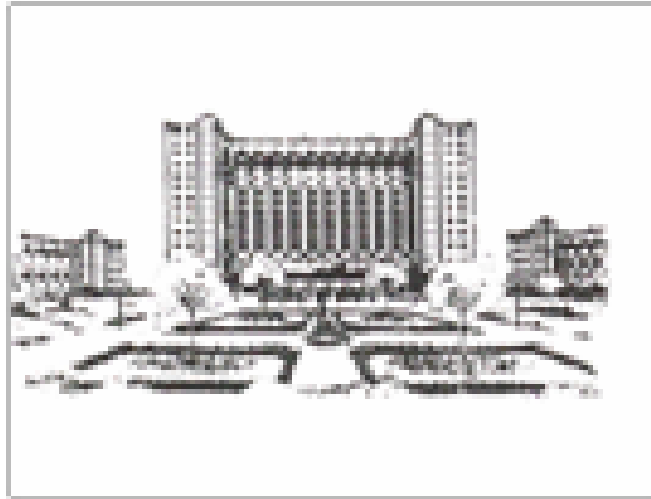


HOUSE RULES, POLICIES AND PROCEDURES

JULY, 2018



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Stonewood Towers Condominium Association, Inc.

STONEWOOD TOWERS CONDOMINIUM ASSOCIATION, INC.



2018 REVISED HOUSE RULES, POLICIES & PROCEDURES

PLEASE BE ADVISED THE ABOVE REFERENCED 2018 HOUSE RULES, POLICIES & PROCEDURES WERE APPROPRIATELY POSTED ACCORDINGLY TO FLORIDA STATUTE 718, AND DULY ADOPTED AT A BOARD MEETING HELD ON JULY 9, 2018

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Stonewood Towers Condominium Association, Inc.

HOUSE RULES

JULY 2018

Pursuant to the authority of Stonewood Towers Declaration of Condominium Article XX and Bylaws Paragraph 4k (4) thereof, the following House Rules shall apply to all Stonewood Owners, Lessees, and their guests. All prior House Rules of the Association are superseded and cancelled.

ARTICLE I **ENFORCEMENT**

Enforcement Authority

Chapter 718.303, Florida Statutes, states in part: "Each unit owner, each tenant...shall be governed by and shall comply with the provision of this Chapter, the Declaration, the documents creating the Association, and its Bylaws...Action for damages or for injunction relief, or both, for failure to comply with these provisions may be brought by the Association or by a unit owner against...The prevailing party is entitled to recover attorney's fees."

Receipt of House Rules

Each owner shall be provided a copy of the House Rules. It is the owner's responsibility to provide a current copy to his lessee. The terms of any written lease between an owner/agent and lessee shall incorporate the House Rules by reference and require compliance.

ARTICLE II **ORGANIZATION**

Administration

All the affairs, policies, regulations and property of the Stonewood Corporation are controlled and governed by the Board of Administration elected annually by the owners as provided in the Bylaws. The Board of Administration consists of five (5) directors serving two-year terms with three (3) directors elected in odd years and two (2) directors elected in even years. All owners are encouraged to be active in the administration by attending monthly meetings and volunteering for committee service as enumerated in Article XIV herein.

ARTICLE III **DEFINITIONS**

Visitor

A person on the premises for a few hours pursuant to invitation by an authorized resident is deemed a visitor.

Guest

A guest is a person staying for more than three (3) days pursuant to invitation of a resident. Non-resident relatives are considered guests. Guests are required to be registered with the Manager.

Management Personnel

Includes all employees of the Association.

Premises

The Premises includes entire condominium project, consisting of units, common and limited common elements.

Common Elements

Defined in the Florida Statutes and includes, among other things, the buildings other than the interiors of the individual units, the land, yards, grounds, landscaping, refuse facilities, swimming pool and recreation building.

Limited Common Elements

Defined in the Declaration and includes, among other things, balconies, unit entrance doors, assigned parking stalls and garages.

Adult

A person eighteen (18) years old or over, except as otherwise specified, e.g., twenty-one (21) or over where alcoholic beverages are involved.

Access Key

The access key is a key to be used by a person thirteen (13) years of age or older for access to the beach, recreation building, spa and tennis courts.

ARTICLE IV
RESPONSIBILITY AND USE RESTRICTIONS OF UNITS

Responsibility of Owners

Owners shall be responsible for ensuring compliance with the House Rules by all members of their household and invited guests. They further are responsible and are liable for any damage incurred by them to the common elements. Owners who lease or loan their units are also responsible for ensuring compliance with the House Rules by such persons, their household members and invited guests. The owners are further responsible and liable for any damage incurred by them to the common elements.

Delinquent Accounts

Monthly assessments are due and payable on the first day of each month. When an account becomes ten (10) days overdue, a \$25.00 late charge will be added. Interest will accrue at the rate of 18% per annum after thirty (30) days and will continue until the account is paid. Also, the privilege of guests will be held in abeyance until delinquency is removed.

Sale of Units and Right of First Refusal

Prior to the sale of any unit within the Stonewood Condominium, the owner of said unit shall notify the Board of Administration, in writing, the name and the address of the intended buyer/purchaser along with an executed copy of the bona fide contract, at which time the information regarding the applicable unit number, contract purchase price, and ending date for exercise by Owners of the right of first refusal (hereinafter "Notice of Sale") will be posted for Members of the Association. Members shall be entitled to review the bona fide contract upon request. The Members of the Association shall have the first right over nonmembers to exercise such right of first refusal and accept such a sale at the bona fide price and on the terms contained in the notice, provided any Member so wishing to exercise this right notifies the Secretary of the Association in writing of such desire to exercise this right within no more than ten (10) calendar days after the posting of such notice of the sale by the Association. Within 48 hours of receipt of said notice, the Association will promptly forward such communication to the current unit owner, in

accordance with Article XIII, Declaration of Condominium. The provisions of this article shall not apply to transfers by an owner to any member of his immediate family (spouse, children or parents). In addition, it does not apply to any foreclosures or judicial sales. *Refer to the Amendment, Article XIII, Section (a) of Stonewood Docs*

Unit Use

Each unit is restricted to residential use. Each two-bedroom unit is restricted to no more than four (4) occupants. Each three-bedroom unit is restricted to no more than five (5) occupants. It is recognized that occupancy limitations may be waived during limited duration visits of invited guests. Stonewood documents direct that any one (1) unit is limited to no more than four (4) occupant occurrences during any one (1) year.

Rental Applications

A Stonewood Towers Rental Application along with Lease between the owner and lessee must be presented to the Manager no later than fifteen (15) business days prior to the effective date of the lease to provide sufficient time for Board review. Also, a twenty-five dollar (\$25) administration fee will be collected at that time. *Refer to Unit Use Amendment.*

Common Element Damage Deposit

Rental application forms require a deposit of \$100.00 for each leased unit. The Manager will present a copy of the House Rules to the renter at this time. When the renter is departing, and returns his copy of the House Rules, and there were no damages to the common elements, the \$100.00 Common Element Damage Deposit will be returned.

Lease Renewals

A Stonewood Towers Lease Renewal Request form and new Rental Application must be presented to the Manager no later than fifteen (15) days prior to the termination date of the existing lease. All long-term leases must be reviewed annually for renewal. Absence of a renewal request will indicate non-renewal of lease.

Rentals

Some, but not all, restrictions that apply to unit rentals are:

- A. Unit owners shall not have an unpaid assessment or a delinquent account with the Association.
- B. Unit is to be used only as a residence. (See the "Unit Use" paragraph earlier in this Article.)
- C. No portion of a unit, other than the entire unit, shall be rented or leased. As such, no room or other structure which exists as a portion of a unit shall be rented or leased separate and apart from any remaining portion of the unit which may be subject to a rental or lease agreement.
- D. Time sharing of a unit is prohibited.
- E. All rental applications must include a covered parking space or garage for lessee use.
- F. Sub-leasing of a unit is prohibited.
- G. Corporation or owners may not change occupants more than four (4) times per year. This limit also applies to non-occupant owners.

- H. The minimum rental period is ninety (90) days.
- I. Applicant's background must not pose a threat to the health, safety, happiness or peace of mind of other residents.
- J. In making its determination, the Board, or any agent thereof, reserves the right to personally interview any applicant, investigate employment, perform a criminal background check (for nominal fee), check references and general reputation, character, personal characteristics and mode of living of each intended lessee and/or tenant, as they feel necessary or desirable. Such other and further information as the Board, in its sole unfettered discretion, deems necessary to conduct its evaluation of whether to approve or disapprove the anticipated lease or rental agreement.

Refer to Use Restriction Pg 4 of 9 "v + vi" amendment to the Declarations of Stonewood Tower Condominium dated, August 17, 2015 for a complete list.

Conduct

No illegal use, nor any nuisance, as so deemed by the Board of Administration, shall be made on the condominium property nor any part thereof, and all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction of the condominium shall be observed. *Refer to Use Restriction Amendment Article X, (d) Stonewood Towers Docs.*

Guest of Resident Occupants

Residents' guests staying for more than three (3) days must register with the Manager. To comply with Stonewood Condominium documents, visits are limited to twenty-one (21) days.

Guest of Non-Resident Owner

When absent, an owner may loan his unit to a guest. No more than four (4) visits are permitted in any one unit during a calendar year. Visits by owner or by members of his immediate family who reside with him are excluded from the count. The Manager must be notified by the owner, in advance and in writing or via email of each visit. Long time guests do not need to indicate each absence. All guests must check in with the Manager upon arrival, register the family, certify that they are not paying rent in any form, and that they are truly bona fide guests.

Non-Resident Owner Rights

A non-resident owner who has leased or loaned his unit, forfeits his right to use the recreation facilities while the unit is occupied.

Unit Keys

Each unit owner shall give the Manager a spare key to his unit. Thereafter, whenever a lock has been changed, it is the occupant's responsibility to ensure that the Manager has a duplicate key and/or combination to the front door. In the event an occupant is locked out of his/her unit, the following applies:

- A. During office hours Monday through Friday, the owner, lessee, or registered guest may obtain the spare key from the Manager for entrance. Key will be returned immediately upon gaining entrance.

- B. After duty hours and on weekends, or when the Manager is not available, notify the Gatekeeper who, after proof of identity, will assist in obtaining a key.

Access to Association Property by Prospective Buyers

The concept of “Open House” where an unaccompanied individual may come onto the property without prior approval of an owner or his real estate agent is prohibited. If an owner commercially advertises a Unit “For Rent” or “For Sale”, such advertisement shall specify that the property is shown only “By Appointment”. Real estate agents presenting themselves to the Gatekeeper will be allowed entrance to the Association property if the unit they intend to visit has a lock box installed. If no lock box is installed, they must present evidence of owner’s approval for their visit. If the unit is occupied, the occupant must be contacted for entry approval.

Revised June 11, 2018

ARTICLE V
GENERAL

Official Records

The official records, as listed in Florida Statute 718.111, may be inspected by members of the Association during normal duty hours. An appointment with the Manager may be necessary.

Activity on Premises

Nothing shall be allowed or kept in any unit or common element which would overload or impair the floor, walls, and roof, or cause any increase in the insurance premium rates, cancellation or invalidation of any insurance maintained by or for the Association. No noxious or offensive activity or nuisance shall be engaged in while on the premises.

Identification

Management personnel are authorized to require any person on any of the common elements to identify himself/herself by name, age and unit number and if a guest, to give the name and unit number of the host.

Employee Relations

Employees of Stonewood Towers are under the supervision of the Manager and the Board of Administration. Owners, residents, or guests will not direct employees to perform any job or favor (unless a bona fide emergency) and will not verbally or physically abuse employees. Complaints about employees’ performance or attitude shall be directed to the Manager or the Board of Administration.

Exterior Surfaces

No awnings, shades, venetian blinds, window guards, radio or television dish or antennae or other objects shall be attached to or hung from the exterior of the buildings or protrude through the walls, windows, or roofs thereof. No notices, advertisements, bills, posters, illumination displays or other means of visual communication shall be inserted or posted on or about the premises or from the exterior to the building, except for those that have been approved, in writing, by the Board of Administration.

Dusting and Sweeping

Garments, rugs, mops or other objects shall not be dusted or shaken from the windows, stairwells, balconies or walkways of the building or cleaned in the common elements. Nothing shall be thrown or emptied by any person from balconies, windows or doors into or onto the common elements.

Noise

No person on the premises shall make any noise or engage in any loud or offensive conduct which would disturb or annoy any resident. Enforcement of this rule concerning disturbing noises will emphasize during “quiet hours” – 10:00 P.M. to 8:00 A.M.

Solicitation

Soliciting goods and services, or monetary solicitation for charitable, religious, political or other causes of any nature whatsoever is not permitted on the premises unless approved, in writing by the Board of Administration. In-house Stonewood affairs are excluded.

Authority for Access

Management personnel shall not comply with any request by an owner or lessee to permit anyone temporary access to his/her unit unless the request is in writing signed by the requesting owner or lessee, facsimile, or via electronic mail. *Refer to F.S. Statute 718 (electronic mail)*

Animal Feeding

The feeding of animals or birds (other than house pets) is strictly prohibited on Stonewood Towers premises.

Window Coverings

Window coverings shall be attractive to the surroundings. Sheets, blankets, aluminum foil and other such materials are not acceptable.

Construction Changes

If owners want to make changes to their unit, common elements or limited common elements, they must submit the plans and specifications to the Board of Administration for review. Alteration or Modification and Contractor Notification form for units are to be filled out and presented to the Manager, along with Contractor License and Proof of General Liability / Workers Comp Insurance.

Refer to: Amendment to Docs 1987, Article XI; Rights and limitations of owner to Alter or modify.

Unit Maintenance

Repair and maintenance of unit interiors and appliances are the responsibility of unit owners. Unit owners are also responsible for cleaning the exteriors of the windows, screen doors, shutters, etc. No Association employee shall be asked during hours of employment to repair or maintain any unit, except when an emergency threatens damage to other units or to the common or limited common elements.

Barbecue Grills

No hibachi, grill or other similar devices used for cooking, heating or any other purpose, shall be kindled or stored on a balcony. However, electric portable, tabletop grills, not to exceed 200 square inches of cooking surface, or other similar apparatus is permitted. *Refer to letter sent by Brevard County Fire Department dated February 6, 2018*

This is according to the 6th Edition of the Fire Prevention Code 10.10.1.1

Combustible Substance

No combustible substances, including explosives, shall be brought onto, stored, or used on the premises.

Refuse

Trash chutes may be used only between the hours of 8:00 A.M. and 10:00 P.M. daily. No heavy or bulky objects, cardboard boxes, or sticks (such as broomsticks, etc.) shall be placed in the trash chutes, but shall be carried to the ground level trash containers. Trash shall be secured in plastic bags before being placed in trash chutes. Highly combustible substances, such as paint, petroleum products, and the like, shall not be placed in the trash chutes or otherwise disposed of on the premises.

Liability for Damages

Each owner shall be liable to the Association for all costs and expenses, including attorney’s fees, incurred by or on behalf of the Association to repair, replace or restore any damage to, or destruction of, the common or limited common elements, which damage or destruction was contributed to or caused by the owner or anyone on the premises pursuant to the invitation or authority of such owner. Owners are responsible for any damage or clean-up caused by contractors under their employ.

Associated Disclaimer of Liability

The Association, Board of Administration, and Stonewood employees shall not be liable in any manner for the loss or damage to any person or any personal property unless such loss, damage, or injury is found to be the sole fault or negligence of the Association.

Watercraft Parking

In accordance with City Ordinances, no watercraft shall be parked or docked overnight anywhere on the beach east of the Stonewood Towers dune line security fence.

Smoking

Stonewood Towers Condominium has been designated a non-smoking facility. Therefore, smoking of any kind (including e-cigarettes) is prohibited anywhere within the boundaries that define the Stonewood Towers Condominium property. The only exception is that smoking is permitted within individual units and the unit’s limited common area balconies. This exception shall be at the discretion of the unit owner.

This smoking revision is pursuant to:

- 1) The Florida Clean Air Act, F.S. 386, which prohibits smoking in all closed areas of the common elements in order to protect individuals from the health hazards of secondhand tobacco smoke.
- 2) F.S. 718.108, pertaining to condominiums, which defines Common Elements as “The condominium property which is not included within the units.”
- 3) The Association’s Articles of Incorporation which allows the Association (by Board vote) to adopt rules and regulations regarding the use of common elements.

ARTICLE VI
USE OF COMMON AND LIMITED COMMON ELEMENTS

Obstruction

Driveways, sidewalks, vehicle passageways, walkways, lobby entryways, elevators, stairs and common corridors are for ingress and egress only and shall not be obstructed or used for play. No items of personal property, except as otherwise allowed by the House Rules or Bylaws, shall be placed or left in any of the areas specified in this section.

Moving

All moves requiring the use of moving vans, U-Haul rental vehicles and pickup trucks which will disrupt elevator usage must be scheduled at least twenty-four (24) hours in advance with the Manager. If the elevator has been previously reserved, moves will be re-scheduled since only one move can be accommodated at any given time in any one building. Moving is only allowed between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. No moves will be conducted on weekends or the following Holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Deliveries may be accepted on weekends if requiring only one (1) trip on the elevator. Elevator padding and hold-key are checked out from the Gatekeeper or Manager and returned upon completion of the move. A \$50.00 returnable deposit is required to cover any damage which may occur. Moving form must be obtained from the Manager. Manager will provide mover with instructions.

Elevators

Elevators are high maintenance cost items and can be very dangerous when misused. Elevators are under inspection and control of the Florida State Department of Business Regulation. Horseplay on elevators or tampering with the equipment can result in a criminal offense for which the Board of Administration will recommend prosecution. No persons shall smoke, drink, or eat in any elevator at any time. Persons coming from the swimming pool or beach shall dry off and remove sand, tar and other materials which may drip or fall on the elevator floor. Shoes should be worn and swimwear should be covered.

Common Element Furniture

Furniture, furnishings and other property of the Association located in the common and limited common elements shall not be altered or removed from its location without prior approval of the Manager.

Running and Playing

No running or playing is permitted in the walkways, stairways, elevators, and lobbies, or on top of the central garages. Ball or game playing is permitted, but only in the general area of the basketball court and adjoining lawn.

Roller Skates, Rollerblades, Skateboards and Bicycles

The State Law pertaining to helmets shall be complied with on Stonewood property. Skateboarding is not allowed anywhere on the premises. Bicycles are not allowed in any building, hallway, stairwell, or elevator, except when resident will be away for an extended period, and then they may be transported to his/her unit for storage. Bicycles shall be stored only in designated parking areas, owners' garages, or parking stalls. Bicycle riders must comply with automobile traffic rules. Riding is not permitted in any garage.

Firearms, BB Guns, Slingshots and Fireworks

Use of these items is prohibited on the premises at all times.

For Sale Signs

No resident or other person shall place a "For Sale", "For Rent", "Open House", or similar sign on premises, except in the space provided for on the Bulletin Board.

Fire Equipment

Tampering with fire alarms and other fire safety equipment is a criminal offense for which the Board of Administration will recommend prosecution.

Minor Persons Hours Restriction

No person under the age of sixteen (16) not accompanied by and in the physical presence of an adult occupant shall use or remain in the common elements between the hours of 10:00 P.M. and 5:00 A.M., except for the purposes of ingress and egress.

