Committees with the exception of the Grievance Committee.

Section VII Parking

An exhibit of the parking space locations is in Appendix of this document. Sky Harbour East has 173 apartment units, 173 assignable parking spaces, 24 guest spaces, and 4 contractor spaces.

We also have 6 employees and 1 security staff who frequently require SHE parking space because of the restricted street parking adjacent to our building.

A. General rules

A.1 Only one parking space is assigned to each apartment. "Assignment" means that a particular unit owner has use of the space but does not own the space.

Sky Harbour East House Rules and Regulations

under-cover space, or an owner wants to change spaces if possible.

A.2 There shall be no more than 1 vehicle per individual adult resident.

A.3 The Board of Governors has given the General Manager the authority to assign all owner/resident parking spaces, the authority to designate guest spaces, and the authority to utilize any available spaces for overflow of vehicles. As necessary, the Board of Governors will provide supervision and counsel.

A.4 Given the shortage of parking space at Sky Harbour East, it is imperative that residents notify the Office or Security any time they will be away for more than 24 hours so the General Manager can more effectively utilize spaces on a real-time basis.

A.5 On an as available basis, Security will assign guests to the Guest spaces with input from the General Manager.

A.6 Residents must park in their assigned space except by special arrangement with the General Manager. For example, a resident with only one vehicle cannot sublease another space under-cover and then utilize the original assigned space for personal occasional guests.

A.7 All residents must register their vehicle(s) with the General Manager. They will receive a parking decal that includes the assigned space number and a Sky Harbour East logo. Residents must display this decal on the inside front window on the left bottom of the driver's side.

A.8 Residents having an additional vehicle will be issued a separate decal, with the same space number as the first decal, to assist the owner and the staff with proper vehicle identification and control. The responsibility of securing parking for the second vehicle generally rests with the resident; the General Manager will make every effort to provide a temporary parking space by utilizing unused residents' spaces upon request. No one may ever park in another assigned space without prior agreement of the resident, and then only with the knowledge of the General Manager or Security.

A.9 When spaces are not available, the resident must go to Security to determine if any spaces are available in Guest Parking. While in guest parking, the resident must display the Guest Parking Pass provided by Security in the windshield of the car. If there is no space available in Guest parking, the resident must park on the street or elsewhere. If any resident plans to leave a personal or guest vehicle in Guest parking for more than 24 hours, the General Manager or Security must be notified in advance. Failure to do so could result in the towing of the car at resident's expense.

A.10 Residents may, on a temporary basis, make arrangements to use another resident's assigned space. The agreement must be in writing, specify the period of time for its use, and a copy provided to the General Manager. However, residents are still limited in their use of space; e.g., having the use of another

Sky Harbour East House Rules and Regulations

space can relieve a two-car owning unit but cannot provide any unit with a private full-time guest space.

A.11 A resident who consistently has the Office use his or her assigned space because of limited personal use only needs to give the office reasonable notice of intended personal or family/friend use, and the space is of course made available.

A.12 Residents may, on a permanent basis, make arrangements to swap an assigned space. If one resident is a lessee, the owner of the space must agree. This agreement must be in writing and a copy provided to the General Manager.

A.13 The parking assignments and the parking priority list are posted on the mailroom bulletin board. The priority list is the basis of all under-cover assignments.

A.14 When title passes on any apartment to a person other than a family member or partner of the owner, the parking space is immediately returned to the parking pool for reassignment to the next eligible owner. There is one exception to this rule; if the current owner is in the process of closing on a different apartment, the owner may choose to retain the first assigned space. This applies whether the space is outside or under-cover. The owner also maintains his or her position on the parking priority list.

A.15 Residents shall comply with all parking and security procedures detailed in in this section and in Section X, Safety and Security

A.16 The Board of Governors reserves the right to remove any unauthorized or illegally parked vehicle from the property, the cost of which shall be paid by the vehicle owner or operator.

B. Under-cover parking

B.1 An apartment must be owner-occupied to be eligible for an under-cover space assignment.

B. 2 A fee is charged for an under-cover space; the total collected for the year must not exceed the Association annual fee. There is no fee for an outside space.

B.3 If an owner leases his/her apartment and has an under-cover space at the time of lease, the space remains assigned to the apartment.

B.4 A fee is assessed annually for the use of under-cover spaces payable in full by January of that year at the same as the first quarter assessment is due. If both the assessment and parking space are not paid by January 20, the under-cover parking space is forfeited.

