



Admiralty Towers
Condominium Association, Inc.

Rules and Regulations

Declaration of Condominium Exhibit G
as Amended August 31, 2011, plus Additions Adopted by Previous Board of Directors

1. **Antenna:** No radio or television antenna or any wiring for any purpose may be installed on the exterior of the building without the written consent of the Association.
2. **Attire:** Except in the outdoor recreation area, persons in bathing attire will wear shirts, robes or jacket tops and footwear at all times.
3. **Balconies and Corridors:** No movable objects (except furniture while the unit is occupied) or articles of apparel shall ever be placed in the various balconies, corridors, walkways or stairways, nor shall anything be dropped therefrom. Balconies must be maintained so that they do not detract from the uniform external appearance of the building. Cookouts are not permitted on balconies.
4. **Beach - Use of:** The beach shall be used only for bathing, sun bathing, lounging and fishing and all owners must conduct themselves so as not to interfere with the equal rights of other owners. Pets are not permitted on the beach, pool, or patio areas, whether being carried or not.
5. **Children:** Each unit owner shall be responsible for the actions and any damage caused by his children. Children shall not be permitted to play in the lobby, mezzanine, corridors, stairways, elevators or on the walkways or putting green for general safety reasons. Children under the age of sixteen (16) years shall not be permitted to play in the lobby, mezzanine, corridors, stairways, elevators or on the walkways or putting green for general safety reasons. Children under the age of sixteen (16) years shall not be permitted to use the Recreation Room and Card Rooms unless in the presence of an adult responsible for their conduct for general safety and security reasons. Children under the age of twelve (12) years of age may not use the putting green unless accompanied by at least one (1) adult unit owner for general safety reasons.
6. **Elevators:** Elevators shall not be abused or overloaded. Padding shall be installed while moving furniture or other objects which may damage the interior. Owners shall be responsible to the Board of Directors for any damage done by themselves, their guests, lessees or delivery persons serving them.
7. **Emergency Keys:** The owner of each unit shall deposit with the Association a key or keys fitting all locks to his apartment, including balcony doors. If any of said locks are changed, the owner shall immediately provide a new key. Keys are not to be used for any purpose other than emergency.
8. **Garbage, Trash and Refuse:** All garbage shall be deposited through the disposal unit in each apartment. All trash or refuse shall be placed in closed bags or wrapped, before being deposited in trash chutes. Newspapers, magazines, cartons and glass bottles must never be deposited in the chute, but must be placed in the container provided nearby. Large cartons and anything other than normal trash should be taken to the Trash Room.
9. **Guests:** Owners must notify the Manager when they are expecting overnight houseguests and should provide the manager with full information as to names and dates of arrival and departure. If guests (including members of his family), are to occupy an owner's apartment during the owner's absence, the Manager must be advised of this fact in writing, using the "Guest Occupancy" form, at least one week in advance of the intended arrival. The owner shall also be responsible for providing the guests with keys to said apartment. Guests are not permitted to bring pets into our facilities. Guests occupying an absentee-owner's apartment DO NOT HAVE THE PRIVILEGE TO INVITE OTHER OVERNIGHT GUESTS.
10. **Improvements and Exterior Walls:** No improvement may be constructed upon any part of the exterior of the building or the land upon which it is located without the written consent of the Association.
11. **Insurance** (For apartment interior and furnishings): This insurance is optional but it is recommended that each owner insure the interior against fire, extended coverage and other perils for a minimum of \$5,000.00

- 12. Laundry Rooms:** Use laundry room on your own floor (except in emergency). Remove your laundry promptly and leave the room and its equipment clean and orderly. Dyestuffs are never used in the machines. ALL HEAVY ARTICLES SUCH AS RUGS, BLANKETS, ETC. MUST BE SENT TO A COMMERCIAL CLEANER. The Laundry Room is for the use of Owners and their Guests or Lessees ONLY.
- 13. Entrance Lobby – Use of:** Use of the lobby shall be restricted to greeting guests, collecting mail, utilizing the intercommunication system, and for ingress and egress.
- 14. Noise:** In order to insure your own comfort and that of your neighbors; radios, televisions, Hi-Fi sets, organs and other musical instruments must be kept at a minimum volume, especially between the hours of 10:00 P.M. and 9:00 A.M. All unnecessary noises shall be avoided at all times.
- 15. Occupancy Limitation:** No residential unit shall be permanently occupied by more than four (4) persons, except for three (3) or more bedroom apartment units which shall not be permanently occupied by more than five (5) persons. For security and insurance reasons, all overnight guests must be registered with the office and should not exceed five (5) persons, children included.
- 16. Painting:** No exterior paint shall be applied upon any part of the building without the prior written consent of the Board of Directors.
- 17. Parking:** Owners shall use only the one parking space assigned to them and park well within the lines and up to the curb-stop. Guest parking must not be used by owners for a second car. Any owner desiring to park two cars on condominium property must arrange with another owner to use his/her parking space or purchase a “tandem space,” if available. Make sure your guests are using the GUEST PARKING area. No parking is permitted at the front entrance, but you may leave your attended car there long enough to load or unload. Drive slowly (within a 10 MPH limit) at all times on our driveways and parking areas.
- 18. Pets:** No pets will be permitted on the premises.
- 19. Recreational Facilities:** The use of all of the recreational facilities located at Admiralty Towers Condominium Apartments shall be regulated from time to time by the Board of Directors of Admiralty Towers Condominium Association, Inc. These rules and regulations shall be mailed to each of the unit owners of Admiralty Towers in care of his or her apartment in said condominium, upon adoption of same by Board of Directors.
- 20. Recreational Meeting Room – Special Use Of:** Any owner or lessee desiring to entertain a group shall submit a request in writing, directed to the Board of Directors whose approval is required. The application shall state:
1. The number of guests expected.
 2. Purpose for which the facilities are to be used.
 3. Whether food and/or alcoholic beverages or other liquids are to be served or permitted.
 4. A signed agreement by the applicant to pay all costs of residual cleaning or for restoring any property which may have been damaged or defaced.
- 21. Signs:** No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any owner on any part of the outside or inside of a unit or in the common or limited common property areas without prior written consent of the Association.
- 22. Solicitations:** There shall be no soliciting by any persons, anywhere in the building for any cause, charity or purpose whatsoever, except as authorized by the Board of Directors.
- 23. Storm Shutters:** *Removed. Association now responsible for shutters.*
- 24. Swimming Pool:** Children under three (3) years of age, or older children, if untrained, are not permitted in the pool. Children under twelve (12) years of age must be accompanied by an adult, who shall not leave them unattended at any time. Bathing caps are required for females and any males wearing their hair longer than the normal short “man’s haircut.” Food may not be served or consumed in the pool area or other public areas (except the Barbeque Area to the North of the building) without special permission of the Manager or Board of Directors. No toys, floating objects, snorkels or fins are permitted in the pool. Users of the pool and pool areas shall not participate in games involving running, shouting, and ball playing or throwing of objects. Beverages in plastic containers only are permitted in the pool area. Please use reuse containers around the pool area. All persons using the pool do so at their own risk.
- 25. Section Omitted per Amendment Dated August 31, 2011**