Ingress and Egress

The only vehicle entrance and exit to and from the premises is through the central driveway passing the security building. Pedestrian traffic may be through the main entrance or through the beach gate which must be kept locked at all times for security reasons. Replacement of lost keys can be obtained from the Manager for a small fee. Entry or exit over the perimeter gates or fence is prohibited. All pedestrians or vehicles of any type entering Stonewood Towers through the main entrance must stop at the gate house for proper identification.

Replacement of A/C Doors in B Building

See Procedure 32

ARTICLE VII
VEHICLES AND PARKING

General

It is in the best interest of every resident to timely advise the Gatekeeper of any proposed arrivals to the condominium whether they be guests of any category, servants, delivery personnel or maintenance workers. This advance notification allows the Gatekeeper to be prepared to receive the callers and advise them where to park and how to carry out their visit, delivery or service.

Vehicle Definition

For the purpose of this article, the term “vehicle” shall mean automobile, truck, motorcycle, recreational vehicle, van, motorbike, or other similar motorized transportation device.

- A. Permanent Decal issued to Association members and their resident dependents. A copy of the vehicle registration is required. The decal will be replaced annually with one of a different color. The Gatekeeper will do this as the unit owner enters with his or her vehicle. The office will supply the Gatekeeper with an updated master list of those eligible for this decal.
- B. Temporary Decal issued to non-members of the Association (i.e., renters). These decals will have an expiration date not to exceed one (1) year and must be renewed annually. Copy of vehicle registration is required. Multiple colors are used to identify renters or special needs. This decal will be replaced annually with one of a different color as well.
- C. Special Pass issued at the Manager’s discretion. This pass identifies the individual, not the vehicle. It will be used primarily for persons changing vehicles, such as rental or leased. A \$5.00 fee will be charged to the tenant or owner if pass is lost or not returned.
- D. Guest Pass issued by the Manager and not to exceed twenty-one (21) days. Issuance will be in accordance with Article IV “Guest of Occupants” and “Guest of Non-Resident Owners”. Pass must be visible at all times and returned to the Gatekeeper upon departure.
- E. Visitor – Contractor Passes All visitors and contractors will be logged in by host, name, unit number to be visited, and vehicle tag number. In addition, unless noted on the No Call Required

list, if prior notification has not been given; the Gatekeeper will call the unit to be visited for permission to enter. All visitors and contractors will be given a visitor's pass to be placed on the dashboard noting unit number to be visited. All contractors will sign liability log book upon entering. *Refer to Procedure No. 45*

- F. Owners Passes issued by Gatekeeper are valid for twenty-four (24) to seventy-two (72) hour period to permit owner/lessee to register vehicle with Manager and obtain a permanent/temporary decal. These passes are intended for owners that use rental cars, etc.
- G. Notification Residents who may believe that a vehicle is on Stonewood property without being properly registered are encouraged to notify the Gatekeeper.

Vehicle Operation

All drivers on the property must be licensed and obey all local traffic laws. They shall observe traffic signs, exercise caution for the safety of pedestrians, and operate their vehicles quietly. Maximum speed is 10 MPH (5 MPH through garages).

Vehicle Condition

All vehicles on the premises shall be in operating condition with current registration and insurance as required by law. All vehicles shall be equipped with effective mufflers. Vehicles in non-operative condition for greater than seven (7) days shall be removed at owner's expense.

Vehicle Parking

All vehicles parked on the premises must display a Stonewood decal or Owners pass. Guests and visitors may park in any uncovered space unless restrictions apply, such as "Residents Only". Parking restrictions for certain vehicles are covered in another section. A "Residents Only" or "Handicap" parking space often becomes difficult to find, especially during the winter months. Therefore, in fairness to all drivers, it is expected that a vehicle will not be left in a particular "Residents Only" or "Handicap" parking space for more than three (3) days/seventy-two (72) hours. If a vehicle owner is to be absent for several days, the vehicle should be left parked in other than a "Residents Only" or "Handicap" parking space.

Parking Stalls and Garages

In accordance with Stonewood documents, assigned enclosed stalls and garages are limited common elements for vehicular parking. Utilizing assigned garages primarily as storage facilities for personal or commercial use is prohibited. The Association will not be responsible for damage to any items stored in garages. Bicycles, mopeds, small carts, etc. may be allowed, provided they do not interfere with parking a vehicle. Flammable and hazardous materials are not allowed. Garages and parking stalls shall be kept clean and floors free from accumulation of oil. The garages and parking stalls are limited common elements. As such, the electricity used in these spaces is paid for by all owners. Therefore, all freezers, refrigerators, electrical vehicles, electrical appliances of any kind, as well as large electric power tools (not hand-held) will not be used in the garages or stalls. Construction of storage cabinets in E or H garages requires proper approval of the Board of Administration.

Sale or Rental of Garage or Parking Stall

Such parking space may be sold only to members of Stonewood Towers Condominium Association in accordance with Declaration amendment dated February 16, 1989. Each unit must have at least one covered parking space appurtenant to it. Garages may be rented or loaned only to Stonewood residents, and the Manager's office must be notified before occupancy and proper forms must be prepared. Employees must have written permission to park in an owner's space on file in the office.

Vehicle Restrictions

Vehicles such as tractors (prime movers) with or without trailers, earth working, loading and transporting vehicles and other vehicles used in industry are not permitted on the premises unless they are on business of the Association or are involved in moving of a resident.

Parking Restrictions/Definitions

The following definitions and parking restrictions apply:

- A. Truck: A vehicle used for carrying materials, construction supplies or equipment, etc. Commercial pick-up trucks and flatbeds fall into this category. These vehicles must park in the Contractor parking area or Northwest special parking areas only.

Pick-up Trucks, SUVs, Crossovers, Vans, Mini Vans owned by residents and used as their personal vehicles, may park in a resident parking space. Maintenance personnel will direct the parking of larger vehicles to the Northwest parking area. For the safety and comfort of all persons at Stonewood it is requested that all oversized personal vehicles be parked in the Northwest parking area.

Refer to the BOD Meeting on March 11, 2003 these changes were voted and approved.

- B. Recreational Vehicles, Boats, Trailers, Motorcycles, Mopeds and Commercial Vehicles:
1. Any vehicle equipped and used as a sleeper or camper (excluding vehicles for the handicapped) must park in the northwest parking area only. They are restricted to one (1) overnight parking and must be removed by noon the next day.
 2. All types of recreation vehicles, boats, wave runners, etc., trailers, motorcycles, mopeds and commercial vehicles will be logged in on Log Sheet. Include Unit Number/Name of owner.
 3. Authorized entrants will be told that they may remain in Stonewood overnight only, and that the vehicle must be removed from the Stonewood complex by noon of the following day.
(This restriction does not apply to motorcycles or mopeds.)
 4. Authorized entrants will be directed to park in the northwest parking area near the tennis courts.
- C. Commercial: Such vehicles may park in northwest and southwest parking areas only.
- D. Moving Vans: All moving vans, both tractor/trailers and straight trucks, must park within the designated locations for each building. These areas will be marked and the Manager or his designee will guide the trucks to these locations. The Manager must approve any necessary deviations from these locations. (Please refer to Article VI for additional requirements and limitations to moving.)
- E. Status Change When a resident owner leases his/her unit, the resident owner now becomes a non-resident owner and as such, is no longer entitled to resident parking privileges. The non-resident owner shall voluntarily surrender his/her Stonewood resident parking pass to the office or gate guard, or in the event voluntary surrender does not occur, the gate guard is authorized to confiscate the parking pass as soon as possible.

In either of the above scenarios, the non-resident owner will be issued a guest parking pass and instructed to park in the visitor parking area. Upon his/her return to owner resident status, a resident owner parking pass will be issued.

Residing in Vehicles

Under no circumstance may any person or persons reside in any vehicle while it is parked on the premises.

Unauthorized Parking

No covered parking space may be occupied by other than its owner or renter unless written authorization is provided to the Manager. Persons parking in stalls without authorization or for more than twenty (20) minutes in the loading zones will be issued a parking citation by the Gatekeeper and if not moved, will be towed from the premises at owner's/renter's risk and expense. Only residents shall park in front of A, B, C, D and recreation building in spaces marked "Resident's Only". Violations will be issued a parking citation.

Handicap Parking

Handicap parking areas have been clearly marked. Vehicles parked in these areas must display handicap permits or handicap license plates. Other vehicles will be towed at owner's risk and expense. Parking will be in accordance with Florida Statute Chapter 316.

Loading Zones

Designed loading zones may be used by residents for periods not to exceed twenty (20) minutes.

Garage Doors

For security reasons and appearance, garage doors must remain closed unless in use and a person is physically present. Lights must be turned off after use.

Vehicle Repair

No major repairs may be made to any vehicle on the premises. For this purpose, any repair that takes over one (1) hour to complete is considered a major repair.

Vehicle Washing

No vehicle may be washed on the premises except in the area designated near the car wash device in the northwest parking area.

Commercial Vehicle Parking

While servicing buildings A and B, commercial vehicles may park in the spaces marked "Loading and Unloading" only while in process of loading or unloading. While servicing Building C and D, commercial vehicles may park adjacent to the building being serviced to unload or load. After unloading or loading has been completed, they may park in either the northwest or southwest parking lots bordering the woods.

Vehicle Rule Enforcement

Gatekeepers are responsible for insuring that all vehicle rules are observed, and when they can notify persons of infractions verbally, they will do so. However, Gatekeepers are authorized to issue a citation about a vehicle infraction, and place the citation on the vehicle.

ARTICLE VIII
PETS

Pet Restrictions

One (1) pet (dog or cat) is allowed in any one unit. Pets shall not exceed thirty (30) pounds in weight. *However, service dogs are exempt from this weight restriction.* Fish and birds are acceptable. Dogs shall be on a leash at all times when outside the unit. All pets shall be registered with the Manager. Upon registration, an affidavit showing that the pet's inoculations ("shots") are up-to-date must be presented to the Manager and updates of such submitted on a yearly basis. A non- returnable registration fee of Seventy-Five Dollars (\$75.00) is required for dogs. If a pet dies and is replaced, a new registration fee applies. If a pet is simply replaced by another, the same applies. Visitors are not permitted to bring pets of any kind onto the condominium premises.

Control of Pets: For pets permitted on the premises, the following shall apply:

- A. Pets may only be walked or curbed on the extreme west border grass areas adjacent to the forest. Pets shall not be kept, bred, or used in any unit for any commercial purpose. Pets shall not be allowed on any common element except in transit, or when carried or on a leash.
- B. Owners must promptly remove all droppings of their pets on the premises.
- C. Pet owners shall be responsible for the cost and expense or any repair or cleaning of common elements caused by their pets.
- D. Should any pet cause a nuisance or unreasonable disturbance, the owner shall be notified immediately and either correct the situation or remove the animal from the premises.

ARTICLE IX
SWIMMING POOL AND HOT TUB AREAS

Pool and Hot Tub Hours

Normal pool hours if weather permits shall be from 9:00 A.M. until 10:00 P.M.
Refer to Procedure No. 27 Pool Hours and Temperature Control

Control, Swimming Pool

No person under the age of thirteen (13) shall be permitted to use or remain in the pool area unless accompanied and constantly supervised by an adult.

Hot Tub

The hot tub is designated for the quiet personal and therapeutic enjoyment of all residents. The adult key is required for use of the hot tub. This control is established as a means of limiting its use primarily to adults. Parental presence and constant supervision is required when used by persons under the age of thirteen (13).

Apparel

Only swimming apparel manufactured or made as such (no cut-off trousers) may be worn in the

swimming pool or hot tub area. Wetsuits or similar apparel is not permitted at any time.

Prohibited Conduct

While in the swimming pool or hot tub area, no person shall run or participate in rough-housing, loud, offensive, lewd or dangerous conduct. Running dives or jumping from the swimming pool sides are not permitted. Violators will be asked to leave immediately.

Prohibited Objects

Products such as soap and bubble bath are strictly prohibited. Rafts, surfboards, snorkeling, scuba gear, balls, toys and similar objects are not permitted. Small individual flotation devices that do not interfere with other swimmers may be utilized in the swimming pool. No food or beverage is allowed in the hot tub area. No food or glass containers are allowed in the swimming pool area. However, beverages in disposable, non-glass containers are allowed. Under no circumstances are pets or bicycles allowed in the swimming pool or hot tub areas. Tar, sand, and suntan products must be removed and a shower taken prior to entering the swimming pool or Hot Tub. Radios or other electronic sound devices may be used in the swimming pool area provided they are not audible to anyone other than the user.

Health Regulations

In accordance with public regulations, any person having an infectious or communicable disease shall not be permitted in either the swimming pool or hot tub at any time. Spitting, spouting, nose-blowing, etc. are not permitted. Chemicals in the swimming pool and hot tub at Stonewood are maintained at recommended levels and checked on a daily basis. Diaper users shall wear diapers designed specifically for swimming use.

Identification

The Manager or any member of the condominium staff is authorized to require any person in the swimming pool or hot tub area to identify himself/herself by name, age, and unit number, and if guest, to give the name and unit number of host.

Safety

Swimming pool life preservers and lifelines must be in place at all times. These life preservers are not to be used as recreational flotation devices.

Limits

Swimming pool maximum persons' limit is 38. Hot tub maximum persons' limit is 10.

Temperature Control

The Management attempts to stabilize the temperature in the swimming pool at 86 degrees and the hot tub at 104 degrees.

Revised June 11, 2018

ARTICLE X
RECREATION BUILDING

General

The recreation building consists of the Manager's office, clubhouse, exercise room, sauna and kitchen. Smoking is NOT allowed in any of these areas. (*see Article V above*). Hours of operation are 6:00 A.M. to 10:00 P.M. seven days a week. Access during non-office hours is by the common area key. His or her parent or guardian must accompany a child under the age of 13. The premises are monitored by closed

circuit security cameras 24/7.

Management Offices

The Manager's Office is off limits to residents and guests except during office hours when occupied by management personnel.

Banquet Room

The Banquet Room may be reserved on a first come, first serve basis by notifying the Manager's office. It is necessary to fill out the proper forms for a private affair. This room is a common element for the use and enjoyment of all residents. Basically, there are three ways the room may be reserved:

1. The Stonewood Club may reserve the Banquet Room for social and other events for the benefit of Stonewood residents.
2. An occupant owner or renter may reserve the Banquet Room for a private function by filling out and submitting the proper form, "Banquet Room-Reservation Request Use for Private Function", for approval at least one week in advance.
3. If you, the resident host, serve alcohol, you may be held responsible for anything that may happen.

When an occupant owner or resident reserves the Banquet Room, it must be for an event that his or her immediate family is hosting. The following rules apply:

- A. The underlying intention for an event must be enjoyment, education, and/or development as opposed to an event with a basic purpose of business profit. The room is not to be used in conjunction with business, social clubs, schools, churches, or other such organizational related activities. The Board of Administration reserves the right to approve or disapprove any request for private use of the Banquet Room.
- B. A host is one who resides over an event and must be present in the room until all guests have departed.
- C. The maximum number of persons per function shall not exceed eighty (80).
- D. If 80% or more of the attendees to a function are Stonewood residents, a deposit of Two Hundred Fifty Dollars (\$250.00) is required. If less than 80% of the attendees are Stonewood residents, a deposit of \$1,000.00 will be required. This deposit must be paid at least one (1) week prior to the event for security against damage and cleaning costs. If there is no damage and the room is left in a clean and orderly manner, the deposit will be returned. No deposit is required for Stonewood activities to which all residents are publicly invited.
Refer to Procedure #35 Policy for Reserving the Banquet Room.
- E. For functions, other than group Stonewood activities, a list of all attendees will be provided to the Manager. If more than fifteen (15) cars are expected, a non-refundable charge of Forty Dollars (\$40.00) will apply to procure an extra guard to assist in parking.
- F. Nothing is to be attached to any of the walls or surfaces, unless approved by the Manager.
- G. The Banquet Room is the only recreation facility that may be reserved. Other facilities are on a first come, first serve basis.

- H. Bathing suits and bare feet are not allowed in the Banquet Room.
- I. If any discrepancies are found relative to the cleanliness and/or damage caused by the function, the security deposit will be withheld until all costs have been met. Any damage more than the deposit will be the responsibility of the host and the owner of the unit.

Exercise Room

The Exercise Room offers residents the opportunity to maintain a healthy life style. However, improper or unauthorized use of equipment can cause serious injury. Therefore, his/her parent or guardian must continuously supervise each child under the age of 16. The Condominium Association takes no responsibility for any liability using this facility. Any individual with a history of medical problems should use this facility only after consulting with a physician.

Sauna Room

The Sauna Room can be dangerous to the health and safety of users. Safety precautions must be used at all times.

- A. All lights and electrical power must be turned off when not in use at all times.
- B. No food or beverages are permitted.
- C. Use will be limited to thirty (30) minutes.
- D. Any child under the age of sixteen (16) must be accompanied by his/her parent or guardian.

Revised June 11, 2018

ARTICLE XI **TENNIS COURTS**

Hours

The tennis courts are open from 7:00 A.M. to 10:00 P.M. daily.

Apparel

Only regulation tennis clothing and equipment shall be used. Running shoes, cleat shoes, dress shoes or bare feet shall not be permitted.

General

All players are expected to follow good tennis ethics and behavior while on the tennis courts and to clean up their area before leaving the courts. It is expected that owners and renters shall be responsible for the actions of their guests while on the courts.

- A. No child under the age of thirteen (13) shall be permitted to use or remain in the tennis court area unless accompanied and supervised by his/her parent or guardian.
- B. No roller skates or other similar sporting or play objects are permitted inside court area.

- C. No smoking or food is permitted inside tennis court area (*see Article V above*).
- D. All court lights will be extinguished and gates locked by the last player leaving the courts.

Reservations

All owners, renters, and guests are eligible to reserve and play on the tennis courts. During the busy season, a schedule may be placed at the courts every Friday afternoon for the following week for those who wish to reserve a tennis court.

- A. Reservations are void if the players do not show up within fifteen (15) minutes of the start time.
- B. Singles players can reserve a court for up to one and one-half (1 & ½) hours per day.
- C. Double players can reserve a court for up to two (2) hours per day.
- D. Instruction will be on Court Three only.

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. |

These situations and actions are enumerated below to familiarize residents.

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.

Stonewood Towers Condominium Association, Inc.
POLICIES & PROCEDURES
JULY 2018

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STONEWOOD TOWERS PROCEDURE NO. 1

Subject: Establishment of Stonewood Towers Procedures

Background-

The Stonewood Towers Condominium Association Board of Directors actions are governed by Florida Statute, Stonewood Towers Condominium Association Document, Stonewood Towers Condominium Association House Rules and Board of Directors action.

The Stonewood Towers Condominium Association Document is comprised of three parts

1. Declaration of Condominium of Stonewood Towers, a Condominium.
2. Articles of Incorporation of Stonewood Towers Condominium, Inc.
3. Bylaws of Stonewood Towers Condominium Association.

The above three policy documents contain within themselves instructions for their amendment.

Purpose-

Stonewood Towers Procedures are hereby established as an administrative tool for use by the Board of Directors in carrying out their responsibilities as established by the above enumerated Policy documents. Stonewood Towers Procedures will be used by the Board of Directors to provide administrative continuity between Boards, guidance to all Committees established by the Board of Directors and instruction and guidance for the administration of Condominium employees.