B.5 If an under-cover space becomes available later in the year, the prorated fee

Sky Harbour East House Rules and Regulations

must be paid at the same time written acceptance is provided to the Office, which is at maximum 5 working days after the space is offered; otherwise the space will be forfeited. If the owner cannot be reached, the owner maintains his or her position on the parking priority list and the next person on the list is contacted.

B.6 An owner may relinquish an under-cover space at any time. The notification must be in writing. The owner will be rebated a pro-rata share of the annual fee.

C. Under-cover parking waiting list

C.1 At the time of apartment closing, the new owner's name is automatically placed at the bottom of the waiting list for under-cover parking unless the new owner already owns and plans to keep another apartment at Sky Harbour East. In this case, the owner's name stays in the same position on the under-cover parking priority list for the initial purchased apartment. The owner may add his or her name to the bottom of the list for the second apartment.

C.2 When an owner's name reaches the top of the list, the owner must accept or retain the present space. Whether or not the owner takes a new space, the owner's name may again be placed at the bottom of the list if the owner so requests. The offer of the under-cover space and the acceptance or rejection of that space must be in writing by the General Manager and the owner or the owner's designee.

C.3 If a current owner leases an apartment and is on the under-cover waiting list, the owner will not be assigned an under-cover space until the owner returns to occupy the apartment. The owner's name will then return to its original place on the list. If the owner's place has passed the top of the list, the owner will be given the next available space. The General Manager keeps track of the original position.

D. Resident and guest vehicle requirements

Residents, guests, and other invitees may park passenger vehicles at Sky Harbour East as long as they meet the following requirements:

D.1 Because of restrictions in the deck height and parking space width, all vehicles must be no more than 80 inches in height and no more than 82 inches in width.

D.2 Because of restrictions in the length of the majority of parking spaces, most vehicles must be no more than 204 inches in length. To accommodate the few longer vehicles already at Sky Harbour East, spaces 32, 33, 34, and 35 will be used as necessary for vehicles from 204 to 228 inches in length. These spaces will also be used as guest spaces as available.

D.3 Sky Harbour East is unable to accommodate any more than 4 vehicles longer than 204 to 228 inches in length. Future potential residents and realtors will be apprised of this fact.

D.4 Passenger cars, sport utility vehicles, and jeeps are generally allowed.

Sky Harbour East House Rules and Regulations

D.5 Passenger vans are allowed if they have rear passenger seats and windows.

D.6 Passenger trucks are allowed if a fitted topper or a fitted cap covers the bed of passenger truck. See E.5 for more detail.

D.7 Law enforcement passenger vehicles owned or operated by residents shall be treated as regular resident vehicles.

D.8 Commercial vehicles, belonging to any resident or guest, are permitted to park at Sky Harbour East only if used to provide services to the Association or to a resident and only according to the parking restrictions in place for all commercial vehicles.

D.9 Motor cycles, motor bikes, buses, campers, mobile homes, golf carts, watercraft, all-terrain vehicles, beach buggies, dual-wheeled vehicles, fifth-wheeled vehicles, and trailers will not be permitted to park on the property at any time.

D.10 In case of questions about a particular vehicle, the Board of Governors opinion shall be final.

E. Vehicle and parking restrictions

E.1 Each vehicle must be parked straight and head-in only.

E.2 Each vehicle must fit under the garage roof to be able to park in any Sky Harbour East space except as noted below.

E.3 Each vehicle must have current license plates and/or tags.

E.4 Because of the relative narrowness of the parking spaces, any vehicle with side mirrors that extend beyond the maximum width of 82 inches must be equipped with folding mirrors that shall be folded in while in a parking space.

E.5 The topper of a passenger truck shall be in a design and finish that integrates with the vehicle or shall be complementary vinyl, leather, or fiberglass. The fitted cap of a passenger truck shall be fitted with tinted windows on all sides in a design and finish that integrates with the vehicle.

E.6 Any vehicle that has been structurally or esthetically modified beyond the normal manufacturing standard is not permitted; e.g., "high riders", loud mufflers, wheels outside fenders, multiple decals similar to a race car.

E.7 No "for sale" or any other sign can be displayed on any resident or guest vehicle parked on the SHE property.

E.8 Any time the hitch ball on any passenger vehicle sticks beyond the bumper or beyond the end of the vehicle, the trailer ball or hitch must be removed when a vehicle is parked at Sky Harbour East.

Sky Harbour East House Rules and Regulations

E.9 Vehicles must not park on the ramp or the drive adjacent to the upper lobby nor by the Service entrance to the lower lobby except with consent of the General Manager or Security. These areas are for passenger and light loading and unloading only. Resident and guest vehicles must not park in the Car Washing area except for washing and vacuuming.

