

ARTICLE XII
EMERGENCY PROCEDURES AND SECURITY SURVEILLANCE

General

A number of emergency situations may occur, each of which requires prompt corrective action.

<u>Emergency Situation and Recommended Action</u>	
<u>Emergency</u>	<u>Action</u>
Fire Alarm	When a building fire alarm sounds, call the Gatekeeper at 321-783-8417
Fire (Anywhere on the property)	Call 911 Call the Gatekeeper 321-783-8417 if time permits
Ambulance Need	Call 911 Call the Gatekeeper 321-783-8417 if time permits
Police Need	Call 911 Call the Gatekeeper 321-783-8417 if time permits
Disturbance in Unit or on property	Call the Gatekeeper at 321-783-8417 . Gatekeeper will resolve or call Manager or Police as required.
Property Destruction	Call Gatekeeper at 321-783-8417 . Gatekeeper will resolve or call Manager or Police as required.
Elevator Outage	If using elevator emergency phone, the Emergency Elevator Response Unit will advise Stonewood Gatekeeper of the problem. Otherwise, call Gatekeeper at 321-783-8417 or Manager at 321-783-7879 .
Power Outage	Standby power automatically provides up to 72 hours of power for B Building elevators and emergency stairwell lights. The Manager or Gatekeeper will notify FPL.
Unit Flooding	Call Manager 321-783-7879 or Gatekeeper 321-783-8417 . A procedure is available to access vacant units and locate source of water.
Severe Weather	Follow instructions of local authorities (Hurricane/Tropical Storm) given over radio and TV. Manager will pass information over the public address system. Balconies without shutters installed will be cleared of all possible flying objects. Owners of units without shutters who take extended absences during hurricane season (June through November) shall clear balconies of possible flying objects prior to departure.

Security Surveillance

Stonewood Towers has one Gatekeeper on duty twenty-four (24) hours each day with specific instructions on maintaining security and controlling access to property. The Gatekeeper patrols the area and records times and items checked. The Manager reviews these checklists. The Gatekeeper is authorized to take appropriate action to resolve improper matters which occur or to call the Manager or appropriate local authorities to assist in resolution.

Although more security exists at Stonewood Towers than at most other local condominiums, residents must be aware that with only one Gatekeeper on duty, the main gate is unattended when patrolling the property or investigating some situation. Further, our property fences, while a deterrent, can be easily scaled by a person intent on criminal mischief. Therefore, it is highly recommended that unit doors be locked and suspicious activity on the property be reported promptly to Gatekeeper.

ARTICLE XIII **OWNERS RESPONSIBILITY FOR CONTRACTORS WORK**

General

Owners hire contractors to perform work inside their units. It is the contractor's responsibility to remove their debris from the hallways, elevators, and other common areas. Infractions shall be reported to the Condominium Management for appropriate action."

Action

- A. The Gatekeeper shall provide the following information to all contractors at the gate:
- (1) Working hours (8 AM to 5 PM Monday through Saturday) and the Contractor must observe all Stonewood Holidays: Christmas Day, New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. There will be no repair work after 5:00 PM except for emergency plumbing, electrical, refrigeration or air conditioning repairs.
 - (2) Unload/load and parking instructions.
 - (3) Clean-up of common elements.
- B. Owners shall be responsible for the work performed by their contractors. This includes hours of operation, parking, and clean-up of common elements.
- C. If a contractor departs leaving debris in any common elements or limited common elements, the owner shall be notified by the Manager to have the area cleaned.
- D. If the debris is not cleaned up within one (1) hour of notification, the Stonewood Towers Condominium maintenance staff shall clean up and costs associated therewith will be billed to the contractor by the Association. If not paid by contractor within 30 days of the dated bill, the owner shall be billed and the contractor restricted from the premises.
- E. Contractors must provide the office with a copy of their General Liability Insurance, Worker's Comp or Exemption and License.

ARTICLE XIV
ASSOCIATION STANDING COMMITTEES

General

The Bylaws of the Association provide that the President shall be the Chief Officer of the Association and as such shall have power to appoint committees from among the owners. Historically, many standing committees have provided continuity and experience from one Board to its successor. Continuity is provided by the committee members who, unlike Board members, once appointed serve indefinitely until they resign or are replaced by the President.

Committees

The following committees may be maintained to assist the administration of the Association. All owners are encouraged to volunteer their services on any committee to which they can make a positive contribution.

Budget Committee

Responsible to assist the President and Treasurer in carrying out all financial planning and review as enumerated in the Declaration of Condominium, the Articles of Incorporation and the Bylaws of Stonewood Towers Condominium Association.

Welcoming Committee

As directed by the President, this committee will schedule a meeting on a monthly basis with all new residents. New residents will personally be contacted by a member of the committee and invited to the welcoming gathering. During this social gathering, the operation of the Stonewood Club will be explained. Further, it will be clearly pointed out that the Association Documents and House Rules govern the administration of the Association and our social conduct respectively, with the stated premise that all residents accept such provisions and regulations by virtue of their residency. The committee should be prepared to answer questions about these governing documents. New residents will be invited each month until they are able to attend.

Oversight Committee

As directed by the President to be responsible to the Board of Administration that upon review ensure that new resident applications, including leases and contracts for purchase, comply with the rules and regulations of the Condominium Documents. These documents govern and reflect the manner in which residents of the Condominium agree to live as required by State and Federal Law.

Policy and Procedure Committee

As directed by the President to develop and recommend to the Board of Administration for their approval changes to the Association Bylaws, Charter Provisions, Regulations, and House Rules as deemed appropriate. To act as an administrative tool for the Board of Administration in providing continuity between Boards, guidance to all committees established by the Board, and instructions and guidance for the administration of the Condominium employees.

Project Committee

As directed by the President to research, analyze, develop and recommend projects for either immediate action by the Board of Administration or inclusion in Budget Planning at the appropriate out year as direct by the urgency of the project.

Insurance Committee

As directed by the President to be responsible to the Board of Administration in assisting the Board in Analyzing the availability of insurance required by the Condominium Documents. Not being insurance experts, the committee may utilize the advice of outside resources, i.e. agents, consultants, etc. at the direction of the Board of Administration.

Landscape Committee

As directed by the President to develop a continuing landscape master plan to beautify our grounds to include, but not be limited to, the selection of trees, shrubs and flowers emphasis should be placed on a long-range plan to ensure Stonewood remains a beautiful place to live.

Committee Administration

The President may at his/her discretion appoint additional committees as the situation dictates. Further, if owners do not volunteer for assignment to a committee, the President may at his discretion, leave the committee dormant. The Condominium Manager will provide clerical and administrative assistant to Committee Chairpersons upon request.

ARTICLE XV
STONEWOOD CLUB

The Stonewood Social Club is established to provide for social requirements of the Condominium. All Stonewood residents are automatically members of the Club and are encouraged to participate in its activities. Typical events include a Christmas dinner – dance, barbecue picnic, potluck dinners and holiday parties. Attendance at some events may be limited due to seating space availability.