Procedure-

1. The Policy and Procedures Committee appointed by the Board of Directors shall develop such Procedures on subjects deemed appropriate by the Committee and/or as designated by the Board of Directors and submit same to the Board of Directors for approval.
2. The Board of Directors shall by affirmative majority vote in called meeting approve as deemed appropriate those Procedures submitted by the Policy and Procedure Committee.
3. The Condominium Administrative Office shall maintain a Master File of all approved Procedures and assign an appropriate number to Procedures when approved. This Master File of Procedures shall be made available to any resident upon request. Finally, the Administrative Office shall post all approved Procedures on the Official Bulletin Board for a period of ten days after approval date.
4. The Manager shall ensure that all new tenants (Owner or Lessees) are briefed on all policies established in the Stonewood Documents, House Rules, as published by the Stonewood Towers Condominium Association, and Procedures published in accordance with this Procedure. A signed statement to this effect should be obtained and filed in the Condominium Administrative Office.
5. Stonewood Towers Procedures may be changed or canceled by following the procedure enumerated in paragraph 2 above for approval.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel, Secretary

STONEWOOD TOWERS PROCEDURE NO. 2

Subject: Official Meetings

Background-

Florida Statute Section 718.112(2) (C) provides that the Condominium By-laws shall provide for Board of Administration meetings and if they do not do so, shall be deemed to include the following.

- A. Meeting of the Board of Administration shall be open to all unit owners and any unit owner may tape record or videotape such meetings.
- B. The right to attend such meetings includes the right to speak at such meetings with reference to all agenda items in accordance with Roberts Rule of Order.
- C. Adequate notice of all regular Board meetings shall specifically incorporate an identification of agenda items and shall be posted conspicuously on Condominium property at least forty-eight (48) hours preceding the meeting, except in an emergency.
- D. Any item not included on the notice may be taken up on an emergency basis by at least a majority plus one (1) of the members of the Board.

Procedure-

In accordance with policy established in Florida Statutes as enumerated above, the following additional procedures are established.

- A. Unit owners desiring to make a statement regarding agenda items will be limited to three (3) minutes duration.
- B. All meeting notices and agenda items will be posted on the official Bulletin Board adjacent to the Stonewood Post Office in E Garage at least forty eight (48) continuous hours preceding the meeting except in an emergency.
- C. Owners who desire items to be placed on the agenda must submit same, in writing, to the Board of Administration at least seventy-two (72) hours prior to the scheduled meeting.
- D. Monthly Board meeting schedule will be determined by the Board of Directors, each year when the new Board takes office.
- E. Owners desiring to use audio or video equipment to record meetings shall give the Board of Administration one (1) day notice.
- F.
 1. Every effort will be made by the Board and the Stonewood Office to have unapproved minutes of the Board meetings made available to all unit owners within 8-10 days of a Board of Administration meeting.
 2. A copy of the unapproved minutes of all meetings of the Board of Administration will be posted on the official bulletin board, adjacent to the mail room in the E Garage.

3. Unit owners having a valid email address, on record with the office will receive these minutes via email.
4. Unit owners who do not use email can request the Stonewood office to send them a printed copy by US Mail.
5. Let it be noted that these are unapproved minutes, subject to change by the Board at the next Board meeting. The posting is only for the information of the unit owners. Unit owners are not authorized to make suggestions as to additions or corrections to the minutes.

STONEWOOD TOWERS PROCEDURE NO. 3

Subject: Official Records

REFERENCE: Section 718.111 9120, Florida Statutes.

Background:

In compliance with the above referenced, the official records of Stonewood Towers Condominium Association are open to inspection by any Association member or his/her authorized representative. The right to inspect the official records includes the right to obtain copies at the current price of twenty cents per copy.

Procedure:

1. A complete listing of the official records of Stonewood Towers Condominium Association is contained in the reference cited above. In general, these records include our Documents, House Rules, minutes, roster of all owners, insurance policies, management agreements, contracts and bids on contracts, all financial records, audits and reviews, ballots and voting records and any other record relating to any of these. Again, for the complete list, see Chapter 718, Florida Statutes.
2. The official records of the Association are maintained in the Manager's office located in the Recreation Building and may be reviewed during normal duty hours. During busy days, an appointment may become necessary and can be obtained by phoning 783-7879. Official records will not be removed from the Manager's office.
3. Records that shall not be available to unit owners include certain legal communications with an Association attorney (See Chapter 718), information obtained with the approval of a lease, sale, or transfer of a unit, and medical records of unit owners.
4. Failure by the Association to provide access to the official records within 5 working days after receiving a legitimate written request could result in actual damages or minimum damages of \$50 per day beginning on the 6th day and continuing for 10 days.

FOR THE BOARD OF ADMINISTRATION

Richard Rist, Secretary

STONEWOOD TOWERS PROCEDURE NO. 4

Subject: Delinquent Accounts

Purpose:

In accordance with the authority vested in the Board of Administration as contained in Article VII, BOARD POLICY, Declaration of Condominium, as amended February 9, 1987, with regard to the collection of assessments and late charges, procedures are established as indicated herein.

Procedure:

1. Monthly assessments are due and payable on the 1st day of each month and shall be considered delinquent if not paid by the end of the 10th day of that month. After the 10th day, a late charge of \$25.00 will be added to the assessment. Interest accruing at the rate of 18% per annum or the maximum rate allowed by law, computed on a daily basis, will be added to the delinquent account beginning 31 days after the initial due date.
2. Any special assessment will contain a "due date" and provide a 10 day grace period, after which the account shall be considered delinquent. Late charges shall be applied in the same manner as stated in the above paragraph. After the 10th day, a late charge of \$25.00 will be added to the assessment. Interest accruing at the rate of 18% per annum, or the maximum rate allowed by law computed on a daily basis, will be added to the delinquent account beginning 31 days after the initial due date. Any payment received will be applied first to any interest accrued, then to the late fee, then to any costs, such as reasonable attorney's fee incurred in collections, and last to the unpaid balance of the delinquent account.
3. Liens will be recorded against the property of any owner whose account is delinquent more than 60 days. Action to foreclose the lien shall be taken within 6 months of the delinquency or within 90 days of notice of contest of lien by unit owner(s) as prescribed in Article VII of the Declaration of Condominium.
4. In addition to the above, the Board shall not approve the leasing or renewal of a lease for any unit with a delinquent account.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel
Secretary
Distribution: Unit Owners

STONEWOOD TOWERS PROCEDURE NO. 5

Subject: Vehicles and Parking

Background-

This Procedure provides information to guide personnel in managing vehicles and parking on Stonewood Towers property, and is specifically related to Stonewood Towers House Rules, Article VI.

Procedure-

1. Vehicle Registration. The Manager and Gatekeepers are responsible for issuing appropriate decals or passes for the vehicles of Stonewood Towers residents, guests, and commercial vehicles, in accordance with Stonewood Towers House Rules. The following guidelines are applicable:

- a. The Manager will maintain up-to-date records of the type of decals/passes issued to vehicles of residents. Particular attention will be given to the expiration dates of decals/passes, and follow-up actions will be taken to insure that vehicles are displaying up-to-date decals/passes.
- b. Gatekeepers will insure that each vehicle entering Stonewood Towers displays a valid decal/pass. They regularly will verify that the expiration date of the decal/pass is valid, and, when necessary, will take corrective action to obtain a valid decal/pass or prohibit the vehicle from entering Stonewood Towers. The Manager will be informed of such actions taken by the Gatekeepers.
- c. Gatekeepers will observe when decals/passes are faded or otherwise unreadable and inform vehicle drivers of the need for replacement. Gatekeepers will note this replacement need in their logbook and the Manager will insure that the appropriate action is taken to obtain replacement decals/passes.
- d. Gatekeepers will make spot-checks regularly of vehicles on Stonewood Towers property to insure that vehicles are registered properly.
- e. Residents who may believe that a vehicle is on Stonewood Towers property without being properly registered are encouraged to notify the Gatekeeper.

2. Vehicle Operation and Parking. Stonewood Towers House Rules clearly indicate operation and parking rules to be observed by drivers of vehicles on Stonewood property. The following information is published in order to state procedures for enforcing the existing rules.

- a. The Manager and Gatekeepers are responsible for insuring that the vehicle and parking rules are observed. Correct vehicle operation and parking at Stonewood Towers are very important for the safety of persons and for maintaining good order and understanding among residents and guests.

Enforcement of rules for vehicle operation and parking is necessary on a daily basis.

- b. All drivers of vehicles must understand the basic rules for operation and parking vehicles on Stonewood Towers property. The Manager will provide the House Rules to each

resident with a vehicle, and the Gatekeeper will insure that all guests/visitors receive necessary written information about speed limits, one-way traffic and parking.

- c. Gatekeepers will inform drivers of the rules for loading/unloading their vehicles and where to park while performing work at Stonewood Towers. They will make spot-checks to insure the commercial vehicle drivers are observing the rules.

3. Vehicle Rules Enforcement. As in any community, it is necessary to not only observe rules, but to have instructions for enforcing the rules when there are infractions. Ordinarily, vehicle infractions are of a minor nature and can be resolved easily by notifying the person(s) involved. The Gatekeepers are responsible for insuring that vehicle rules are observed, and when they can notify persons of infractions verbally, they will do so. However, occasionally the Gatekeepers are busy, the time is late at night or other circumstances preclude handling an observed infraction verbally. In those circumstances, the Gatekeepers are authorized to issue a citation about vehicle infraction and place the citation on the vehicle windshield. They will make an entry about the infraction in logbook. The Manager will review the logbook entries and follow-up, as may be necessary, with the person(s) involved with the infractions. The Manager will inform the President of the Stonewood Association about any difficulties resolving infractions. In addition to the vehicle citations that may be issued by the Gatekeeper, the following penalties are published in the Stonewood Towers House Rules:

| | |
|---|--|
| Failure to return Special Passes | \$5.00 |
| Vehicles in non-operative condition for greater than 7 days | Removed at owner's expense |
| Vehicles parked in handicap parking places without handicap signs or tags | Towed at owner's risk and expense |
| Unauthorized parking in stalls or for more than 15 minutes in loading zones | Parking citation and then if not moved, towed at owner's risk and expense. |

The Manager has the authority to inform persons of violations and that violations can result in the removal of a vehicle from Stonewood Towers property or denial of access to Stonewood Towers.

STONEWOOD TOWERS PROCEDURE NO. 6

Subject: Unit Entrance Doors

Purpose:

The purpose of this procedure is to establish responsibility for the upkeep, repair, and replacement of all unit entrance doors.

Background:

Entrance doors are limited common elements and are owned and provided by the Association. The term “door”, as used in this procedure, is defined as the door itself, frame, door-jam, threshold, weather-stripping, hinges, and all associated hardware. Unit owners are responsible for the re-keying of the lock and inside painting.

Procedure:

1. If a screen door is to be installed, prior written approval must be received from the Board of Administration. Installation and maintenance of screen doors are the sole responsibility of the unit owner. Failure of a unit owner to maintain his /her screen door in an attractive state (as determined by the Board) will result in the replacement or removal of the screen door by the owner or by the Board at the owner’s expense.
2. When an entrance door is in need of replacement or repair, the Manager will be responsible to get the door inspected to determine whether the door is economically repairable or not. If the door is repairable, it will be repaired; if it is not repairable, it will be replaced with a nine-panel Florentine style door. If it is determined that the door was damaged due to willful negligence of the owner, his lessee or guest, repair or replacement will be the responsibility of that unit owner.
3. Funding for all unit repair and replacement will be from the General Operating account.

FOR THE BOARD OF ADMINISTRATION

Board Secretary

February 24, 1996

STONEWOOD TOWERS PROCEDURE NO. 7

Subject: Policy and Procedure for the Removal of Carpeting from Finished Balconies

Background:

1. During the last 3 years, the Condominium has spent in excess of \$400,000 in order to repair the spalling in our balconies due to causes including carpeting placed on the surface of the balcony. In this case salt and moisture “stays” in the surface causing the rebar to rust thus causing the spalling.
2. According to the Condominium Documents “Balconies are common elements limited to the use of the adjacent unit”. As such, their maintenance and repair is the responsibility of the Association.

Problem: Putting carpeting back on resurfaced balconies.

Procedure:

1. It is recommended by the Policy and Procedure Committee that if any carpeting is put back by the unit owner, the Association immediately notifies the owner in writing by certified notice to give the owner a specified time to remove the carpeting.
2. If after the prescribed date has passed and the unit owner still has not complied, a second letter be sent to the owner advising the date and time the carpeting will be removed by maintenance personnel supervised by the Condominium Manager. A bill for the removal will be given to the owner at that time. Nonpayment of the fee will be governed by Chapter XXV of the Condominium Documents Remedies.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel

Secretary

Distribution: Unit Owners

February 24, 1996

STONEWOOD TOWERS PROCEDURE NO. 8

Subject: Use of Garages

Background:

1. Stonewood Towers Declaration of Condominium Section X, Paragraph K page 14 provides policy guidance on the use of parking spaces/garages for any purpose other than parking automobiles which are in operating condition.
2. Stonewood Towers Condominium Association House Rules Article VI page 10 entitled "Parking Stalls and Garages" states that assigned enclosed stalls and garages are considered Limited Common Elements and as such are prescribed primarily for vehicular parking. Utilizing assigned garages primarily as a storage facility or for personal or commercial use is prohibited. Bicycles, small cartons, cabinets and shelves may be allowed PROVIDED they do not interfere with parking vehicles.

Procedure:

1. The garages and enclosed stalls are Limited Common areas and the electricity used in these spaces is paid for by all owners (i.e. the Association)
2. Therefore, all freezers, refrigerators, electrical appliances of any kind, and large electric power tools (not hand held) will not be used in the garages or stalls.

FOR THE BOARD OF ADMINISTRATION

Gary Goebel
Secretary
Distribution: Unit Owners

April 9, 1996

STONEWOOD TOWERS PROCEDURE NO. 9

Subject: Tennis Courts

All owners, renters, immediate families and/or guests are eligible to reserve and play on the tennis courts.

A schedule will be placed at the courts every Friday afternoon for the following week for those who wish to reserve a tennis court.

The following will apply for reserving tennis courts:

Instruction will be on court 3 only.

Single play can reserve a court for up to 1 ½ hours per day.

Doubles can reserve a court for up to 2 hours per day.

Reservations are void if the players do not show up within 15 minutes of the start time.

To ensure their playing time, players should record their reservation on the schedule.

It's expected that owners and renters will be responsible for the actions of their guests while on the courts as well as their own actions.

All players are expected to follow good tennis ethics and behavior while on the tennis courts, and to clean up their area before leaving the courts.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel

Secretary

Distribution: All Owners

STONEWOOD TOWERS PROCEDURE NO. 10

Subject: Approval of Rental Contracts

Background:

1. Stonewood Towers Declaration of Condominium Article X, Pages 15-21, Paragraph b., allows Owners to rent condominiums for a minimum of 90 days exclusively for residential purposes. Any owner contemplating rental of their unit is strongly encouraged to read and fully understand the requirements and stipulations imposed upon all involved parties by Article X of the Declaration.
2. In allowing this ability, the documents restrict the number of occupants per unit size (e.g. 3 bedrooms: 5 occupants; 2 bedrooms: 4 occupants).
3. The documents further require the Owner(s) to submit a written rental or lease agreement and the tenant(s) to submit a rental application to the Association at least 15 days prior to the start date of the lease for review. The rental or lease agreement must specify that the tenant(s) shall be subject to all provisions of the Declaration and that failure to comply with any provision shall constitute default under the agreement.
4. No portion of a unit, other than the entire unit, shall be rented or leased.
5. All persons 18 years or older that will reside in the unit must be included in the lease or rental agreement and are considered to be tenant(s) and/or lessee(s).
6. All legal Owners of the unit are to be listed as landlord(s) in the agreement.
7. If an Owner(s) has contracted with a real estate agent to lease a unit on their behalf, the Owner(s) will submit a copy of such contract with the lease to the Association to confirm this relationship.
8. Initial and renewal leases shall follow the same procedures.

Procedure:

1. The policies established by the Stonewood Towers Condominium Association Documents should be complied with as long as they remain in agreement with Fair Housing Laws, state statutes, and local statutes.

2. The Oversight Committee, as Delegated by the Board, shall review all rental applications and approve only if the lease and the application fulfills the stipulations above, the owner(s) maintains the assessments and dues paid in full, and the owner(s) and tenant(s) agree to follow the rules and regulations of the Association.
3. If the Board or its Delegated Oversight Committee does not approve the lease, and notifies the Owner within 15 days, the tenant(s) and/or lessee(s) shall not occupy the unit and the lease shall be void unless subsequently approved by the Board.

FOR THE BOARD OF ADMINISTRATION

Cathryn Powers, Secretary

ANNUAL MEETING/ELECTION
STONEWOOD TOWERS PROCEDURE NO. 11

Subject: Annual Meeting/Election

Background-

These election procedures are established under the provisions of Florida Statute Chapter 718.112, and changes to the Stonewood Towers Bylaws and Declaration of Condominium dated June 22, 1995 and on March 12, 1996 voted for different voting and election procedures.

Purpose-

The intent of this procedure is to develop an election that is unquestionably fair and impartial and to insure all owners that their ballot is a secret ballot, (1) by encouraging as many members as possible to become candidates, (2) by reducing the perception of Board influence in the selection and election of the candidates and (3) by using an independent supervisor to conduct the election and tally the votes. The ultimate aim is to stimulate our membership's participation in the administration of Stonewood. Only the designated voter may vote at the Annual Meeting/Election. Proxy votes only with Power of Attorney.

Schedule:

Stonewood By-Laws stipulate the Annual/Election Meeting is to be held on the Second Tuesday in October each year. Thus the actual Annual meeting date varies yearly. This variation must be considered when establishing the actual dates associated with the statutory Annual/Election timeline schedule (days prior to election) and the procedure provided below.