E.10 Resident and guest vehicles must not park in the Contractor spaces by the pool from 8:00am through 4:30pm from Monday through Friday. Resident or guest vehicles may park in the four spaces any evening from 4:30pm to 8:00am and at any time during the weekend. The resident sticker or the guest sign must be properly displayed. Non-conforming pick up trucks may be parked in the four spaces at the pool area any evening from 4:30pm to 8:00am or on weekends as long as they meet the size restrictions specified in Section D. Resident and guest vehicle requirements.

E.11 Vehicles parked in any No Parking Zone or parked in any time-restricted zone at the wrong time or in spaces not assigned to them by the General Manager or by Security will be subject to fines and/or towing.

E.12 In case of emergency, residents leaving for an extended absence shall provide the General Manager with key access to any car left at Sky Harbour East during this absence. Failure to do so could result in the towing of the resident's car at resident's expense.

E.13 Commercial vehicles are determined by the presence of any advertising anywhere on the vehicle, and/or commercial license plates, by the absence of passenger seats and/or windows behind the driver seat, or by evidence of other commercial apparatus; e.g., tools, ladders. Commercial vehicles may be parked on the property only while furnishing commercial services for the Association or residents and only during normal business hours. Any extended hours for any contractor, food service personnel, etc. must be approved by the Sky Harbour East General Manager or by Security. Commercial vehicles may park on the property only in spaces designated by the General Manager or Security.

F. Rules for leased apartments

F.1 An owner who leases an apartment will provide the apartment assigned parking space to the lessee for the term of the lease. The owner, during this period, is considered a guest to the property unless the owner is a resident of another Sky Harbour East apartment.

F.2 The lessee must comply with all parking and security procedures detailed in in this section and in Section X, Safety and Security.

G. Rules for guests

G.1 The Security staff on duty will assign spaces for guests.

G.2 Guest spaces are marked on the North side of the upper level parking area. Security may also utilize any space available in the Contractor spaces by the

Sky Harbour East House Rules and Regulations

pool on weekends and evenings and a few spaces on the lower level as available.

G.3 All guests must display a Guest Parking form provided by Security in the windshield of their vehicle.

G.4 All guests must comply with all parking and security procedures detailed in this section and in Section X, Safety and Security.

H. Written forms and documents

H.1 All forms and documents concerning parking must be executed in writing, email, fax, or telex form and returned to the Sky Harbour East General Manager. Any activity which

Section VIII Miscellaneous

A. Conduct

A.1 Apartment owners, lessees, and their guests must understand the responsibilities and obligations that the Declaration, Bylaws, Rules and Regulations, and the Florida Condominium Law impose upon all of us.

A.2 Residents are responsible for the conduct of their guests and their knowledge of the House Rules and Regulations.

A.3 The Association Documents mandate that penalties be applied to the extent permitted for failure to adhere to all House Rules and Regulations. In extreme circumstances, this includes Police contact to resolve issues at hand.

B. Attire

B.1 All residents, children, and all guests shall wear footwear and cover-ups when inside any common area of the building.

C. Noise and Nuisances

C.1 Any work, which could create noise, may be performed in an apartment from 8:00am to 4:00pm weekdays only. No such work may be performed on Saturday, Sunday, or a holiday except in an emergency.

C.2 To ensure reasonable quiet, television, stereos, radios, or any musical instruments must be operated with a minimum of volume.

C.3 Children and adults must not use corridors, lobbies, stairways, elevators, or any other common area as play sites. Elevator racing is prohibited.

C.4 No nuisances shall be allowed upon the property nor shall any use or practice be allowed which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents.

Sky Harbour East

House Rules and Regulations

D. Solicitation

D.1 Solicitation of any kind is not permitted anywhere on Sky Harbour East property. This includes door-to-door visits by political candidates or other types of solicitors even if accompanied by a resident.

E. Selling your apartment

E.1 The apartment owner must notify the General Manager when selling an apartment.

E.2 Realtors must obtain an apartment key from the owner; no lockboxes shall be used. The Association will not provide keys to Realtors or prospective buyers for sales viewing.

E.3 No Realtor open-house showings are permitted at Sky Harbour East. A Broker open-house is permitted once approved by the General Manager.