Election/Annual Meeting Timeline Schedule - Statutory Requirements:

| <u>Days Prior to Election</u> | <u>Things to Do</u> | <u>By Whom</u> |
|-------------------------------|--|--|
| 60 | 1st Notice of Election incl. Notice of Intent Form Appoint Search Committee Appoint 5 Ballot Counters for Election Mail Notice of Candidate Search Meeting along with Notice of Intent | Board Secretary Board Board Board Secretary |
| 40 | Submittal of written Notice of Intent | Candidate |
| 35 | Submit Info Sheet (if desired) | Candidate |
| 34-14 | 2nd Notice of Annual Mtg. / Elections | Board Secretary |
| 14 | Post Notice of Meeting/Election | Board Secretary |
| 0 | Membership Meeting/Election | Membership |
| +10 | Organizational Meeting | New Board |

PROCEDURE:

1. **Appoint Search Committee.** 60 days prior to Election, the board will announce the appointment of a minimum of three members to the Search Committee with these instructions:
 - a. Contact as many members as possible in your search for candidates. People with obvious skills in leadership, accounting engineering, administration, condominium board experience, and year round residents should be vigorously pursued.
 - b. Emphasize the importance of serving, duty, the camaraderie and the satisfaction of a job well done. There is no better way to get to know your neighbors.
2. **Appoint 5 Ballot Counters.** Also, 60 days prior to the Election, the Board will appoint 5 ballot counters for the next election. The supervisor (who is one of the 5 ballot counters) will be selected by that group.
3. **Select Supervisor of Elections.** The Supervisor will insure to his satisfaction that the election process is fair and impartial and in accordance with this Procedure and our documents
4. **Mail Notice of Candidate Search.** To be sent 60 days prior to Election. This letter should also be used to recruit candidates. All members are to be provided with, but not limited to, the following information: the term is two years, the names of the members who will be retained from the previous Board, the names of any known candidates, the names of the Search Committee members, and that owners may become a candidate by simply notifying any member of the Search Committee or Board of Administration. Include the letter of intent to be a candidate and also specify the required 40 day prior to election submittal date.
5. **Candidate Search Meeting.** To be scheduled no later than 40 days prior to Election. Every effort should be made to have a big turnout. Potential candidates may be received from the floor; however, no nominations may be made by members of the Board or Search Committee. At the end of this meeting, each qualifying candidate must sign and submit their Notice of Intent letter. Additionally, no further qualifying candidate will be considered if there are sufficient candidates to fill all vacancies. No election is required if the number of candidates equal the number of vacancies. If the number of candidates is less than the number of vacancies, the search process will remain open until such time that the number of candidates equals the number of vacancies and at that time the search will be closed. It is too late to hold an election, so the first ones to volunteer will be selected. The minimum number of officers needed to form a Board is three.
6. **The Voting Package.** Will be mailed out so as to arrive no sooner than **34** days and not later than **14** days before the election. The package will contain a Letter of Introduction, voting instruction, a statement of intent from each candidate, and a biographical paragraph which was approved by the candidate. The voting will be by secret ballot with double envelopes as described in FS 718.112(d). Also, included is the formal Notice of the Annual Membership meeting and the meeting's agenda.
7. **The Annual Meeting/Election.** Will be called to order by the President on the first Tuesday in October at 7:00 P.M. Any membership business before the house will be dealt with and then the meeting will be turned over to the Supervisor of Elections. The Supervisor will oversee the vote tally and announce the outcome of the election. The votes, tallies and all associated paperwork will be packaged and maintained for one year.
8. **Put Notice on Bulletin Board**
9. **Hold the Meeting/Election**
10. **An Organizational Meeting.** The newly elected Board must hold a meeting within 10 days of the annual election to select officers. The meeting may be held in private, need not be posted, and no minutes are required.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 12
(Amendment December 8, 1998)

Subject: Sealed Bid Procedure

Background:

In order to standardize and handle bids in an equitable, fair and confidential manner, it becomes necessary to formalize our bidding procedure.

Procedure:

1. All outside bids received by the Board of Administration that exceed \$5,000 (Five Thousand Dollars) will be classified and handled as a "Sealed Bid".
2. Instruction sheets will accompany all bid requests which outline the project, including all specifications, materials required, and dimensions. If proofs of insurance, bonding, licenses and Government required, they should be included with the sealed bid.
3. As part of the sealed bid procedure, the bidder will be required to submit the bid in a sealed envelope.
4. The bidder will be required to indicate his name and address in the upper left corner of the envelope.
5. The bidder will be required to indicate on the lower left corner of the envelope the following information:
 - Sealed Bid
 - Project Name
 - Due Date
6. Bids not conforming to the bidding rules and regulations can be rejected at the discretion of the Board of Administration.
7. Sealed bids will be opened by the Manager and two (2) or more Board Members after the bid due date.

FOR THE BOARD OF ADMINISTRATION

William Weathers
Secretary

STONEWOOD TOWERS PROCEDURE NO. 13

Subject: Employee Evaluation and Annual Employee Pay Raises

Background:

There is no established employee evaluation system for Stonewood Towers employees. Employee pay raises have in the past been awarded to each employee upon that employee's anniversary hire date with no regard to employee performance. The only mention of employee pay raises occurs in the budget where it merely states the funds are so set aside for administration by the Board of Directors.

Policy:

All Stonewood Towers employees will be evaluated upon completion of an initial probationary period and annually thereafter on August 1st. All Stonewood Towers employees pay raises will become effective with the New Year Budget on January 1st.

Procedures:

1. All new Stonewood Towers employees shall be placed in a probationary status for either 3 or 6 months as determined by the Condo Manager. At the end of the probationary period, a written employee evaluation will be made which will determine whether the employee will continue or be dismissed.
2. A written evaluation of each employee shall be completed by the Condo Manager effective August 1st so as to be available to the Board of Administration during Budget Development. The written evaluation shall cover the performance of the employee in his/her assigned duties and shall be deemed either satisfactory or unsatisfactory. The Condo Manager will review evaluations with the appropriate employee. An unsatisfactory evaluation will result immediately in the employee being placed in a three (3) month probationary status. Lack of improvement during probation will warrant dismissal from employment. Nothing in this procedure shall be construed as prohibiting the immediate dismissal of an employee whose performance has been demonstrably poor for either judgment or performance.
3. The Board of Administration will review all personnel evaluations and will determine during Budget Development the funds needed to provide a cost of living wage increase for each employee whose performance warrants becoming effective January 1st. Exceptional performance noted in evaluation reports will be rewarded with a merit wage increase as deemed appropriate by the Board of Administration which will also take effect on January 1st.
4. The Board of Administration will evaluate the performance of the Condo Manager annually on August 1st, discuss such evaluation with the Manager and determine the appropriate raise if any to be effective with the January 1st budget accordingly.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel, Secretary

STONEWOOD TOWERS PROCEDURE NO. 14

SUBJECT: Employee Working Hours, Vacation, Holidays, Sick Time & Bereavement Leave

General:

All employees of Stonewood Towers will be governed by the procedures set forth herein for working hours, vacation, holidays, sick time and bereavement absence. The Property Manager functions for the Association Board as the employer of all Stonewood employees. The Property Manager will ensure that employees observe their scheduled hours of employment and will plan and coordinate temporary variations in working hours as may be needed. The Property Manager will also maintain records to reflect the times and number of hours each employee works each week.

Definitions:

Full-time Employee: An employee who is regularly scheduled to work 30 or more hours per week.

Permanent Part-time Employee: An employee who is regularly scheduled to work less than 30 hours per week.

Temporary Part-time Employee: An employee who is hired to work part-time but not on a regular, permanent scheduled basis.

Working Hours: Stonewood employees will observe the following working hours -

Property Manager: Stonewood's property manager is contracted through a Property Management Company. Normal hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m. with a 30 minutes lunch time. The Property-Manager is permitted the flexibility to randomly adjust his start time, as deemed necessary, in order to provide appropriate supervision of maintenance personnel who start work earlier than 8:00 A.M. Any reduction in hours to the Property Manager's normal 40 hour work week will be coordinated with the Board, the Property Manager and the Property Management Company. The Property Manager is subject to being on call as may be necessary for emergencies or other actions that may be required outside normal working hours, and may be given compensatory time off work accordingly.

Office Personnel: Normal working hours are Monday thru Friday, 9:00 a.m. to 3:30 p.m. with a 30 minute lunch break.

Gate Attendants: Three (3) eight (8) hour shifts per day, seven (7) days per week

Maintenance Employees: The normal work week will consist of Monday thru Saturday. Normal work week hours will consist of 40 hours per week with individual scheduling at the Property Manager's discretion. If required, weekend maintenance support will be at the discretion of the Property Manager. Employees who are needed to work weekends will be given equivalent compensatory time off or have their normal work week staggered to cover the weekend.

Part-Time Employees: Clerical, Maintenance, and/or Gate Attendant assistance as scheduled by the Property Manager.

Overtime: Overtime is work time that is approved for an employee beyond 40 hours of full time employment each week. Overtime hours will be paid at 1.5 times the employee's hourly pay rate.

Vacation Background:

Historically, an employee started accruing paid vacation on the date of their employment and each anniversary date thereafter. Accrued vacation time could not be carried over from one anniversary date to another. Since the Association's annual budget is based on a calendar year (January 1st thru December 31st), this puts the annual budget and vacation accrual cycles out of sync. The desire is to synchronize these two schedules to a calendar year cycle. In order to accomplish this and account for all accrued, vested or earned vacation not taken by December 31st of the employee's anniversary year, the following earned vacation determination procedure shall be followed when each qualifying vacation milestone is achieved.

Authorized Vacation Time:

Authorized vacation for full-time and permanent part-time employees shall be computed based upon the following guidelines:

- Five (5) days (one week) paid vacation after the first full year of employment.
- Ten (10) days (two weeks) paid vacation after two (2) full years of employment.
- Fifteen (15) days (three weeks) vacation after ten (10) full years of employment.
- Full-time employees are paid for vacation time based upon a minimum 30 hour work week, and not more than 40 hours;
- After their first full year of employment, permanent part time employees earn paid vacation time based upon their regular scheduled number of hours worked per week.(see #2 below)
- Vacation time cannot be taken in advance. (see #3 & #4 below)
- Vacation time taken in excess of that earned will be taken without pay.
- Pay is not authorized in lieu of vacation.
- Upon termination of employment after one year of service, the employee is entitled to the pro rata share of any accrued or vested vacation.

Vacation Time Accrual:

- 1) From the date of employment, full-time employees shall accrue paid vacation time as follows:
 - a. **At a rate of 0.15385 hrs. per eight (8) hr. work day** (40 hrs. vacation / yr. ÷ [52 wks./ yr. X 5 days/wk.]) during the first year of employment – THEN
 - b. **At a rate of 0.30769 hrs. per eight (8) hr. work day** (80 hrs. vacation / yr. ÷ [52 wks./yr. X 5 days/wk.]) beginning the third (3rd) year of employment – THEN
 - c. **At a rate of 0.46154 hrs. per eight (8) hr. work day** (120 hrs. vacation /yr. ÷ [52 wks./ yr. X 5 days/wk.]) beginning the eleventh (11th) year of employment.

- 2) From the date of employment, permanent part time employees shall initially accrue paid vacation time at a rate per work day based on the average number of regular weekly hours worked during their first year of employment. For each subsequent year, vacation accrual rate per work day shall be computed based on the average number of regular weekly hours worked during the previous 12 month accruing period.
- 3) Effective January 1, 2018, all full time and permanent part time employees will start accruing vacation on a calendar year basis, and every year thereafter, in accordance with the accrual rates noted in #1 above and the transition procedure described below. All accrued vacation must be taken by December 31st following the date the accrued vacation is eligible to be taken.

Calendar Year Accrual Transition Procedure:

- A. **After First Full Year of Employment:** Any unused accrued / vested vacation hours remaining by December 31st following the employee's first anniversary date, the employee will be allowed A ONE TIME ONLY carryover of the unused vacation hours to January 1st of the year following the year of the employee's first anniversary date. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year employee paid vacation time will start accruing on a calendar year basis.
- B. **Vacation Status Change:** Each time an employee changes vacation status it requires an adjustment in vacation accrual rate (see #1 above) and the conversion of the added vacation accrual cycle from an employee's anniversary date to a calendar year cycle. After an employee's second full year of employment (and after the tenth full year as appropriate), any unused added accrued / vested vacation hours remaining by December 31st of the employee's anniversary year in which their vacation status changed, the employee will be allowed A ONE TIME ONLY carryover of their unused added vacation hours to January 1st of the year following the year of the employee's vacation change anniversary date. This carryover calculation only applies to the additional vacation week earned since their first vacation week has already been synced to a calendar year cycle. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year, all employee paid vacation time will start accruing on a calendar year basis.
- C. **Conversion When Other Than A or B Above:** Any unused accrued / vested vacation hours remaining by December 31st following the employee's current anniversary date, the employee will be allowed A ONE TIME ONLY carryover of the unused vacation hours to January 1st of the year following the year of the employee's current anniversary date. Any carry over hours not used by December 31st of the roll-over year will be forfeited. Then, starting January 1st of the roll-over year employee paid vacation time will start accruing on a calendar year basis.
- D. **Employment Termination during Roll-over Year:** If employment is terminated during the roll-over year, vacation payout shall include any vested roll-over vacation not used by the date of termination plus any unused vacation accrued between January 1st and the date of termination.

With the exception of the "one time only" option noted above, vacation time cannot be carried over from one calendar year to another.

Holidays: The following holidays are authorized with pay for full-time employees after one (1) month of service:

| | |
|------------------|------------------|
| New Year's Day | Labor Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Christmas |
| Independence Day | |

Full-time employees, including the full time Gate Attendants, will receive eight (8) hours holiday pay for each holiday listed above provided they satisfy one of the following qualifying criteria:

1. If not scheduled to work on any of the authorized holidays, the employee will receive holiday pay for that day. - OR
2. If a full-time employee is scheduled to work on an authorized holiday, that day must be worked by the employee in order to qualify for the holiday pay. - OR
3. If the holiday falls within the full time employee's normal work week and that employee coordinates coverage for the holiday, the employee will receive holiday pay for that day. - OR
4. If the holiday falls within the full time employee's normal work week and that employee coordinates coverage for the holiday and they elect to take vacation time the day(s) before and/or after an authorized holiday, the employee will receive holiday pay for that day.

Sick Time: Sick time is authorized for full-time and permanent part time employees and is based on the following guidelines:

- a. Authorized four (4) paid sick days yearly beginning January 1st of each year. These four (4) sick days may be taken anytime during the year starting Jan 1st of each year. Any unused sick days cannot be carried over from one calendar year to the next.
- b. Employees whose anniversary start date falls after January 31st, the number of paid sick days authorized during that first calendar year of employment will be one (1) day for each full quarter remaining by December 31st of the year in which they started employment.
- c. Sick time in excess of what is earned will be charged either as regular vacation time or time off without pay. The decision to be made by the employee.
- d. Upon termination of employment, an employee will not be paid for any unused sick days.

Bereavement Leave:

1. When the death of an employee's immediate family occurs, the Property Manager, with the approval of the Board President, may authorize the employee up to five (5) days of paid leave as deemed appropriate. Immediate family is defined as Parents, Siblings, Children, and Grandchildren.
2. For other than immediate family members, the Property Manager, with the approval of the Board President, may authorize the employee up to five (5) days of unpaid leave as deemed appropriate.
3. The total authorized bereavement leave in any given year shall not exceed five (5) days,

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 15

Subject: Maintenance of Limited Common Elements

Background-

Florida Statute 718 defines limited common elements as “those common elements which are reserved for the use of certain condominium unit or units to the exclusion of other units, as specified in the Declaration of Condominium”.

Stonewood Towers Declaration of Condominium, Article XI, as amended February 9, 1987 provides guidance to the rights and limitations of owners to alter or modify Limited Common Elements which are appurtenant to their units. Article IV provides for the responsibility of maintenance and expense.

Procedure-

The following procedures will apply in administering the Limited Common Elements in accordance with the documents listed above:

1. The Limited Common Elements consist primarily of the assigned parking spaces, garages, balconies, and the unit entrance doors. For more details on the entrance doors see Procedure No. 6.
2. Maintenance and cleaning of unit screening, windows and sliding glass doors is the responsibility of the unit owner. “Windows” includes the frame, sill, glass, and all associated hardware. “Sliding glass door” includes the door frames, glass, and all associated hardware including the tracks.
3. Cleaning the assigned covered parking space floor is the responsibility of the unit owner. Oil dripped on the “E” or “H” Garage floor creates a safety hazard and if not cleaned at once by the owner, the Association may clean floor at the owner’s expense.
4. Examples of changes which an owner may make include hurricane shutters, balcony floor covering, door knockers, screen doors, automatic garage door openers, garage storage cabinets, garage partitions, and ground floor patio screening, all of which are subject to prior written approval by the Board of Administration. The expense of installation and maintenance of any of these items rests with the unit owners.
5. “E” and “H” Garages are wet environments and cabinets installed there should be completely waterproof. The Association is not responsible for damage to the cabinets as a result of exposure to the elements or a leak in the roof.
6. The expense of maintaining the Limited Common Elements will be borne by the Association. Exceptions to this rule are the floors and ceilings and any owner-installed change, the expense of which will be borne by the unit owner. Any maintenance expense made necessary by the act of any unit owner shall be borne by said unit owner.

FOR THE BOARD OF ADMINISTRATION

Gary Boebel
Secretary

STONEWOOD TOWERS PROCEDURE NO. 16

Subject: Owner's Right to Collect Damages

Background-

Stonewood Towers Declaration of Condominium, Article XXV, REMEDIES FOR VIOLATIONS, provide the authority for owners, or the Association, to collect damages in the Florida courts for failure to comply with terms of the Declaration. The prevailing party shall be entitled to recover the costs of the proceedings and such reasonable attorney fees as may be awarded by the court.

Purpose-

The purpose of this procedure is to inform and facilitate owners regarding their rights to recover the cost of damages which resulted from the actions of others in violation of the Declaration, Florida Statutes, or reasonable house rules. The Association assumes no position and takes no sides in cases concerning one unit owner against another unit owner.

Procedure-

1. The Association does not encourage or discourage the following action. The case of a broken plumbing line is being used for illustration purposes only.
2. If an owner's unit is damaged by water caused by faulty plumbing in an overhead apartment, the owner may sue for recovery the \$500 deductible to his Home Owner's policy. If more than one unit is damaged, a class action suit may be filed.
3. If action is taken in Small Claims Court, the claim must be under \$2,500 and should be filed at the County Court House in Viera. Some information may be obtained from the Stonewood office, but much more is available at the Court House. An attorney may be retained, and the prevailing party could be awarded attorney fees and court costs. If four or five owners are plaintiffs in the same suit, the individual charges should be minimal.
4. In this example the effect of using Article XXV would be twofold, (1) the injured party would be reimbursed for the damages he suffered, and (2) the defendant and others would become more aware of their responsibilities to be most considerate of others in the condominium.
5. All charges incurred by the Association in order to investigate said damages will be the responsibility of the unit owner where the problem originated. Interest on unpaid balance will be treated as any late payment.

FOR THE BOARD OF ADMINISTRATION
Gary Boebel, Secretary

STONEWOOD TOWERS PROCEDURE NO. 17

Subject: Unruly Residents as it Pertains to Rentals

Background-

Stonewood's House Rules and Procedures for the "peaceful enjoyment" of the property for all of its residents. According to FHA our rental policy as described in our documents complies with FHA Regulations. It has been noted in the past that on occasion, behavioral problems resulting in violation of the House Rules have arisen with a few renters who do not have a vested (financial) interest (and liability) associated with ownership, or they may not share the same goals and objectives of full time residents who call Stonewood Towers their home. In order to deal with these situations, the following policy and procedure should be noted and carried out where applicable.

1. It is the ultimate responsibility of the owner to insure, in fairness to the rest of the residents, that the renter complies with the House Rules. The lease between an owner with the tenant is contingent upon all occupants (including guest of the renter) abiding by these rules during tenancy.
2. As such, it will be the Manager's responsibility to insure that a current copy of the House Rules is provided to each renter. A copy of these rules will be given, mailed, or delivered to the renter with a letter stating their responsibilities associated with compliance. (See Attached). The tenant will sign for receipt of the booklet.
3. When a tenant breaks a rule, the person filing the complaint must identify himself to security or management. The owner of the unit must be informed in writing if the renter either continues to break the same rule or continues to break other rules. If either situation continues to exist the Manager of the Condominium will advise the owner of the unit to take action and report back to the Manager.
4. Further non-compliance will result in written correspondence from the Manager of the Condominium to the renter and the owner regarding the continuous disregard for the rules. Any correspondence will be copied to the Condominium's attorney at the discretion of the Manager.
5. If the situation persists and is not remedied within a reasonable period of time, and the owner refuses to take any corrective action, the entire matter will be referred to the Condominium's attorney (with concurrence by the President of the Board of Administration) in order to force eviction of the tenant or take any other legal action against either the renter or the owner to terminate the respective renter's residency.

To: All Renters

From: Board of Administration

Re: House Rules

Enclosed please find a copy of the House Rules for Stonewood Condominium.

For the safety and quiet enjoyment of all of our residents, we urge you to read them carefully and comply with these rules.

We hope you enjoy residing at Stonewood Condominium and are sure you realize the necessity of House Rules needed for condominium/cooperative living.

STONEWOOD TOWERS HOUSE RULES BOOKLET

The House Rules Booklet will be returned in good condition to Stonewood Towers office upon the expiration of my lease on _____.

Non-return of the House Rules Booklet to office results in forfeiture of deposit.

Date: _____ Tenant Initials: _____ Unit: _____ SW Initials: _____

Date Returned: _____

Non-return of the House Rules Booklet to office results in forfeiture of deposit.

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STONEWOOD TOWERS PROCEDURE NO. 18
EMERGENCY PROCEDURES

Subject: Emergency Procedures

This procedure is published in order to identify the majority of emergencies that may occur at Stonewood Towers and the actions that follow. It also states the security surveillance measures that are in effect on Stonewood Towers property.

There are a number of various emergency situations that may occur, each of which requires prompt, correct actions. These situations and actions are stated below in order to familiarize residents and employees about them. The security surveillance measures are described to acquaint residents with not only the normal security duties of security personnel, but also to state the limitations of security.

EMERGENCY SITUATIONS AND ACTIONS:

1. Fire- Call 911. If circumstances permit, also notify Security, 783-8417
2. Ambulance Needed- Same as above.
3. Police Needed- Same as above.
4. Disturbance in Unit(s) or on property- Call Security who will investigate and determine if he can resolve the situation or if further action is warranted (i.e. police or Manager)
5. Property Destruction- Same as above.
6. Elevator Outage- If using emergency phone, without dialing, you will get the emergency elevator response unit who will advise Stonewood Security. Otherwise, from another phone, call Security or the Manager (783-7879). Security will attempt to have elevator reset or if unable to fix, they will call the Manager to obtain assistance from the elevator company.
7. Power Outage- Standby power commences to operate shortly after an outage and furnishes power for B Building elevators and emergency lighting in stairwells. The Manager or Security will notify FPL of any power outage.
8. Unit Flooding/Disaster- The Manager has a procedure for either the Manager or Head Maintenance person to enter units due to flooding/disaster when occupants are not at home. The Manager should be called during normal working hours or via Security Personnel outside normal working hours. The procedure depends upon access to unit keys in order to locate and stop the water from further flooding. Keys must be available for use by the Manager or Maintenance, or the unit door will be forcibly opened to gain access.
9. Severe Weather- Residents must follow instructions of local authorities. The Manager will pass information on to units via the public address system, as appropriate, but residents should tune to TV/radio for up-to-date information. Generally, during severe weather, furniture and loose articles on balconies should be moved indoors.

10. Hurricane Evacuation- This procedure is to be implemented whenever a legal evacuation order has been received for this area. Local authorities will establish the evacuation deadline which is usually 24 hours before the hurricane's arrival. All provisions of this procedure will be completed and all employees will be released before the evacuation deadline. The water booster pumps and the elevators will be inactivated 15 minutes before the deadline. See Procedure No. 30 for the complete evacuation plan for a hurricane evacuation.

Security Surveillance:

Stonewood Towers has one Security Person on duty 24 hours each day to maintain security of the property and to control access to the property. Security has specific instructions about how to control access to Stonewood Towers, and also is responsible for patrolling and checking various areas and items periodically during each work shift. Security keeps a detailed checklist of particular areas and items that are checked, the time checked, and any comments. The Manager reviews the checklists and follows up on those items which may need additional actions. Security is authorized to take actions that may be required to resolve improper matters that occur, or to call the Manager or appropriate authorities to assist in resolving improper matters.

Residents must be aware that with only one Security Person there is a minimum amount of security at Stonewood Towers, although more security exists here than at most other local condominiums. It should be realized that our main gate is open and unattended whenever the Security Person is patrolling and checking the property or investigating some situation. Also, it should be realized that our property fences and gates, although a deterrent, can rather easily be scaled by a person who may be intent on some type of criminal mischief. Therefore, it is highly recommended that unit doors be kept locked when residents are away from their unit. It is recommended that suspicious activity on the property be reported promptly to Security.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 19

Subject: Hurricane Shutters Installation

Background:

Many owners desire the added protection afforded their units by the installation of hurricane shutters on balconies and windows. The Stonewood Towers Condominium documents as amended allows for the installation of hurricane shutters by owners but does not specify either the authorization procedure or the specifications, both of which are contained in the following paragraphs.

Procedure:

1. Unit owners shall request in writing to the Board of Administration authorization to install hurricane shutters on balconies and windows of designated unit with the statement that planned installation will follow specifications outlined in paragraph 3 herein.
2. All expenses associated with installation, removal and maintenance of hurricane shutters shall be the responsibility of the unit owner.
3. Hurricane specifications and installation requirements are as follows:

TYPE:

Roll down or accordion hand or electrically operated on balconies. Roll down on windows and front doors.

INSTALLATION:

Balcony shutters will be installed immediately inside railings. Enclosed roll down shutters will be installed above front door and windows. Stainless steel hardware will be utilized for all shutter installations.

COLOR: - To match existing building and shutters.

BUILDING CODES:

State and City Requirements: Must comply with current Florida State and Cocoa Beach City Emergency building codes.

HURRICANE PRECAUTION:

When a hurricane is expected, the Board of Administration hereby authorizes the installation by owners at their expense, of 3/4" plywood or corrugated aluminum screwed into the wall to protect sliding glass doors. This material will be removed immediately after hurricane passage at owner's expense. Owners will obtain written approval from Manager prior to work.

4. Owner's contractors must submit to the Board proof of liability, workman's compensation, current Brevard County Business License and a building permit.
5. The Board will respond in writing to the unit owner with authorization to install the requested hurricane shutters and specify installation working hours.

FOR THE BOARD OF ADMINISTRATION
Board Secretary

STONEWOOD TOWERS PROCEDURE NO. 20

Subject: Owners Responsibility for Contractor Work in Units

Background:

A contractor hired by an owner to perform work within his unit often leaves debris in the hallways, elevators, and other common areas. This is a condition that is completely unacceptable and requires immediate attention.

Procedure:

1. Article XIII cites the owner as responsible for the work performed by their contractors. In addition, the owner is responsible for the contractor's compliance with the hours of operation, parking, and clean-up of the common areas.
2. The Manager will insure that Gatekeepers provide contractors with instructions explaining the following:
 - a. Hours for construction, maintenance and repairs are restricted to the time period 8 AM to 5 PM Monday through Saturday.
 - b. Parking for contractors
 - c. Contractor clean-up requirements.
3. Upon entrance to condominium property, each contractor will be provided with the information in Section 2 above.
4. The owner is responsible for insuring that the contractor clean up all debris left on any common or limited common element areas. If debris is not cleaned up and the contractor has departed, the owner will be called to have it cleaned. If the debris is not cleaned up within one hour after 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 will be restricted from the premises.
5. Contractors hired to do work at Stonewood Towers must be licensed and carry appropriate insurance.

FOR THE BOARD OF ADMINISTRATION

RICHARD RIST
SECRETARY

STONEWOOD TOWERS PROCEDURE NO. 21

Subject: Standing Committees to the Board of Administration

Background-

The By-Laws of Stonewood Towers Condominium Association Inc. provide that the President shall be the Chief Officer of the Association and as such shall have the power to appoint committees from among owners as he/she may in his/her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

A committee appointed under this authority serves at the discretion of the President who in turn is elected annually by the Board of Administration from among its members. Historically, it has been observed that many committees have proven beneficial to the administration of the Association. Of particular value has been the continued dedication of many committee members on standing committees, which provide sorely needed continuity and experience from one Board to its successor. Stonewood Towers maintenance and service requirements are generally of a continuing nature and dedicated committee members are a valuable asset to a smooth administration by each succeeding Board.

Procedure-

With the above referenced authority and experience, the following procedures are formulated for the continuing appointment of owners to the "Standing Committees".

1. Succeeding Presidents should, as the first order of business after election to hold office, publicly request volunteers for named committees and allow two weeks for volunteers to register in the Condo Office. *The existing Committee will continue to work as scheduled.*
2. While no limitation is hereby placed on the size of the Committee membership, experience has proven that a minimum of 3 and a maximum of 5 members appears ideal. *However, the resident of the Board of Administration will have final approval of size.*
3. In addition to the foregoing, each "Standing Committee" shall have a member of the Board of Administration assigned to the Committee, whose primary purpose is to act as a conduit between the Committee and Board of Administration. The President will appoint the Committee Chairperson. *Each Board Committee liaison will report the Committee's "Work" at each scheduled Board Meeting, thus keeping the Board up to date on the Committee's progress. The Board of Administration President has the responsibility to make sure committee reports are on every Board Agenda.*
4. It is recommended that, as a minimum, the following committees be maintained to assist the Administration of the Condominium with authority as indicated.
 - a. 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 By-Laws of Stonewood Towers Condominium Association.
 - b. WELCOMING COMMITTEE. As directed by the President this committee will schedule a meeting on a monthly basis with all new residents. New residents will be personally 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 respectively, with the stated premise that all residents accept such provision and regulation 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.

- c. COMPLIANCE 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 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.
 - d. 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 and 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 instruction and guidance for all administration of the Condominium employees.
 - e. 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 year as directed by the urgency of the project.
 - f. INSURANCE COMMITTEE. As directed by the President to be responsible to the Board of Administration in assisting the Board in analyzing availability of insurance required by the Condominium Documents. Not being insurance experts the committee may utilize the advice of outside resources (i.e. agents, consultant, etc.) at the direction of the Board of Administration.
 - g. 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.
 - h. SEARCH COMMITTEE. As directed by the President, and consistent with Florida Law, the Search Committee will oversee the election process.
5. The Condominium Manager will provide clerical and administrative assistance to Committee Chairpersons upon request.
6. None of the foregoing shall prohibit the appointing of any additional committees for whatever purpose deemed appropriate by the Board of Administration Similarly, if owners do not volunteer for assignment to a committee, the President can at his/her discretion leave the committee dormant.

FOR THE BOARD OF ADMINISTRATION
Board Secretary

STONEWOOD TOWERS PROCEDURE NO. 22

Subject: Construction of Storage Facilities in E and H Garages

Background:

This procedure cancels and supersedes all previous policies, directives and specifications pertaining to this subject. The purpose of this procedure is (1) to provide uniformity in the construction of storage cabinets, thereby improving appearances, and (2) to insure that a passageway is provided between the East and West sides of E garage.

All presently installed facilities are authorized whether they conform to the following specifications or not. However, if a present storage facility is remodeled, replaced, or a new facility is constructed, it shall conform to the following specifications.

Specifications:

1. Whether the storage facility is against a wall or in the center of the garage, all storage facilities shall be at least four (4) feet above the finished floor (AFF).
2. No storage facility shall be deeper than four (4) feet.
3. No storage facility shall extend higher than the low side of the East/West strength cement beams.
4. The storage facilities on the East and West wall of the E garage shall be ten (10) feet wide, but must stay within yellow lines.
5. The storage facilities in the middle of the E Garage shall be eight (8) feet wide, but must stay within yellow lines.
6. Materials: Plywood used in cabinet construction shall be of exterior or higher quality. Particle board and interior type plywood shall not be used. The finished cabinet shall be painted white. It is recommended that a layer of 3.8 mil or heavier plastic be installed on the top of all cabinets and also on the rear of wall-mounted cabinets. The installed plastic shall not be larger than the surfaces to be covered.
7. Because of the many irregularities in H Garage, variances to the above specifications may be granted on an individual basis.

Procedures:

1. The construction, repair and maintenance of all storage cabinets in an acceptable condition are the responsibility of the unit owner. Refer to Procedure no. 15.
2. The garage floor is basically a parking facility for cars. It is not a storage area. All articles not routinely used for transportation shall either be stored in a cabinet or removed from the garage.
3. Bikes should not be parked between the cabinets which deny passage, nor should they extend beyond the parking yellow lines of the individual space.

NOTE: PLANS FOR CONSTRUCTING STORAGE CABINETS SHALL BE PRESENTED TO THE BOARD OF ADMINISTRATION FOR REVIEW AND APPROVAL.

Gary Boebel, Secretary

STONEWOOD TOWERS PROCEDURE NO. 23

This Procedure has been superseded in its entirety by Procedure #42

Subject: Annual Condominium Budget Development

Background:

The election of the new Board of Directors in the midst of the Budget Development Cycle requires coordination by the Budget Committee with both the outgoing Board and the incoming Board.

Procedure:

1. In July of each year the Budget Committee begins work developing an Annual Budget for the next calendar year for the Stonewood Condominium Association. The current Board provides input to help the process, such as Projects, anticipated changes in Operations, Expenses, etc.
2. On the second Tuesday in September, the Budget Proposal from the Budget Committee is submitted to the "current" Board for review.
3. Between the second week of September and the election of the new Board in October, the Budget Committee and the "current" Board review the Budget Proposal.
4. The incoming Board is elected the first Tuesday of October.
5. With the election of the new Board in October, the Budget Committee will present the Budget to the incoming Board. Because the Budget will require clarification, the Budget Committee Members and the previous Board will avail themselves to help the incoming Board understand the logic.
6. The incoming Board finalizes the Budget and submits it to the owners the second week of November.
7. The Budget is adopted by the second week of December and owners advised of Maintenance Fee for the coming year.

FOR THE BOARD OF ADMINISTRATION

Bob Ghormley
Board Secretary

STONEWOOD TOWERS PROCEDURE NO. 24

Subject: Handling of owner requests regarding changes and/or additions to owners' condo, limited common elements and/or common elements.

Background:

According to the Florida State Law and the Stonewood Condominium documents, it is the Board of Administration's responsibility to protect the rights of the total population of owners regarding uniformity, appearance, safety and sound structure of the buildings as well as the common elements.

Procedure:

The plans for proposed construction changes to units or to the common elements must be submitted to the Board of Administration for review.

1. The owner(s) requesting a change or addition to the unit(s) or common elements must submit the request in writing including drawings and specifications to the Manager.
2. The Manager shall review the present procedures to see if it is covered and respond accordingly.
3. If the request is not covered by present procedures, the Board of Administration should determine if the request be considered further.
4. All requests must be evaluated on its effect on the total Condominium as well as protection for other individual owners.
5. No single or group request can be approved in isolation without regard to the uniformity, appearance, safety and sound structure of the common elements. This is the responsibility of the Board of Administration to protect the rights of all, as well as the right of individual owners.
6. If the Board of Administration approves the change and/or addition, they will write up the specifications for change or addition which will govern and must be followed.
7. After the project is approved, the contract is finalized by the owner (s) and contractor. All financial responsibility is the owner's.
8. If an owner has been advised by the Manager that the request is not in accordance with Stonewood Towers Condominium policies and the said owner persists in resubmitting the request, the President of the Board will appoint a committee of two (2) Board Members to re-evaluate the request in the manner outlined above and present their findings to the full Board for a vote at the next regular meeting.
9. Any specifications resulting from this request should be attached for further use and information.

FOR THE BOARD OF ADMINISTRATION
Ed Bonnet, Secretary

STONEWOOD TOWERS PROCEDURE NO. 25

Subject: Common Element Damage Deposit

Background:

Condominium Policy requires that no unit be rented for less than three months; furthermore, no sub-leasing is allowed. Historically the Manager of this Association has had difficulty in ascertaining departure dates of renters. Renters have departed prior to the lease-end date without notifying the office and other tenants have taken occupation against condominium rules. To assist in alleviating this situation, the following procedure is established.

Procedure

1. Effective this date the rental application form will be modified to provide for a deposit of \$100 by each renter.
2. Upon receipt of the \$100 deposit, the Manager will provide each renter with a copy of the House Rules and explain the importance of these rules to prevent damage to common elements. (i.e. skating on tennis courts, damage to exercise equipment, driving thru guard gates, tracking tar from the beach, etc).
3. The deposit will be placed in a non-interest bearing account and returned to the tenant upon departure when the House Rules have been returned and no damage has been reported to common elements attributed to this renter.
4. All transactions outlined above will take place during regular office hours.
5. Renters in residence upon effective date of this procedure are considered under the Grandfather Clause.

FOR THE BOARD OF ADMINISTRATION

Bob Ghormley
Secretary

STONEWOOD TOWERS PROCEDURE NO. 26

Subject: Access to Association Property by Prospective Buyers

Background:

The Stonewood Towers Condominium Association House Rules state that no resident or other person shall place a "For Sale", "For Rent", "Open House" or similar sign on premises except in the space provided therefore on the Bulletin Board located in E Garage by the Mail Room. The House Rules further state " it is in the self interest of every tenant to timely advise the Gatekeeper of any proposed arrivals to the condominium whether they be guests of any category, servants, delivery personnel or maintenance workers. This advance notification allows the Gatekeeper to be prepared to receive the callers and advise them where to park and how to carry out their visit, delivery or service."

Compliance: To comply with these rules; garage sales, religious meetings, open house or other similar events where the public is invited en masse (as compared to individually by name) is prohibited.

Purpose: In order to assist any owner desiring to rent or sell an Association unit either by oneself or through a real estate agent, the following procedures apply

Procedure:

1. Stonewood Towers is a gated community, and the Gatekeeper will allow entrance only to those individuals who desire to visit a specific residence regardless of purpose. Upon an individual's arrival at the Gatehouse, the Gatekeeper is required to call the residence to be visited and obtain permission for the individuals to enter the Condominium Association property if prior notification has not been made to the Gatekeeper.
2. If an owner or his real estate agent commercially advertises a unit "For Rent" or "For Sale", such advertisement should specify that the property is shown only "By Appointment".
3. The concept of "Open House" where an unaccompanied individual can come onto the property without prior approval of an owner or his real estate agent is prohibited.
4. These conditions in no way prohibit an owner or his agent from establishing and advertising a time for "Open House" when a unit can be shown to interested individuals who have made a previous appointment.
5. Real estate agents presenting themselves to the Gatekeeper will be allowed entrance to the Association property.

FOR THE BOARD OF ADMINISTRATION

William Weather, Secretary

STONEWOOD TOWERS PROCEDURE NO. 27

Subject:

Pool Hours and Temperature Control

Background:

Stonewood Towers Procedure No. 27 revised on January 18, 2001 is hereby superseded. The pool hours as specified in the House Rules Article IX are in the process of being revised. In this regard the House Rules will be modified to reflect that change.

Procedure:

The pool will be open 365 days a year and the normal pool hours will be from 9:00 AM to 10:00 PM. Management will attempt to maintain the pool temperature at 86 degrees and the hot tub at 104 degrees.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 28

Subject: Remedies for Association Documents and House Rules Violations

Background:

The Stonewood Towers Condominium Association has the authority to establish reasonable rules and regulations governing:

- (1) The use of apartment units,
- (2) The use of the common elements within the condominium,
- (3) The enforcement of the provisions of the Declaration of Condominium, the Articles of Incorporation, and the By-laws of the Corporation.

Florida Statute 718.303 gives the association the ability to levy a reasonable fine and/or suspension for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or rules of the association.