F. Media visits

F.1 Residents of Sky Harbour East may invite personnel from the media to visit the residents' apartment from time to time. On such occasions, a resident or a designated representative of the resident must accompany the media personnel to and from the apartment from the Security desk. This helps to ensure the privacy of all residents in Sky Harbour East.

G. Service Animals

G1. Any Sky Harbour East resident considering the acquisition of a service animal shall contact the Sky Harbour East General Manager early in the process to learn the requirements for the successful transition of a service animal into Sky Harbour East. Failure to do so could delay entry of the animal to the building.

G2. Federal and state law require supporting documentation be provided to the Association from anyone requesting a service animal. The Association's Attorney will review this documentation and any necessary supplemental material. All requests will be given careful and legal consideration to assure the application fully complies with the law.

G3. Through this process, the General Manager, the Board of Governors, and the Association Attorney will fully respect the right to privacy of the resident.

G4. The General Manager will work with the resident to mutually establish the need for reasonable accommodation of rules, policies, and services as relates to the type of animal and its compartment.

G5. As a step in this process, the resident will sign a copy of these rules as acknowledgement of understanding and consent.

G6. The Association is required to facilitate a reasonable environment and the reasonable cooperation from the other residents and employees.

Sky Harbour East House Rules and Regulations

G7. The resident shall respect neighbors by limiting all disturbing noise or disturbing action from the service animal. On a case-by-case basis, the Association shall require additional steps be taken such as using a muzzle on the animal.

G8. The service animal shall always be on a leash or carried when on any common area property of the Association.

G9. The resident shall exercise the animal on public property. The resident shall make every effort to ensure there is no "accident" anywhere on the Association common property. The resident is responsible for immediate cleanup and disposal of any waste created by the animal. The waste must be deposited into a plastic bag and disposed of in a suitable trash receptacle. As a convenience, Sky Harbour East has provided a receptacle outside the lower level back entry for the waste disposal.

G10. The resident shall assume full responsibility and liability including but not limited to all legal and all damages to persons and/or property as a result of the actions of the service animal.

G11. The resident shall annually provide the Management Office with proof of up-to-date license and vaccinations.

G12. All residents shall use the following protocol when using an elevator: If the elevator is occupied, the service animal owner or representative shall ask permission to enter the elevator. If another resident sees a service animal on an elevator and does not wish to enter, that resident shall wait for the next elevator. This courtesy will serve to protect individuals with pet-related allergies or fright.

G13. Anyone inviting a guest who has a certified service animal shall inform the General Manager or Security in advance to facilitate common understanding of the Association policies and rules. If the guest is to remain for longer than 30 days, the same validation process will be required as for any resident.

Section IX Covenant and Rule Enforcement and the Grievance Committee

A. Residents shall report any complaints to the General Manager who will assist in deciding an effective course of action. For the majority of conflicts, the residents working with the General Manager are able to come to a quick resolution. On some matters between individuals, the use of a group of peers, e.g.; the Grievance Committee, can effectively help to solve issues among residents with minimal stress. Only apartment owners may serve on the Grievance Committee.

B. Residents and the association have several options available to resolve conflicts, issues and grievances. These options range from simple notification and dialog to full legal enforcement.

Sky Harbour East House Rules and Regulations

C. The Grievance Committee Process

C.1 The resident shall clearly state the problem in writing in a letter to the Board of Governors and give a copy of the letter to the General Manager. The General Manager in coordination with the Board of Governors shall refer the complaint to the Grievance Committee. The Committee will hold one or more private hearings concerning the problem to attempt to seek a resolution. All work of the Committee will be held in strict confidence.

C.2 If the grievance is not resolved; the committee will forward its findings, conclusions, and recommendations to the Board of Governors for action at their next meeting.

C.3 The Grievance Committee also serves as the Covenant Enforcement Committee when the need arises as described in the Declaration of Condominium. The Covenant Enforcement Committee makes recommendations to the Board of Governors concerning whether to levy a monetary fine for particular infractions.

Section X Safety and Security

A. General information

A.1 The Security staff will have the full cooperation of the SHE residents and guests in the execution of their responsibilities as specified in this document.

A.2 All building exterior doors shall be kept locked at all times except when entering and leaving the building. The doors may not be propped open. During Marine Room or Pub Room events, the exterior doors may be left open until the event's completion. The Pool gate must be kept closed and locked at all times except for egress.

A.3 Residents shall not open any building entrance to a person or persons unknown. Those who cannot be identified as residents should be directed to check through Security.

A.4 Residents should report persons exhibiting suspicious behavior to Security.

A.5 It is a felony to disable/reset the upper lobby fire alarm panel and thereby shut off the fire alarm. Only the Fire Department has the authority to shut off the alarm.

A.6 The Fire Code requires that the smoke detectors and the door closers be kept in full working order.

B. Keys, key fobs and garage gate openers

B.1 One gate opener will be issued for each apartment. Additional openers will be issued if there is more than one vehicle registered with the Office for the same apartment.

Sky Harbour East House Rules and Regulations

B.2 Key fobs will be issued only for adult individual residents living in a unit. These fobs will open the outside building doors, the east pool gate, and all the common room doors. Extra fobs will not be provided to residents. If a special need develops, please discuss your circumstances with the General Manager.

B.3 When an apartment is sold, on the date of closing, key fobs are disabled and new ones will be issued to the new owner(s).

B.4 Residents are responsible for all mail box keys, fobs and gate openers issued to them. A lost mailbox key, fob, or gate opener must be reported promptly to the Office. The Office will issue a replacement following the receipt of a signed statement of loss and request for replacement. -Only the unit owner or approved lessee shall make the application.

B.5 Fobs or gate openers used by other than the resident to whom they were registered will be deactivated.

C. Contractor, moving, delivery, and service personnel registration

C.1 Contractors and service personnel may obtain a key to an apartment from the Office. The resident must give advance permission to provide the key. The key must be returned at the end of the day. To receive the apartment key, the contractor or service personnel must deposit his/her driver's license and vehicle keys with the office.

C.2 A fob entry key must not be given to any household employee, Realtor, contractor, or other service personnel.

C.3 All contractors, service and delivery personnel, and movers must be checked in by Security each day before being admitted into the building. A log will list the pertinent data on each individual and, if applicable, his/her company and vehicle. Each individual will be required to wear a service badge while in the building. This badge must be returned and the individual logged out when the work is completed each day.

C.4 For general service personnel, Security will assign a parking space if available. Contractor personnel in commercial vehicles must park on the street unless there is a space on the West side of the building by the pool.

C.5 Security will call the resident for permission for the contractor or service personnel to enter. If the resident is unavailable, Security will not allow the individuals to enter unless written permission is on file.

C.6 After registration with Security, contractors and service personnel shall use the Contractor entrance and the West elevator only. Contractors and service personnel shall use the Employees' rest room facility located near the Marine Room kitchen back entrance.

Sky Harbour East House Rules and Regulations

D. Guest registration

D.1 All residents must notify the Office Manager when expecting overnight guests. A form must be completed which includes the names of all persons, and the time of expected arrival and departure. If outside the normal work week hours, Security must be advised and the same information given.

D.2 If requested by the resident, the Office Manager will provide temporary key fobs to adult guests for the period of their stay. The guests must be registered in order to receive a temporary fob. Fobs will be in the guests' name and will specify the length of the stay. These guest fobs can be provided during normal business hours. The office will bill the resident a fee for any unreturned fobs.

D.3 Residents should also notify Security when expecting daytime or evening visitors. The guest names and expected time of arrival should be given.

D.4 Security will advise the resident that the guests have arrived unless the resident has indicated that is not necessary. Security will admit the guests to the building. If the resident is not available, Security will not permit the guests to enter the apartment without written permission on file.

D.5 An adult resident or guest must escort all guests who are children under 18 from the Security desk to the apartment. In special circumstances, written permission may be provided to the General Manager or to Security to waive this requirement.

D.6 Security will assign a parking space in the guest parking area if available and will provide a guest-parking pass. If a space is unavailable, Security will direct the guests to street parking.

E. Security staff general duties

E.1 One or more security staff are on duty 24 hours a day 7 days a week.

E.2 Access

Sign in all visitors and contractors; call resident for permission to enter unless the resident specifies not to call. If resident is unavailable, deny access unless there is written permission on file. Never give out names or telephone numbers of residents or Sky Harbour East staff. Challenge all pedestrians walking onto property; only residents and guests are allowed.

E.3. Parking

Sign in all visitors and residents with additional vehicles to specific parking spaces; when these are full, direct person to street parking. If a resident parks in guest spot or another resident's assigned spot without authority, contact the General Manager.

Patrol the parking areas for cars parked incorrectly or illegally.

Monitor parked vehicles and issue a Parking Violation sticker for any illegally parked.

Sky Harbour East House Rules and Regulations

Call General Manager for towing approval for any car in guest spot without Parking Permit or any car in non-guest space without vehicle sticker.

E.5 Service Animals

Monitor area for any animal not registered as a Service Animal or for any Service Animal owner not following the rules.