The Board of Directors are continually inveighed upon to "do something" about those few residents who habitually do not obey the simple rules published in the Condominium Documents and the House Rules which the vast majority of the residents faithfully abide by.

This procedure describes the process to be followed to encourage compliance with the published policies and procedures and house rules of the association.

Procedure:

1. All Residents of Stonewood Towers are encouraged to review and be knowledgeable of the Documents and House Rules by which we all have agreed to be governed and to bring observed violations to the attention of the Board of Directors.
2. The Secretary of the board shall be responsible for maintaining records of reported violations of the association's documents and House Rules.
3. Upon board receipt of a formal complaint of a rule violation, the board shall determine the validity of the complaint. If valid, the board shall send a letter, certified return receipt, to the owner and resident violator (if other than the owner) of the reported infraction citing the specific rule that was violated. The letter shall also state they have ten (10) days to comply and remedy the situation. A copy of this letter shall be filed in the office records. The formal complaint must be in writing, either by letter or email. The complainant must be identified in the letter or email.
4. If the board determines there is a second same rule violation by the resident or their guest, the Board shall send a second letter, certified return receipt, to the owner and resident (if other than the owner) explaining the rule infraction and advise they have ten (10) days to comply and

remedy the situation. If it is determined the infraction still has not been remedied, the resident's violation will be put on the agenda for the next regular board meeting for determination of whether to levy a fine and/or suspension. A copy of this letter shall be filed in the office records.

5. A report of the two same rule infractions shall then be placed on the agenda for the next regular Board meeting. At that time the Board shall review the reported violations and determine whether a fine and/or suspension should be levied.

- (a) If a fine is levied, it shall be assessed at \$100.00 per violation, but shall not exceed \$1,000.00 in the aggregate for continuing violations. A fine may not become a lien against a unit.
- (b) If a suspension is levied, a reasonable period of time shall be specified for the suspension.

6. A fine and/or suspension shall not be imposed unless the board first provides at least fourteen (14) days written notice (via certified return receipt) and an opportunity to appear before an independent Hearing Committee to the unit owner and, if applicable, its occupant, licensee, or invitee.

This committee shall consist of at least three (3) unit owners appointed by the board, none of whom are officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director or employee. The committee shall be convened within fourteen (14) days from the date of owner and resident receipt of this written notice.

In this written notice of board determination, the board shall also advise by virtue of the association's documents, it may pursue legal action to remedy this situation.

7. At the Hearing Committee, the accused must be allowed the opportunity to state their case and challenge the evidence against them. The committee must then decide whether or not to approve "by majority vote" that the fine or suspension be imposed. If the proposed fine or suspension is approved by the committee, the fine payment is due five (5) days after the date of the committee meeting at which the fine is approved. The Association must then provide written notice of the fine or suspension by mail (certified return receipt) or hand deliver to the unit owner, and if applicable, to any tenant, licensee, or invitee of the unit owner. If the committee does not approve the fine or suspension, the matter is closed. (See Flow Chart Below)
8. If a unit owner is more than 90 days delinquent in paying their fine, the association may suspend the right of the unit owner (and if applicable, the unit's occupant, licensee, or invitee) to use the common elements, common facilities, or any other association property.

If the delinquent amount is \$1,000 and the unit owner is more than 90 days delinquent in paying their fine, the association may also suspend the voting rights of a unit or member until the fine is paid in full. Proof of such monetary obligation must be provided to the unit owner or member thirty (30) days before such suspension can take effect.

The notice and compliance requirements stipulated in paragraph 6 above do not apply to the suspensions imposed by this paragraph.

All suspensions imposed by this paragraph must be approved at a properly noticed board meeting. Upon approval, the association must notify the unit owner and, if applicable, the unit's occupant, licensee, or invitee by mail, via certified return receipt, or hand delivery.

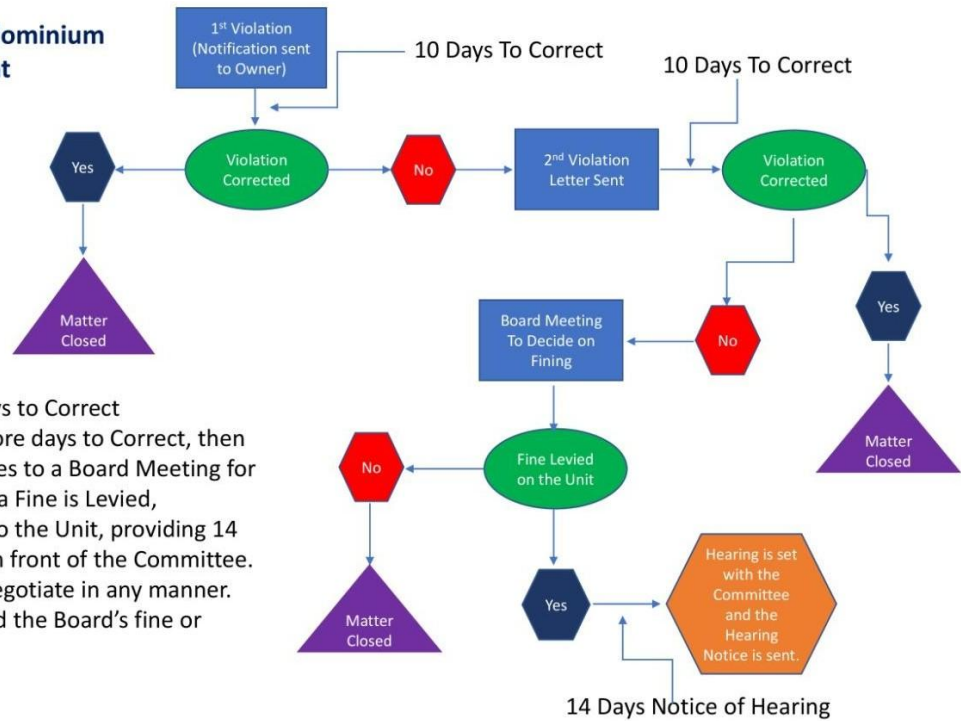
9. If the opportunity to appear before the Hearing Committee is waived or the individual(s) fails to appear for the scheduled committee meeting, then it shall be assumed the individual(s) implicitly accepts the board's determination to fine and/or suspend. Therefore the board's determination to levy a fine and/or suspension will be imposed without further owner or resident recourse.

FOR THE BOARD OF ADMINISTRATION

Cathryn Powers
Board Secretary

PROCEDURE 28 - FLOWCHART

**Stonewood Towers Condominium
House Rules Enforcement
Flowchart**



Key Notes:

- 1st Notice provides 10 days to Correct
- 2nd Notice provides 10 more days to Correct, then If not Corrected, the case goes to a Board Meeting for Possible Levying of a Fine. If a Fine is Levied,
- A Hearing Notice is sent to the Unit, providing 14 Days Notice of the Hearing in front of the Committee.
- The Committee cannot negotiate in any manner. They either motion to uphold the Board’s fine or toss it out.

STONEWOOD TOWERS PROCEDURE NO. 29
EMPLOYEE CODE OF CONDUCT & PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE: Each employee who has completed their one month probationary period should have the skills to meet the job accountabilities, and have become very familiar with the Code of Conduct. The following guidelines will be administered by the Condominium Manager or the President of the Board of Administration.

First time performance or conduct deficiencies will be addressed through training, informal discussions, or counseling. The disciplinary process outlined below will be followed if performance deficiencies still persist after the initial training, informal discussion or counseling.

PROGRESSIVE DISCIPLINE PROCESS

1. **Verbal Warning** - Employees may be given the opportunity to correct problem and will be informed that failure to meet performance or conduct expectations will result in further disciplinary action. This step, while informal, will be documented.

2. **Written Warning** - Further unsatisfactory job performance or conduct may result in immediate termination.

In all cases, the employee will be advised of the reasons for the written warning.

3. **Termination** - Unsatisfactory job performance or conduct following Step 2, will result in termination.

The employee is subject to immediate termination if he/she violates any rules listed in the Association's Code of Conduct (see below).

Violation of certain policies or job accountabilities may be serious enough to warrant skipping one or more of the disciplinary steps.

CODE OF CONDUCT

The following, while not intended to be all inclusive, are examples of employee conduct which are not permitted and will subject an employee to disciplinary action --- which can include immediate dismissal.

- a. Unauthorized possession or removal of Association property, or property of another employee or resident.
- b. Destruction of, or damage to, Association property or property of another individual or resident.
- c. Possessing or being under the influence of illegal drugs or alcohol.
- d. Failing to report to work on three consecutive workdays without adequate justification or proper notification.
- e. Falsification of Association records.
- f. Insubordination.
- g. Discussion of any work related grievances with residents.
- h. Feeding of free roaming animals within Stonewood Property.
- i. Behavior violating any Stonewood House Rules or Policy.
- j. Any behavior which involves the violation of any Federal, State, or Local Regulation;
- k. Possession of firearms or lethal weapons while engaged in Association work or on Association property.
- l. Posting or removal of any material on bulletin boards on Association property at any time unless specifically authorized.
- m. Neglect or refusal of defined job accountabilities and assignments.
- n. Fighting, assault, or other disorderly conduct during working hours, whether or not such conduct takes place on Association property.
- o. Abusive, profane, harassing, or other threatening language toward another employee, resident, guest, or any person while on duty.
- p. Inappropriate use of Association funds.
- q. Excessive absenteeism or tardiness.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 30
HURRICANE EVACUATION

1. This procedure is to be implemented whenever a legal evacuation order has been received for this area. Local authorities will establish the evacuation deadline which is usually 24 hours before the hurricane's arrival. All provisions of this procedure will be completed and all employees will be released before the evacuation deadline. The water booster pumps and the elevators will be inactivated 15 minutes before the deadline.
2. The purpose of the procedure is to provide maximum assurance to those who obey the evacuation order that every effort is being taken to protect their lives and property while no consideration is given to the comfort of those who disregard the evacuation order.
3. The Manager will notify all units that this evacuation plan will be implemented by placing notices on the bulletin board and in all elevators. In addition, this notice should:
 - a. remind them to clear all furniture from the balconies if they have no shutters
 - b. remind them to turn off water and electricity in their units
 - c. urge all to leave and caution them if they stay, they will be without elevators and possibly without water and electricity, and they will assume all associated liability and risks if safety precludes first responders from responding to emergency calls for help.

The Manager will also provide these instructions over the B-Building intercom.

PROCEDURE:

1. Water: Booster pumps will be turned OFF 15 minutes before the deadline.
2. Elevators: When all occupants have evacuated. A, B, and CD Building, elevators will be parked on the top floors to diminish the chance of elevator damage if the bottom floors become flooded and water pours down the elevator shafts.
3. Gas: Shut gas supply OFF to the pool and spa.
4. Electric:
 - Shut power OFF to pool and spa pumps.
 - Shut power OFF to sprinkler pumps and CLOSE valve to well system.
 - Place entrance gate arms in the UP position and shut all power OFF.
 - Check "H" Garage sump pumps.
5. Emergency Generator: Check fuel level and do a 15 minute run-up check.
6. Secure Grounds:
 - Remove flag from flag pole.
 - Remove all loose articles from property mirrors, recycle containers, benches, etc.
 - Store pool furniture and lock the pool gate.
 - Remove tennis court wind screen.
 - Tie dumpster doors shut.
 - Any loose articles may be stored in the pump room.

7. Office: Place at a remote location all documents necessary to operate the condo office (personnel, financial, insurance, computer records, etc.)

8. When Brevard County Emergency Management Office authorizes reoccupation of the Barrier Islands, Condominium employees shall immediately return to the property and reverse action taken prior to evacuation. When utilities are available and elevators operational, the Manager shall place a message on the Condominium Office phone stating “The property is ready for occupancy.”

Brevard County Emergency Management Have a Plan / Special Needs

Planning for Individuals with Special Needs

The Brevard County Special Needs program is for residents with specific health and/or medical conditions needing assistance with sheltering in times of an emergency or disaster during an evacuation. Residents who meet the Special Needs criteria and have no other alternative for a safe shelter should register with Emergency Management.

Applications are available:

- Online, by clicking here (<https://member.everbridgenet/index/453003085617884>)
- Paper copy, by clicking here (<http://staging.brevardfl.gov/docs/default-source/emergency-management/special-needs-registry-application-111317pdf?sfvrsn=2>)
(<http://staging.brevardfl.gov/docs/default-source/emergency-management/special-needs-registry-application-111317pdf?sfvrsn=2>)
- By calling 321-637-6670
- You can also talk to your home health care agency, hospice agency, medical supply company, or other care giver, who can assist with completing an application.

Once registered, annual updates are required to keep information current and up-to-date

For Special Needs Clients with Pets

As part of the Special Needs registration application, there will be space provided to share information about your pets. Due to health concerns, pets are NOT allowed in Special Needs shelters, so when it comes time to go to the shelter, you will receive a call which will verify your need to be taken to a shelter and pet information. You will be given an approximate time that you will be picked up and Animal Services will pick up your pet. You will need to have your disaster kit, your pet, and the items ready. Once the emergency has passed, and you have returned home, Animal Services will return your pet.

Transportation Assistance to a Shelter

Transportation is free to all Special Needs and primary evacuation shelters, and will be provided to residents who register a transportation request either as a part of a special needs application or if a resident has no means of transport to a shelter. Transportation will only be provided to and from a shelter. No other destinations will be provided.

When Going to a Shelter

A shelter is a place to go in the event of an evacuation, but it can be noisy, crowded and have few personal comforts. Shelters should be your last resort if you have nowhere else to go. A shelter is a stressful environment for everyone; please treat your fellow evacuees with courtesy and kindness.

Residents going to a shelter need to take their own supplies, some of which may be found in your disaster supply kit:

- Bring your own pillows, sheets, blankets, portable cot or air mattress. Chaise lounge, folding chairs or sleeping bags.
- **Cots or beds are not provided**
- If you are on a special diet, bring a supply of nonperishable food that will be sufficient for 3 days per person.
- All required medications and medical support equipment
- Wheelchair/walker, oxygen, dressings, feeding and suction equipment, diapers, etc.
- Any specific medications or care instructions (2-week supply)
- Personal hygiene items, like toothbrush, tooth paste, deodorant, brush/comb, dentures, glasses, eye drops, diapers, etc.
- Entertainment items, like games, cards, books, magazines, etc.

STONEWOOD TOWERS PROCEDURE NO. 31

Subject: Orientation Program for New Board Members

Background:

New Board members are nominated in the early part of September. These nominees are required to gear up immediately in order to meet the demands of their new position. The demands of their new positions require many important actions be addressed in the first two months of their tenure, including adopting a new budget, electing officers, setting goals and objectives.

Purpose:

To provide an orientation program to acquaint and prepare prospective Board members to successfully carry out and meet their responsibilities and duties.

BOARD ORIENTATION PROGRAM WILL COVER THE FOLLOWING TOPICS:

- A. Duties and Responsibilities of Officers:
 - 1. Review of the Board Policies and Procedures.
 - 2. Review the Condo Documents and House Rules.
 - 3. Review Florida State laws regarding Condo Management.
- B. General review of budget, explaining Operating Budget, Reserves, Income and Expenditures.
- C. Review the Board Committees, membership and purpose.
- D. Necessary action to be taken soon after the election:
 - 1. Appoint Board Officers.
 - 2. Set the Board meeting schedule.
 - 3. Approve annual budget for the new year.
 - 4. Update Board Committees.
 - 5. Set goals and objectives for Board and various committees.
(ongoing responsibility)

Implementation:

The Condo Manager will implement, under Board's guidance, the Orientation Program. The Manager will be responsible to have each topic covered by knowledgeable facilitators selected from the following groups:

- Exiting and carry-over Board Members.
- Committee Chairpersons.
- Resident with experience and past history.
- Condo Attorney and CPA

FOR THE BOARD OF ADMINISTRATION

Ed Bonnett

STONEWOOD TOWERS PROCEDURE NO. 32

Subject: B Building Doors: Stairwell, Air Conditioning Room and Balcony

Background:

Since the original procedure was approved in 2000, there have been many changes to the Fire Code and the Building Code, and, based upon inspections by Cocoa Beach Officials, immediate changes are required to safeguard and protect the occupants of the B building in case of fire or other emergencies.

Stairwell Doors

All stairwell doors will be inspected to insure they meet all legal requirements.

This includes that all doors MUST be equipped with automatic closure devices and that they NEVER be left or wedged open, which creates a fire hazard. Also, seals must be inspected periodically.

Air Conditioning Room Doors

Steel doors that meet all applicable fire, wind and building codes will be used. We must conform to code to comply with both provisions in our insurance policies and all local, county and state requirements. Previously installed doors not code compliant will be removed.

Balcony Doors

Installation of replacement Balcony doors can cause potential structural and functional problems, not only in the unit wishing to replace the door, but also in units beneath the unit in question. Therefore, any door replacements must be approved by the Condominium Manager, and building permits obtained, but, additionally, an analysis must be conducted to verify that the installation is consistent with the structural maintenance activities which are periodically scheduled to insure the continuing long life of our buildings.

Balcony Tiling

While not recommended, tiling must be done to comply with the requirement that the possibility of water reaching the concrete surface of the decks is eliminated. Correct tile installation to achieve this objective, must be performed in accordance with very precise guidelines. The Association recommends that surface coatings of the balconies, which do not allow water penetration and have a similar look as tile, be utilized. If balcony tiling is planned, the contractor must provide a plan to the Condominium Manager which meets the stated objective, prior to the approval of tile installation.

FOR THE BOARD OF ADMINISTRATION

Cathryn Powers, Secretary

STONEWOOD TOWERS PROCEDURE NO. 33

Subject: Stonewood Club

Background:

Because Association funds are budgeted strictly for maintenance of the common elements (Florida Statutes Chap. 718.504.20) and cannot be commingled with funds for other purposes, in 1987 the Stonewood Club was established to provide a ready source of money for social programs with such funds being completely removed from the control or custody of the Board of Administration.

This program has been highly successful resulting in a dinner-dance each Christmas since inception, along with an annual charity event providing thousands of dollars to such just causes as the public library and our local schools. Also sponsored were many picnics, barbecues, western cook-outs, and luaus.

The Stonewood Club operates on the premise that this condominium is more than a group of buildings; it is a group of 188 families and because it is much more enjoyable to live among friends than to live among strangers, it is the Club's goal to bring as many residents together as possible in a friendly atmosphere.

Procedure:

- A. The Stonewood Club is established and authorized to provide for the social requirements of the condominium. All Stonewood Towers residents are automatically members of the Stonewood Club with all rights and privileges thereof. There are no dues or membership cards.
- B. Officers will consist of at least a President and a Treasurer elected for an unspecified term at an open meeting. There are no standing committees.
- C. All Stonewood Towers residents are invited to all Stonewood Club activities and therefore the Club is exempt from the damage deposit required upon reservation of the recreation room. Only current elected Club officers are eligible to reserve the recreation room on behalf of the Stonewood Club.
- D. A schedule of all Club meetings will be conspicuously displayed on the bulletin board at least 48 hours in advance. The right to attend all meetings includes the right to speak on all agenda items.

FOR THE BOARD OF ADMINISTRATION

Cathryn Powers
Secretary

STONEWOOD TOWERS PROCEDURE NO. 34

Subject: Recreation Building Facilities

Background:

The Recreation Building facilities consist of the Manager's Office, Banquet Room, Exercise Room, Sauna, Kitchen, and TV area. These facilities are provided to offer the residents of Stonewood Towers a place to attend social functions and to maintain a healthy life style; however, the very nature of these facilities, especially the Exercise Room, Sauna and Kitchen, makes them vulnerable to vandalism and dangerous to unsupervised children.

Procedure:

1. Hours of operation for the Recreation Building are 6:00 AM to 10:00 PM seven days a week. Access during non-business hours is by adult key. A child under the age of 16 must be accompanied by his/her parent or guardian.
2. The Manager's Office is off limits to residents and guests except during office hours when occupied by management personnel.
3. The Banquet Room is the only common element that can be reserved by residents. Refer to Procedure #35.
4. The Exercise Room contains treadmills and exercise equipment that could be very hazardous to children and therefore continuous supervision by their parent or guardian is required.
5. The Sauna Bath can be dangerous to the health of the user if the safety rules are not closely followed. Use is limited to 30 minutes. No food or beverages are permitted. A person with a history of medical problems should consult with a physician before using either the exercise equipment or the sauna.
6. Violations of these rules will be administered in accordance with Procedure # 28.

FOR THE BOARD OF ADMINISTRATION

Board Secretary

STONEWOOD TOWERS PROCEDURE NO. 35

Subject:

Policy for Reserving the Banquet Room

Purpose:

This Policy is published to outline the proper method to reserve the Banquet Room. It also outlines who has the right to reserve the room for general use, as well as for a private affair. ***The resident reserving the room is ultimately responsible for the behavior of the guests and for the integrity of Stonewood property and will be held liable for any breach of this trust.***

Banquet Room:

The Banquet Room area may be reserved on a first come, first serve basis by notifying the Manager's office. It is necessary to fill out the proper forms for a private affair. This room is a common element for the use and enjoyment of all residents. Basically there are two ways the room may be reserved

1. The Stonewood Club may reserve the Banquet Room for social and other events for the benefit of Stonewood Towers residents.
2. ***Individual occupant owners or renters may also reserve the Banquet Room for a private function by filling out the attached Banquet Room Reservation Request Form for a Private Function. This form must be filled out and submitted to the Manager's office at least one week in advance. If liquor is being served, a Host Liquor License liability insurance must be purchased and a copy presented to the Manager, in order to reserve the Banquet Room for the event. This requirement may be waived by the Manager at the Board of Administration's discretion. If it is certified that no alcohol is being served, no Host Liquor license insurance is required.*****

The maximum number of persons per function shall not exceed Eighty (80). If 80% or more of the attendees to a function are Stonewood residents, a deposit of Two Hundred Fifty Dollars (\$250.00) is required. If less than 80% of the attendees are Stonewood residents, a deposit of \$1,000.00 will be required. This deposit must be paid at least one (1) week prior to the event for security against damage and cleaning costs. If there is no damage and the room is left in a clean and orderly manner, the deposit will be returned. No deposit is required for Stonewood activities to which all residents are publicly invited.

**The Board of Administration reserves the right to disapprove any request for private use of the Banquet Room that is contrary to Florida Law, the Stonewood Association Documents, Rules and Procedures established by the Board of Administration. The request may also be denied if the required deposits, proof of insurance and/or other required information are not provided.

Attached: Form – Banquet Room – Reservation Request Use for Private Functions.

FOR THE BOARD OF ADMINISTRATION
Board Secretary Signature

BANQUET ROOM – RESERVATION REQUEST
USE FOR PRIVATE FUNCTIONS

The undersigned Owner/Renter of Stonewood Towers requests to reserve the Recreation Building Banquet Room for a Private Function not open to the general Condo population and whereas, more than 20% of the attendees are not owners or approved renters of the Stonewood Condo. Association.

Name of Owner/Tenant _____

Telephone Number _____

Date of Function: _____ Time Start: _____ End: _____

Estimated # of guests: _____ Estimated # of Cars: _____

Type of Function _____

Will alcohol be served _____ Will children be present _____

EXCERPTS FROM STONEWOOD ASSOCIATION HOUSE RULES (REV.2010)

The Banquet Room may be reserved by an Owner or Renter on a first come, first serve basis. Once reserved, the Owner or Renter becomes the host, presides over the event and must be present in the Banquet Room until all guests have departed. The Maximum Number of attendees at the function shall not exceed **80** persons. The Banquet Room cannot be used for fund raising of any kind. The Board of Administration reserves the right to disapprove any request for private use if the purpose is in violation of Federal, State, Local laws, or in violation of Condominium documents and/or House Rules.

The use of the Banquet Room does not give guests automatic access to any other facilities at Stonewood Towers. Please check with the office if you have questions. The host resident reserving the room is ultimately responsible for the behavior of the guests and for the integrity of Stonewood property. Any breach of this trust will result in forfeiture of your deposit.

The following conditions are placed on Banquet Room usage.

- a. Turn in a list of all attendees to Condo Office the day before the event.
- b. A hired parking security guard is required for excess of fifteen (15) cars. A non-refundable deposit of \$40.00 is required.
- c. **If 80% or more of the attendees to a function are Stonewood residents, a deposit of Two Hundred Fifty Dollars (\$250.00) is required. If less than 80% of the attendees are Stonewood residents, a deposit of \$1,000.00 will be required. This deposit must be paid at least one (1) week prior to the event for security against damage and cleaning costs. If there is no damage and the room is left in a clean and orderly manner, the deposit will be returned. No deposit is required for Stonewood activities to which all residents are publicly invited.**
- d. At wedding receptions, NO RICE will be permitted. Only bird seed is allowed.

I FULLY ASSUME THE "HOST LIQUOR LAW LIABILITY". I ALSO CERTIFY THAT I HAVE PROPER LIABILITY INSURANCE AND HAVE ENCLOSED A COPY **IF APPLICABLE**. I AM FAMILIAR WITH AND WILL COMPLY WITH THE HOUSE RULES, **ARTICLE X, PROCEDURE #35 AND ANY OTHER RULE THAT REFERENCES, OR IS** ESTABLISHED FOR THE USE OF THE RECREATION BUILDING BANQUET ROOM.

Signature of Owner/Renter:

Unit Number _____

Today's Date: _____

Date Deposit was received (For office use only)

Manager's

Signature _____ Date _____

HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to indemnify Stonewood Towers Condominium Association, Inc., and hold it harmless from any loss or damages suffered on account of the use of the clubhouse complex on (Date): _____ by the undersigned and/or the undersigned’s guests and invitees, liquor liability, “bodily injury”, or “property damage” for which any insured may be held liable by reason of:

- 1. Causing or contributing to the intoxication of any person;
- 2. The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or
- 3. Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

Dated this _____ day of _____, 20__.

Resident Signature

Print Name

(Address)

Stonewood Towers
Guest List

1 _____
2 _____
3 _____
4 _____
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STONEWOOD TOWERS PROCEDURE NO. 36

Subject: Unit Plumbing Safety Inspection

Purpose:

The purpose of this procedure is to reduce the risk of possible water damage in the condominiums by performing competent inspections of plumbing prior to major failures.

Background:

All too frequently we are experiencing damage in our condominium tiers as the result of water leakage. While all owners have been notified, when leaving their unit for any length of time, to turn off the master water input valve in their unit and to open a faucet in a sink or tub to accept accidental water leakage, we are still being inundated with leaking water.

Procedure:

It is planned that all units will be inspected to reduce water loss and damage. The units will be inspected per attached checklist. The inspection will be performed by a licensed plumbing contractor accompanied by a Stonewood Towers person. The information gathered will be utilized by the Manager to notify owners/residents of needed repairs. A copy of the checklist will be given to the unit owners/residents. Unit owners/residents will be expected to follow up with identified necessary repairs in a timely manner and notify Manager in writing of completed repairs. The Manager will monitor needed and completed repairs status of all unit records. Failure by unit owners/residents to make timely repairs will result in the Stonewood Towers Association seeking legal action as required to protect Association property.

Attachment – Unit checklist and recommendations

FOR THE BOARD OF ADMINISTRATION

Board Secretary

STONEWOOD CONDO UNIT INSPECTION

DATE: _____

| | | | | |
|------------------------|----------------|----------------------|-----------------------|-----------------|
| UNIT # _____ | ___ OCCUPIED | ___ NOT OCCUPIED | | |
| MAIN WATER VALVE | ___ OFF | ___ ON | | |
| WATER HEATER VALVE | ___ OFF | ___ ON | | |
| MAIN SHUT OFF VALVE | ___ ORIGINAL | ___ CHANGED | ___ RECOMMEND REPLACE | |
| WATER HEATER VALVE | ___ ORIGINAL | ___ CHANGED | ___ RECOMMEND REPLACE | |
| WATER HEATER VALVE | ___ AGE/GALLON | ___ OK | ___ RECOMMEND REPLACE | |
| A/C CONDENSATE DRAIN | ___ TRAPPED | ___ NOT TRAPPED | ___ NEED REPIPE | |
| A/C UNIT | ___ OK | ___ RUSTED | ___ SIGN OF LEAKAGE | |
| HALL BATH | | | | |
| TUB FAUCET | ___ LEAKS | ___ ORIGINAL | ___ REPAIR | ___ REPLACE |
| BATHTUB | ___ OK | ___ ORIGINAL | ___ RUSTED | |
| TOILET | ___ STYLE | ___ COLOR | ___ OK | ___ LEAKING |
| TOILET TANK INSIDES | ___ OK | ___ REPLACE | ___ PULL & RESET | |
| TOILET SHUT OFF VALVE | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK FAUCET | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK SHUT OFFS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK P-TRAP | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| BAR SINK | | | | |
| BAR SINK FAUCET | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SHUT OFFS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| P-TRAP | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK STRAINER | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| MASTER BATH | | | | |
| SHOWER FAUCET | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SHOWER DOORS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| TOILET | ___ STYLE | ___ COLOR | ___ OK | ___ LEAKING |
| TOILET TANK INSIDES | ___ OK | ___ REPLACE | ___ PULL & RESET | |
| TOILET SHUT OFF VALVE | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK FAUCET LEFT SIDE | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK SHUT OFFS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK P-TRAP | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK FAUCET RIGHT SIDE | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK SHUT OFFS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK P-TRAP | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| KITCHEN | | | | |
| | ___ STYLE | ___ COLOR | ___ OK | ___ RUSTED |
| KITCHEN SINK | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| KITCHEN FAUCET | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| GARBAGE DISPOSAL | ___ OK | ___ CORRODED | ___ WORKING | ___ NOT WORKING |
| SINK STRAINERS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| SINK DRAIN PIPES | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| P-TRAP | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| DISHWASHER DRAIN CON | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| DISHWASHER WATER LINE | ___ OK | ___ COPPER | ___ PLASTIC | ___ REPLACE |
| SINK SHUT OFFS | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| ICE MAKER VALVES | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| ICE MAKER WATER LINE | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| REFRIGERATOR | ___ OK | ___ SIGNS OF LEAKAGE | | |
| LAUNDRY ROOM | | | | |
| WASHER VALVES | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |
| WASHER HOSES | ___ OK | ___ LEAKS | ___ REPAIR | ___ REPLACE |

Members,

Recently, your board has reviewed a list of owner inspections that can easily be done in your unit and recommendations to upgrade, if necessary, your hardware to preclude plumbing problems that might occur as hardware ages, and, in some cases, replace obsolete designs with better hardware. This list is only provided to help you keep your unit trouble free. What you, as an owner, decide to do is, of course, your decision. These are just practical and helpful recommendations.

The Board of Directors recommends the following:

- a. Washing machine hoses should be steel reinforced;
- b. Washing machine shut-off valves should be corrosion free, leak free, and operable;
- c. Hot water heaters should be corrosion free and should be less than 10 years old;
- d. Main shut off valves should be the lever type, and should be corrosion free and operable;
- e. Toilet shut-off valves should be corrosion free and operable;
- f. Toilet fill valves should be modernized (not the “ball on rod” type) and operable;
- g. Toilet tank bolts should be corrosion free and firmly attached;
- h. Toilet Flappers must not allow water to leak from tanks and toilet rings should be replaced every few years;
- i. A/C drain lines should be kept clear of corrosion, and leak free;
- j. Plumbing under all sinks should be checked for leaks and repaired if leaking;
- k. A visual check should be performed for cracked or missing caulk and rust around tub drains, shower heads, etc. and repairs made as needed; and
- l. A visual check should be performed to insure that water lines to dishwashers, water filters and/or refrigerators (including ice makers) are leak free.
- m. Turn off water and water heater breaker when leaving town. When turning on, do gently to avoid water hammer/stress on plumbing system.

FOR THE BOARD OF ADMINISTRATION

Dick Arnold, Vice President

STONEWOOD TOWERS PROCEDURE NO. 37

Subject: Posting Certain Conditions in Unit Sales Contracts

Background:

Our Declaration of Condominium, Part XIII, Sales of Apartments, requires the posting of intent to sell because all owners have a first right of refusal, and posting informs them of certain conditions in the sales contract. The two units which are horizontally contiguous have first priority to buy; thereafter, the seller may choose which member to sell to if there are multiple bids. The documents do not address the situation of a seller who has a contract to sell to another member.

A letter from our Association lawyer, Robert L. Beals, dated December 6, 2002, addresses our documents omission of posting member-to-member sales: "At issue seems to be the right of privacy as opposed to the literal language of the Declaration. I believe that the Board can overlook the literal requirement contained in the Declaration if the affect is moot. That, however, is fully within the discretion of the Board."

Procedure:

The selling conditions of all unit sales must be posted in accordance with Paragraph XIII, Declaration of Condominium. This includes sales made member-to-member as well as member to non-member.

While a reasonable argument may be made to exempt the requirement for posting member-to-member sales, the overriding requirement exists for our rules to be accepted as fair by all owners. This decision is intended to diminish talk of favoritism or selective enforcement by applying the same rule to everyone.

FOR THE BOARD OF ADMINISTRATION

Secretary

STONEWOOD PROCEDURE NO. 38

Subject: Installation and Securing Air Conditioning Units

Purpose:

This procedure is to advise owners that the air conditioning (A/C) units on the A, C, and D building roofs are to be installed according to the current building codes for the state of Florida, to be solidly secured to the A/C racks, and to follow the process described below.

Background:

Currently, there are twenty (20) air conditioning units on each of the three (3) residential roofs, with each A/C unit being the responsibility of each respective unit owner. There are five (5) air conditioning units clustered into one (1) group, with four (4) groups in total. As of 2004, the new building code required the A/C units be anchored to an equipment stand which in turn is securely bolted to the roof. Each equipment stand holds 5 A/C units.

Procedure:

The access hatch to the A, C, and D roofs will be kept securely padlocked to prevent unauthorized access. Any repair person needing access to the roof for A/C repairs will contact the Property Manager to obtain authorization for access to the roof.

The unit owner is responsible for supplying the Association office with all proper documents associated with the installation and securing of the AC units. This includes contractor forms, permits, notices of commencement, and schedule of equipment and repairs.

The unit will be secured to the equipment stand according to the current building codes at the time of installation. In addition, the unit owner will be responsible for the installed unit being labeled with the correct unit number for identification. Stonewood Towers will not supply any hardware used to secure AC units. After installation, the Manager will inspect the roof area and any other areas affected by the installation. The unit owner will be solely responsible for any and all damage caused to the roof or any other Association property during the installation process.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 39

SUBJECT: Signature Authority for Checks Written Against the Accounts of the Stonewood Towers Condominium Association

Background:

During an internal review of operations, it was discovered that all checks written by the Directors and management did not have the proper oversight to determine their necessity and accuracy. This procedure is being issued to correct that deficiency.

In August 2017, the Association's Bookkeeper submitted a one week notice of termination to the Board. This left the Board little time to find a replacement. After exercising its due diligence, the board elected to amend its contract with Towers Management Company to add their accounting services. The amendment stipulates the Association will continue to maintain its current control as the sole authority in approving any and all checks written for vendor payments.

Procedure:

Board authorization for invoice payments is accomplished using the Towers Management accounting services' VMS check approval system. This system requires two (2) board members to log into the secure VMS system to authorize each invoice for payment and subsequent check(s) being sent to the appropriate vendor(s). Effective immediately, all authorization for check payment(s) written against either the Reserve Fund or Operating Fund accounts of the Stonewood Towers Condominium Association shall follow the following signatory approval procedure.

- 1) Prior to board invoice authorization for payment, the Property Manager shall review and initial each invoice thereby signing off on approval for invoice payment.
- 2) In the absence of the property manager, any available board member may initial approval of the invoices on behalf of the Property Manager.
- 3) Checks authorized for payment against the Association's Reserve Account, via Towers' secure VMS system, shall require approval by two (2) board members. The order of precedence of the two (2) signatures shall be: Treasurer, President, Vice President, Secretary, and the Director at Large.
- 4) Checks authorized for payment against the Association's Operational Account, via Towers' secure VMS system, shall also require approval by two (2) board member signatures. The order of precedence of the two board member signatures shall be: Treasurer, President, Vice President, Secretary and Director at Large.
- 5) Transfer of funds from the Association's Reserve Fund Investment account to the Association's Reserve Operational bank account shall require only one signature. The signature shall be one of the authorized signatures registered with the Association's appropriate financial institution accounts.
- 6) Payroll checks shall require only one signature. The signature being that of a board member.

Financial institutions handling Stonewood Towers Condominium Association accounts will be given the names of the individuals authorized to sign checks.

Non-compliance will be subject to review by the Board of Directors.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 40

Subject: Hurricane Shutters

Purpose: To protect all Stonewood individual units from water and wind damage, especially in hurricane and other severe storms, and to aid in the prevention of water and wind damage to neighboring units, both adjacent and below.

Background: The 2004-2005 Board of Directors brought to the attention of The Policy and Procedure Committee that there has been some water and wind damage to several Stonewood Towers units during recent hurricane seasons. The damage appeared to be caused by water seepage from neighboring units. As a result of the Stonewood Owners Survey of 2005, the Board reported overwhelming interest by unit owners for support of the concept that all condo units have shutters to protect not only their unit but also that of their neighbor. In the 2006 Budget Summary, the 2005-2006 Board of Directors reiterated the need “to provide an Action Plan to assure shutters are on all Stonewood Towers units.”

It is felt that the installation of hurricane shutters at the perimeter would help in alleviating water penetration under the sliding glass doors in that less water would be allowed to reach the balconies. This would reduce the chance that wind, which would also be blocked, would be able to blow the water in, around, and under the tracks and doors. This would help prevent damage to that unit and adjacent units.

Recommendation: Therefore, it is the unanimous recommendation of the Policy and Procedure Committee that it be mandatory that all units install hurricane shutters on the outer edge of their balconies at their own expense according to existing building and hurricane codes and Stonewood Procedure #19 adopted March 2003. See attached: Procedure #19 – Hurricane Shutters Installation.

The Board should poll the owners for their vote on this issue, in accordance with Florida Statute 718.113(5)

Membership Voted and Approved at a duly held meeting on April 24, 2006. Shutters are to be installed by June 1, 2006.

STONEWOOD TOWERS PROCEDURE NO. 41

Subject: Voting Procedure for Other Than Board Elections

Rationale for New Procedure:

During the recent “Rec. Room” and “Shutter” votes it became apparent that there was no standard voting procedure for these types of votes. This resulted in many questions by many unit owners regarding the voting procedure and the counting of ballots.