E.6 Contractors

Sign in all contractor personnel on or after 8:30am; direct them to the Office at initial visit or when apartment key is requested.

E.7 Moving

Sign in movers; direct them to the Management office; if after 3:00pm, check to determine if move can be completed by 4:00pm; call management office if a question.

E.8 Process servers

Direct them to the resident's apartment; do not call the resident to inform them unless the Process Server so directs.

E.9 Unit lockouts

If resident is locked out, obtain ID from the person; let him/her into the apartment; if ID is in apartment, verify ID after unlocking the apartment.

E.10 Complaints

Document a resident's complaint; refer him/her to the General Manager. If after hours, call the General Manager yourself if issue requires immediate attention.

E.11 Miscellaneous

Raise or lower the US flag at appropriate time.

Put out or take in the Mail flag at appropriate time.

Accept all packages; notify owner; and retrieve package for resident.

Inform any resident of rules concerning skateboarding, roller blading, etc.; notify the Office or General Manager if any difficulty.

Allow no solicitors on the property.

Provide directions for passersby.

Monitor property checking for vandalism or anything else out of the ordinary.

E.12 Police response

Assist resident in securing immediate police assistance when required; call 911 if the resident has not already done so. Notify the General Manager. Stay at the gate to direct police. Log the activity.

E.13 Elevator emergency

Determine closest floor to a stuck elevator. Direct the individual in the elevator to

Sky Harbour East House Rules and Regulations

pick up the emergency phone in the elevator. (See emergency procedures for more information.)

If there is also a medical emergency, call 911.

If possible, use the elevator emergency key to open the elevator doors.

Log all activity.

E.14 Fire response

When fire alarm sounds, first call 911; then check location of active alarm. Wait for Fire Department at the Security Station; provide access to the building. Lock the elevators.

Provide the Fire Department with the Special Needs list.

E.15 Illness or injury

Call 911 if a resident has not already done so. Wait for ambulance and provide immediate access.

E.16 Hurricanes

Assist building personnel in any way possible to ready building.

F. Resident emergency information and support

F.1. Registering emergency information with office

In the event of an emergency, it is advisable for the Office to have certain information concerning each resident. Residents must provide the office with the following information (a form is provided by the office for this use):

- Name, apartment number, telephone number
- Doctor's name and telephone number
- Your usual choice of hospital
- Names and telephone numbers of your nearest relatives or friends to be contacted
- Name and address of your church
- Name and telephone number of your priest, minister, or rabbi

This information will be kept in your file and will be treated with strict confidence.

F.2 Emergency telephone numbers

The following is a list of telephone numbers that you should keep near your telephone for use in an emergency:

Police	911
Fire	911
Ambulance	911
Office	954-522-2801
Security	954-463-8182
Poison Center	800-282-3171
Broward General Hospital	954-355-4400
Cleveland Clinic Weston	800-340-9926
Holy Cross Hospital	954-771-8000

Sky Harbour East House Rules and Regulations

Imperial Point Hospital 954-776-8500
Your doctor
Your personal contact

F.3 First aid and other medical support

A wheel chair is available for emergency use. It is stored in the vending machine room.

G. Use of fire and smoke alarm systems

G.1 IF A FIRE IS SERIOUS, THE RESIDENT SHOULD SOUND THE FIRE ALARM IN THE HALLWAY, CALL 911 TO ALERT THE FIRE DEPARTMENT DIRECTLY, AND ALSO CALL SECURITY. SECURITY WILL ALSO IMMEDIATELY CALL 911. THE FIRE DEPARTMENT IS NOT DIRECTLY CONNECTED TO ANY BUILDING ALARM SYSTEM IN BROWARD COUNTY; THIS MEANS THE 911 CALL IS IMPERATIVE.

G.2 It is a FELONY to reset the upper lobby fire alarm panel. It is best for everyone except authorized personnel to simply stay away from the panel.

G.3 Each apartment is equipped with two smoke detector systems, an enunciator, and a utility closet moisture detector.

G.4 The smoke detector(s) in the first smoke detector system is connected to the apartment electrical system and also contains a battery(s) to provide the alarm if the electricity fails. This battery or batteries must be replaced once a year. Whether you have one or more detectors in this system depends on the number of bedrooms and the age of your system. These smoke detectors are not connected to a building-wide system.

It is a Fire Code rule that the smoke detectors must be kept in working order at all times. Sky Harbour East Maintenance staff are able to replace your batteries outside working hours for you.

G.5 The second smoke detector system is able to detect smoke and heat at a lower temperature than the first system. This system is connected to a building-wide system. If your detector detects smoke or fire, it will send a signal to the Security station along with your name and telephone number. Security will call you to determine the cause of the alarm.

G.6 If for some reason, Security does not call you, go into the hallway, close your apartment door, and pull the fire alarm box. This also connects to a building-wide system and Security will know the location of the alarm. To be safe, return to your apartment and call 911.

G.7 The enunciator in your apartment is a one-way speaker system that allows the Fire Department, and occasionally, Security, to announce the status of a Fire alarm. This will eliminate any doubt as to whether the alarm is real or the alarm is false.

Sky Harbour East House Rules and Regulations

G.8 If the fire is non-life threatening (e.g.; burnt toast, overcooked steak), you should attempt to remove the smoke by turning on the exhaust fan or opening a window before the smoke enters the hallway. If this is the case, do not open the door(s) to the hallway. This will save a trip by the Fire Department. If in doubt, use the hallway alarm.

G.9 Each hallway contains two fire apparatus cases that contain a fire hose and a fire extinguisher. The fire hose is for use by the Fire Department only. Anyone can use the fire extinguisher but should first become acquainted with its use.

G.10 Each resident should become very familiar with the locations of the alarms and the extinguishers on each residential floor and in each of the common areas.

G.11 Each resident should have at least one Code approved fire extinguisher in his or her apartment and know how to use it.

G.12 In the event of a General Alarm, each resident in the building should follow the procedures in the fire evacuation section.

G.13 If a resident knowingly sounds a false alarm, the penalty imposed by the Fire Department will be borne by that resident.

H. Residents with special needs

H.1 If a resident has difficulty hearing the apartment enunciator, the apartment fire alarms, or the general fire alarms emanating from the hallway, the resident should contact the General Manager's office to make arrangements for an apartment fire alarm strobe light system. There will be a fee for this service.

H.2 If a resident has a serious illness or physical impairment that would make fire evacuation difficult, if not impossible, the resident can contact the General Manager's office to request placement on a Special Needs list for fire evacuation. The criteria for placement on this list is determined and controlled by the Fire Department.

H.3 This list is kept near the fire alarm panel in the main lobby and the Security location for use by Security and the Fire Department.

H.4 The list is kept confidential.

Section XI Emergency Procedures

A. Use of the Defibrillators

A.1 The Sky Harbour East Office, Maintenance, and Security staff are trained in the use of the defibrillators that are stored in the Security area and in the Mail Room. If a resident needs the use of a defibrillator, 911 should be called first and then the Office or Security staff.

A.2 All residents are encouraged to learn how to use this equipment.

Sky Harbour East

House Rules and Regulations

B. Fire evacuation

B.1 IF A FIRE IS SERIOUS, THE RESIDENT SHOULD SOUND THE FIRE ALARM IN THE HALLWAY, CALL 911 TO ALERT THE FIRE DEPARTMENT DIRECTLY, AND ALSO CALL SECURITY. SECURITY WILL ALSO IMMEDIATELY CALL 911. THE FIRE DEPARTMENT IS NOT DIRECTLY CONNECTED TO ANY BUILDING ALARM SYSTEM IN BROWARD COUNTY; THIS MEANS THE 911 CALL IS IMPERATIVE.

B.2 There are two exits on each floor to be used in case of a fire: the staircase on the east and west ends of the building. The elevators will stop during a General Alarm.

Each resident, including children, should acquaint him or herself with the location and use of the fire exits, the fire alarm and smoke detector systems, and the fire extinguisher locations in the apartment and hallway.

Each resident should know the number of doors and any other features in the hallway that would help get to the fire exit in case there is smoke in the hall and the person has to crawl to the exit.

B.3 Each resident, including children, should also be very familiar with the layout of his or her apartment in case there is a need to stay in the apartment if smoke in the hallway cuts off escape to the fire exits.

B.4 If a fire begins in your apartment, call the Fire Department (911) immediately and Security if possible.

Then try to put out the fire if you ARE SURE you can handle it. If you are at all in doubt, get out of your apartment. CLOSE THE DOOR BEHIND YOU to keep smoke and flames out of the corridor. Leave the door unlocked so the firemen can get in.

Pull the fire alarm and arouse your neighbors. Leave the building by the proper stairway.