The following should be used for unit owner votes on “Material Changes” where a 66 2/3 (sixty-six and two-thirds) yes vote is necessary, and on votes where a simple majority of unit owners is necessary for passage.

These votes should follow the basic proxy or in person voting procedure already outlined in our procedure manual with some modification. This means that it will be a double envelope style secret ballot. It must take place at a stated Board meeting. In addition, there must be a quorum of unit owners physically present, or present by proxy, in order for the vote to be valid. A quorum of the unit owners (defined as a minimum of 95 unit owners) must vote in order for the vote to be valid or the meeting must be adjourned until such quorum is obtained.

The committee refers to Amendment #2 Article XII of the Condo Documents, which define that 66 2/3% (sixty-six and two-thirds percent) of those voting at a “duly held meeting”, (quorum present by proxy or in person) must approve any material alteration in excess of the usual maintenance.

Other voting issues not related to assessments or material alterations need a simple majority of the quorum to pass.

The closing and counting of the ballots will be at 7:00 PM on the stated Board meeting date, no sooner than 3 weeks from the date the ballots are distributed. Votes are to be cast in person by the unit owner or by proxy. In addition, at least 3 weeks prior to that closing date, the Board will solicit volunteers from members. From amongst those volunteers, it will choose at least 3 owners to act as ballot counters. A Board member or the Manager may not serve as a ballot counter.

The voting information will clearly state the issue or issues to be voted upon. Supporting information from the Board may be included. If the Board is less than unanimous in its endorsement of the issue, a maximum of one page stating positions from both sides may be included.

Included with the above will be a “ballot envelope” and a return envelope. There will be NO names or unit numbers written on the “ballot envelope” or ballot. Each return envelope will contain space on the outside for the name, unit number, and signature of the on record-voting member.

A clear set of instructions, identical to the Board Voting Procedure #11, on how the ballot is to be marked, envelope sealed, and outside envelope filled out will also be included. No unsealed ballots will be accepted.

As votes are returned to the office they are to be placed in a locked or taped “Ballot Box” and left unopened until the voting is closed. If a vote is delivered unsealed to the office, the staff member receiving the ballot will place the ballot unexamined, in a sealed envelope, as per the instructions above, in front of the owner. No ballot will be accepted that does not meet these requirements.

As stated above, voting will close at 7:00 PM sharp on the date of the stated meeting. The ballot counters will open the outer envelopes and record each unit that has cast a ballot. The number of ballots will be counted and noted. If it is determined by the committee that there is not a quorum of votes cast, then the vote will be deemed to have been defeated. The ballots will then be destroyed unopened. The Board will not be permitted to recess the meeting for any reason. Only after all outer envelopes have been opened will the ballot envelope be opened. The vote will be read aloud, verified, recorded and tabulated by the ballot counters. When this is completed, the vote results will be announced to the membership by one of the ballot counters.

STONEWOOD TOWERS PROCEDURE NO. 42

(This Procedure supersedes Procedure #23 in its entirety)

Subject: Financial Administration & Annual Budget Development

BACKGROUND:

The Finance Committee and the Property Manager play a key role in the development of the Association's Annual Budget. The budget planning cycle is initiated on or about June 1st each year. Annually, at the September Board meeting, the Finance Committee submits their proposed annual budget to the board for review. Since a new board is elected every October, the outgoing board defers approval and adoption of the proposed Annual Budget to the new incoming board. Consequently this necessitates Finance Committee coordination with both the outgoing and incoming Board.

Approval to implement the "pooled" method of reserve fund accounting, as provided by Florida Statute 718.112(2)(f)(2) and (3) and Florida Administrative Code Section 61B-22.005(3), was granted by a 105 to 5 membership vote at a specially convened membership meeting on December 14, 2015.

POLICY:

- 1) The Finance Committee shall provide the following budgetary support to the board:
 - a) Develop and recommend the Association's Annual Budget.
 - b) Recommend financial strategies to assist the board, in formulating its financial and investment decisions.
 - c) Monitor the Board's financial/investment decisions.
- 2) The Finance Committee shall NOT make any financial or investment decisions on behalf of the board.

PROCEDURES:

1. OPERATING BUDGET FORMULATION:

- a) On or about June 1, the Property Manager (herein called Manager) will provide the Finance Committee his/her proposed line item Operating Budget for the following calendar year.
- b) The estimated budget forecast shall consist of current Year-To-Date actuals by account, estimated year-end balances, current year's budget, estimated variances to the budget, and recommended new estimated budget figures.
- c) Large budget variances, either positive or negative, between the forecast and existing budgets shall be explained by the Manager.
- d) The Finance Committee shall, in coordination with the Manager, review and make any necessary adjustments before submitting the proposed operating budget to the board for their review.

2. RESERVE BUDGET FORMULATION:

- a) On or about June 1, the Finance Committee shall draft a proposed Reserve Accounts schedule for the following calendar year.
- b) The Finance Committee, in coordination with the Manager and Board Treasurer, shall then examine each account to insure the asset's projected life expectancy, the updated asset replacement costs, and the asset's funding schedule are based on realistic estimates and projections.
- c) The Finance Committee shall then review and make any necessary adjustments before submitting the proposed reserve budget to the board for their review.
- d) The Board and Finance Committee, shall insure the proposed reserve budget is fully funded and compliant with Section 718.112(2)(f) of the Florida Statutes.

3. BOA RECEIPT, CONCURRENCE AND ADOPTION

- a) The Finance Committee shall submit their proposed Annual Budget to the BOA during its scheduled September board meeting for their review.
- b) The "current" board shall complete their review of the proposed Annual Budget before the October board elections. If accepted, the current board shall recommend approval of the proposed Annual Budget to the incoming board.
- c) The incoming Board shall finalize the Annual Budget and provide a copy to each voting member, for their review and comment, no later than the statutory requirement of fourteen (14) days prior to the December Budget meeting held each year.
- d) If there are no budget issues/concerns raised by the members, the new Board shall vote to adopt the new Annual Budget at their scheduled Budget meeting and, at that time, advise the owners of their maintenance fee for the coming year.

4. INVESTMENT DECISIONS:

- a) For "Safety and Fiscal Soundness", the board requires its Reserve Accounts to be fully FDIC insured in banking institutions with the best Certificate of Deposit yields.
- b) To maximize portfolio yields, CD maturity dates shall be laddered to match the life expectancy of the asset(s) in the Reserve Account Funding Schedule.
- c) When a CD matures earlier than the payment date for the reserve replacement asset, Treasury Bills, Money Market Accounts, or Cash Accounts may be used as an interim warehousing vehicle. Fiscal soundness of the investment vehicle shall be paramount.
- d) To insure the available cash flow meets the Reserve Account Funding Schedule, the board, in coordination with the Finance Committee, shall periodically review and determine the minimum available balance required in the reserve cash account.

- e) In all cases and prior to any investment decisions (i.e., CD rollover, cash out etc.), the board shall consult with the Finance Committee.

5. MONITORING-INVESTMENT DECISIONS

- Since maturity dates can accidentally be overlooked, the Treasurer or his/her designee shall send a monthly notice, to the Finance Committee and Board Treasurer, of the maturity dates of all CD investments maturing that year.
- In addition to the CD maturity schedules, the Treasurer or his/her designee shall also provide the current Investments CD rates.
- For 30, 60, 90, 180 T-Bills or MMA's, if any, the Treasurer shall, on a monthly basis, forward the appropriate rate schedule to the Finance Committee.

6. MONITORING-FINANCIAL BUDGET COMPLIANCE

- The Treasurer or, in his absence, his designee shall provide a copy of the monthly Financial Report to the Finance Committee for their review /comment /edit as needed.
- Each finance committee member shall review this monthly report and respond via e-mail with any edits within 3 business days from the Treasurer's transmittal to the committee. All committee members shall be copied on any committee member's response. The Finance Committee Chairman shall then consolidate and incorporate the appropriate edits and forward the report back to the Treasurer.
- If a committee member does not respond via e-mail with edits or questions within the 3 day time frame, the non-response shall be taken as a "no comment" to the report as provided.
- The Treasurer shall then forward the report to the BOA.

FOR THE BOARD OF ADMINISTRATION

STONEWOOD TOWERS PROCEDURE NO. 43

Subject: Dune and Plant Trimming

This procedure is written to help maintain the beauty and privacy of the Stonewood grounds and to maintain our dune protection and their beauty. It will insure continuity in plant trimming guidelines from year to year and manager to manager.

1. The plants on the north and south property lines shall be trimmed to the height of the fence plus or minus one foot. This is to facilitate the growth and spreading of the plants to maintain the integrity of the fence. Dead vegetation along the north and south fence line can be removed and replaced and is therefore exempt from the above restriction.

2. Trimming of the dunes vegetation is to be done in strict accordance within the guidelines of the Florida Department of Environmental Protection or whatever government agency is the controlling entity at that time.
 - A. The trimming shall be limited to once per year.
 - B. Trimming shall be limited to sea grapes and saw palmetto vegetation only.
 - C. No trimming is to be done during the designated turtle-nesting season.
 - D. The Manager shall be aware of the DEP guidelines in effect at that time and shall insure that they are followed by whoever is doing the trimming.
 - E. Dead vegetation cannot be removed from the dunes without the approval of the agency having jurisdiction.

STONEWOOD TOWERS PROCEDURE NO. 44

SUBJECT: Use of A/C Access Room

POLICY: The following procedure was developed using guidelines provided by Bob Grant CBF, Fire Inspector.

1. Rooms with electric meters cannot be used for any storage at all. These are on 3rd, 7th, 11th and 16th floors.
2. All other rooms may be used for limited storage.
 - a.) A line is to be painted on the floor of each Access room marking a passageway from the walkway door to A/C area.
 - b.) No Items are permitted in the passageway.
 - c.) No hazardous material or highly combustible items such as paint or chemicals can be stored in the rooms.
 - d.) No large items such as couches, appliances, etc. are to be stored in these rooms.
3. Signs on meter rooms will read **Meter Room**.
4. Signs on other rooms will read **A/C Access Room**
5. All stored items must have unit numbers on them to clearly identify the owners.
6. The rooms should be inspected by the manager, or his representative, on a monthly basis to insure compliance. The manager and board reserve the right to require the removal of any item not deemed appropriate by them or the Fire Inspector.

STONEWOOD TOWERS PROCEDURE NO. 45

SUBJECT: No Call Required List

BACKGROUND

Security at Stonewood is a prime concern. A number of residents have circumstances where they would like, for various reasons, to have some people designated to have the ability to enter Stonewood, and their unit, without the need of an authorization call to the gate. However, the need to keep an orderly access is quite evident. Please note the primary mode of guest entry, for the day, has not changed and still requires notifying the gatekeeper and authorizing guest access. It is preferred that the gatekeepers be notified in advance, even if a person is on the "No Call Required List". This avoids the added time gatekeepers need to look up the list and prepare a pass. Prior notification allows the visitor pass to be available upon guest arrival thus minimizing congestion at the gate.

PURPOSE

The purpose of this procedure is to define the criteria for an individual or organization to be placed on a "No Call Required List", thus granting a visitor access to Stonewood property without the required advanced resident call to the gatekeeper.

CATEGORY DEFINITIONS:

Three (3) categories have been established for the "No Call Required List."

1) **Immediate Family Members and Significant Other**

Immediate family is defined as Parents, Siblings, Children, and Grandchildren.

2) **Care Givers, Medical Personnel or Organization, and Convalescent Support**

The list includes medical personnel by name and or organization including medical delivery vendors, care givers and those offering convalescent support on an as needed basis.

3) **Unit Care Takers**

This is a list of individuals requested to check an Owners Unit when the Unit Owner is not on site.

QUALIFYING CRITERIA:

- a) Individuals and organizations must fall into one of the three categories.
- b) A qualifying immediate family member or significant other is one who meets both the definition and visits a minimum of once per week.

PROCEDURE

- 1) Each unit is permitted to have up to three (3) people on the No Call Required List.
- 2) A separate Authorization Form is required to be completed for each individual or organization who meets the qualifying criteria.
- 3) Each Authorization Form will be updated and resubmitted annually.
- 4) Access logs will be monitored periodically.
- 5) Any persons, other than qualifying family members or significant other, riding in the same vehicle must be identified by name and be called in advance to the gatekeeper by the resident or authorized by the resident at the time of arrival.
- 6) The frequency and time span of any Unit Care Taker service must be specified in the Authorization Form.
- 7) Any persons accompanying the Unit Care Taker must be identified by name and be called in advance to the gatekeeper by the resident or authorized by the resident at the time of arrival.
- 8) Unit Care Takers and anyone accompanying the Unit Care Taker are restricted to accessing only the 5/4/17 owner's unit and not authorized to use any other Stonewood resident facilities such as the pool, spa, tennis courts, recreation room etc.
- 9) Any resident requiring multiple access to their unit, by a business, for such things as cleaning or renovation need to contact the office to fill out the appropriate Commercial Access form.

ATTACHED:

- a) NO CALL REQUIRED AUTHORIZATION FORM
- b) CONTRACTOR NOTIFICATION FORM

NOTE: As mentioned above, calling the gatekeepers in advance is the preferred method as it allows the visitor pass to be available upon guest arrival thereby minimizing congestion at the gate.

FOR THE BOARD OF ADMINISTRATION

Cathryn Powers
Secretary

Stonewood Towers Condominium

850 North Atlantic Avenue
Cocoa Beach, Florida 32931

Phone: (321) 783-7879 Fax: (321) 783-4669

NO CALL REQUIRED AUTHORIZATION FORM

I, _____, of _____ request and authorize
Owner / Resident Unit #

The following individual to be permitted to visit my unit without need for notification or further authorization as per procedure # 45

Note: It is still advisable to notify the gate in advance if possible. This will serve to reduce wait time at the gate for the visitor.

Name of Visitor: _____ (check one category)

Relationship to Owner/Resident: _____

Reason for need of multiple entry authorization – be specific:

Immediate Family Member/Significant Other _____

Care Giver Medical Personnel or Organization _____

Unit Care Taker Time Span _____

Frequency of entry for Care Givers & Unit Care Takers only, check one:

Daily _____ Weekly _____ Monthly _____

Other (please state) _____

NOTE: Maximum period for each authorization is 12 months. Reapplication is required after that time.

Owner / Resident Signature

Date

Association Signature

Date

* PLEASE NOTE THIS IS **NOT** A NOTIFICATION FOR A GUEST **OVERNIGHT STAY** OR LONGER. THERE ARE SEPARATE PROCEDURES AND FORMS FOR THIS NOTIFICATION AND/OR REGISTRATION.

CONTRACTOR PASS

DATE _____

UNIT _____

NAME _____

CONTRACTOR'S RULES / REGULATIONS

- 1) CONTRACTORS MUST PARK IN DESIGNATED AREAS.
20 MINUTE UNLOADS AND LOAD ZONE IS FOR YOUR
CONVENIENCE.

CONTRACTORS USE YELLOW CAR STOPS ONLY.

- 2) ALL CONSTRUCTION DEBRIS MUST BE HAULED AWAY.
DO NOT USE STONEWOOD TOWER'S DUMPSTERS.
- 3) USE OF STONEWOOD SHOPPING CARTS IS **STRICTLY PROHIBITED**
- 4) CONTRACTORS USE ONLY THE **WEST ELEVATOR** IN "B" BUILDING
- 5) NO APPLIANCES OR HOT WATER HEATERS WILL BE LEFT ON
STONEWOOD PROPERTY
- 6) ALL COMMON AREAS MUST BE LEFT CLEAN
- 7) CONTRACTOR HOURS BEGIN AT **8 AM** MONDAY THRU
SATURDAY AND CONTRACTORS MUST BE OFF PROPERTY
BY **5 PM** UNLESS OTHERWISE PRE-APPROVED. ***NO***
HOLIDAYS.

**ANY VIOLATIONS COULD RESULT IN CONTRACTOR BEING DENIED
ACCESS TO STONEWOOD PROPERTY**

STONEWOOD TOWERS PROCEDURE NO. 46

Subject: Estoppel Fees

Florida Statute 718.116, addressing estoppel certificates, was revised during the 2017 legislative session. Section 720.30851 establishes requirements and guideline for preparation of an Estoppel certificate by the association.

If, on the occasion of the sale or transfer of a unit, an Estoppel certificate is requested by the owner as a result of a request by the buyer, the buyer's agent or Mortgage provider, the board will Issue such a certificate following the State guidelines. The board must have a designated person or entity with a street, or email address to which a requestor should direct a request for an Estoppel certificate. The above referenced information shall be continuously updated as needed. That information can also be included on the association website or FAQ sheet.

The President, or the Association agent, will, within ten (10) business days after receiving a written (or electronic) request, provide an estoppel certificate either by hand delivery, regular mail or e-mail on the date of issuance of the estoppel certificate. The estoppel certificate shall contain the following information: The Stonewood form would be used if there is no standard form distributed by the State of Florida.

1. The Date of Issuance
2. The Name of the Unit Owner as shown on the Books of the Association
3. The Unit Designation/Address
4. The Parking Space/Garage Space as shown on the Books of the Association
5. The name and contact information of the attorney collecting a delinquent account if applicable
6. The Fee for Preparation and Delivery of the estoppel certificate
7. The following Assessment and Other Information:
 - a. The amount assessed and the frequency of the assessment
 - b. The date regular assessments are paid current through
 - c. The date the next installment of regular assessments are due and the amount due.
 - d. An itemization of all amounts due, dates due and the nature of the obligation as of the date of the estoppel certificate if applicable
 - e. An itemization of all amounts that will become due, the dates due and the nature of the obligation for all obligations coming due during the thirty (30) days if e-mailed or hand delivered and thirty-five (35) days if mailed following the issuance of the estoppel certificate.
 - f. Specify if there is any capital contribution resale , transfer or other fee due (Y/N as to each)
 - g. Are there any "open violation(s) of rules or regulation noticed to the unit owner in the association official records (Y/N)?
 - h. Do the "rules and regulations" of the association require approval by the board of directors for the transfer of the unit (Y/N)? Has Board approval been granted if required (Y/N)?
 - i. Is there a right of first refusal in favor of the members or the association (Y/N)? Has a member or the association exercised that right of first refusal for this unit (Y/N)?
 - a. If the unit is also governed by another association, such as a master association, the estoppel certificate must disclose the name(s) and contact information for each of them.
 - b. Have an officer or authorized agent sign the completed estoppel certificate.
 - c.
8. Any additional information that the association wishes to include after checking with legal counsel.

The Agent shall collect the estoppel preparation fee as follows:

- \$250.00 if there are no delinquent amounts owed to the association.
- An additional \$100.00 fee for an expedited estoppel certificate delivered within 3 business days after a request for an expedited certificate.
- An additional maximum fee of \$150.00 if there is a delinquent amount owed to the association.
- The fee for an estoppel certificate for multiple units owned by the same owner where there is no delinquency may not exceed:
 1. \$750 for 26 or fewer units
 2. \$1,000 for 25 to 50 units
 3. \$1500 for 51 to 100 units
 4. \$2500 for more than 100 units.

The fee will be retained by the preparer whether it is the association or a designee of the association.

The amount of the fee will be included on the certificate.

The fees set forth herein shall be adjusted not less frequently than every five years in accordance with the provisions of applicable law.

REVISION ADOPTED by the Board of Administration this 23rd day of June, 2017.

FOR THE BOARD OF ADMINISTRATION
Dolores Vigil, Secretary