B.5 If the fire starts in another part of the building, you will probably be aroused by the alarm, yelling in the corridor, a phone call, or the sound of the fire engines outside. Here is what to do in simple steps:

1. Shut off your air conditioner.
2. Go to the door. If there is evidence of smoke in your apartment, crawl to the door. Do not stand; smoke and deadly gases rise.
3. Feel the door and the edges of the door with the back of your hand. If the door or the edges are hot, do not open the door. If the door is not hot, open slowly and be ready to slam it shut if necessary.
4. Check the hall. If everything is clear, walk to the proper exit. If there is any smoke in the corridor, crawl into the hallway and to the exit door. Close the apartment door behind you but leave it unlocked in case firemen need to get in. Stay close to the wall so you can count the doorways to the exit. Remember, do

Sky Harbour East House Rules and Regulations

not try to use the elevator. If the smoke appears denser heading to one exit, use the other exit.

5. Walk down to the ground level. Fire generates heat, smoke, and panic, so hold on to the handrail for guidance and protection against being knocked down by exiting residents and guests.

What to do if the apartment door is hot or smoke is dense in the hall.

1. Don't panic. You can stay in your apartment and still survive a fire. Here are some of the things you should do:

2. Let someone know you are in your apartment. If the phone works, call for help. Do not forget your cell phone if you have one. Hang a bed sheet on the balcony to signal a fireman. Do not try to climb or jump down.

3. Fill your tub with water. It may help in fighting the fire.

4. Wet towels and sheets to put around doors and cracks if smoke seeps in.

5. Get fresh air. Check your balcony. If it is not surrounded with smoke or fire, you may want to wait out there.

In summary, you have three or four options:

1. You may leave your apartment by way of the outside, proper stairwell. Preferred route is DOWN....always think DOWN.

2. If the hallway is full of smoke and/or fire, remain in your apartment.

3. If both are full of smoke, go to the balcony, if possible.

4. If all else fails - as a last resort if your apartment becomes untenable, you may be forced to make for the best exit. **REMEMBER TO KEEP LOW.**

B.6 If you evacuate the building, go to South Ocean Drive by the North parking gate to help account for all residents and guests. If you remain in your apartment, call 911 for the same reason.

B.7 This section is meant to offer general instructions and is not intended as a detailed plan to evacuate the building.

C. Elevator emergency

C.1 If a person is stuck in the elevator, the first thing to do is press the red alarm button.

C.2 The second thing to do is to press the emergency telephone button. This will automatically dial the elevator monitoring service. Provide the information requested and follow directions given. The monitoring service will make the appropriate notification calls and will begin to resolve the issue.

C.3 ~~Wait patiently for assistance.~~

D. Hurricane procedures

D.1 Sky Harbour East, as all buildings east of U.S. 1, is designated an evacuation zone even for a Category 1 hurricane. Therefore, it is extremely important to pay attention to official announcements on radio and television from the National Hurricane Center and local officials.

Sky Harbour East
House Rules and Regulations

D.2 Be prepared to evacuate early. Make advance plans to go to a Red Cross shelter or to friends or relatives willing to provide you with shelter. Relocate outside the evacuation area. Understand that the elevators in Sky Harbour East will be shut off and the cars deployed to a higher floor when a Mandatory Evacuation Order has been declared. This means there will be NO elevator service during this time.

D.3 Residents with special needs for emergency equipment or other issues must register with the county before any storm threatens. Broward County will provide bus services from the coastal area to shelters for those unable to make other arrangements.

D.4 Remember to protect your property prior to leaving to shelters or elsewhere:
1. Remove all objects from the balcony.
2. Close all storm shutters.

D.5 The following are emergency numbers that may be helpful in case of a hurricane or hurricane warning:

Emergency Management office	954-831-3900
American Red Cross	954-763-9900
Broward County Special Needs	954-357-6402

Attest:

[Signature]
Secretary

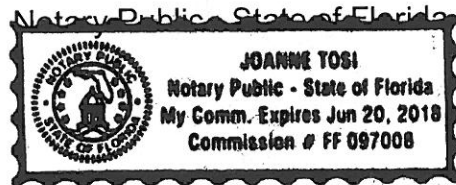
Sky Harbour East, Inc.
[Signature]
President

State of Florida
County of Broward

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Jeannine Richards and Russell Weaver, as President and Secretary, respectively, of Sky Harbour East, Inc., a Florida corporation, and they acknowledged before me that they executed the foregoing instrument as authorized by and on behalf of said corporation for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid this 17 day of Nov 2015.

Sign [Signature]
Print JoAnne Tosi
Personally known or
Produced identification



My commission expires: June 20, 2018