- 26. Wet Bathing Suits:** No one will be permitted to enter the Card Rooms or Meeting Rooms, etc., or to use interior furniture while wearing a wet bathing suit or when suntan oils or creams are used. Also, any person wearing a wet bathing suit should towel-dry themselves before using our Lobby, Mezzanine, Elevators and Corridors. (Also see "Attire.")
- 27. Additional Rules:** Reasonable rules and regulations concerning use of the swimming pool, shuffleboard courts, sauna baths, exercise rooms, barbeque area, card rooms, recreation and meeting rooms and shipping and putting green, not in conflict with these general rules and regulations, may be made, and amended from time to time, by the Board of directors of the Association.

Any Rule or regulation may be passed, amended or repealed upon the approval of 66 2/3% of the entire Membership of the Association.

These Rules and regulations are designed to make living at Admiralty Towers pleasant and comfortable and to insure harmonious relations. As neighbors, all of us have certain rights, but also obligations to all other owners. The restrictions we impose upon ourselves are for our mutual benefit and comfort.

Violations by Owners, employees, guests, lessees or the children or pets of any of them, are the responsibility of such Owner.

These Rules and Regulations are a part of the Declaration of Condominium but do not supersede any other provisions or the Articles of Incorporation or the Bylaws of our Association. SEE DECLARATION OF CONDOMINIUM – Section XI – USE RESTRICTIONS – pages 20 to 25.

Additions to Rules and Regulations

- 28. Automobiles:** All owners, lessees and guests must furnish the Manager with the make, color, model and license number of the car or cars which they park on Admiralty Towers' premises.

The manager will supply identification stickers indicating the proper parking area.

Motorcycles are not permitted on Admiralty Towers' premises at any time except for deliver purposes.

- 29. *Removed due to change in Rule 18.***

- 30. Swimming Pool:** (Addition to rule 24): No one is permitted to reserve chairs, chaise lounges or tables by putting towels or other personal belonging thereon unless occupying same.

- 31. Water Beds:** Water beds are not permitted in any apartment in the building.

- 32. Vending Machines:** No vending machines are permitted in the building, except washing and drying machines.

- 33. Floor Coverings:** Carpeting must be used as a floor covering in the foyer, living, dining and bedroom areas in all apartments. The kitchen and bathrooms may be carpeted, but if a covering other than carpeting is used, it must be such that will minimize noise and written approval of the Board of Directors must be obtained before it can be installed.

Additional Rules and Regulations Adopted by Previous Board of Directors

- 34. Autos:** Trucks, campers, commercial vehicles, motor homes, trailers, boats, motorcycles, and ATV's are not permitted. Use only the parking spot assigned to the unit, if unoccupied or as directed by the Security Officer. Park front wheels to the concrete stops.
- 35. Billiard Room:** The key to the Billiard Room is available from the security desk. Children under 18 years of age are not permitted in this room unless accompanied and supervised by an adult.
- 36. Carts:** Carts are provided for the convenience of residents and must be returned to the storage area immediately after use. Carts may not be stored in the units, left on the walkways, or in the elevators.

- 37. **Contractors, Moving and Services:** Work from outside contractors, moving and delivery services must be done only between 8:00 a.m. and 4:00 p.m., Monday through Friday. All contractors are required to obtain proper permits for any work to be done in the unit. Please notify the security desk in advance of visits from contractors, movers, or delivery/service personnel.

- 38. **Exterminator:** The exterminator is required to visit every unit on a monthly basis. The services may not be refused unless a medical issue exists; approval from the Board of Directors is required. For details on this, contact the Admiralty Towers office.

- 39. **Grills:** Grills and benches on the beach must be reserved in advance at the security desk prior to using them.

- 40. **Inspections:** Every unit is required to be inspected by our maintenance staff at least once per year. The purpose is to identify items that are in need or will shortly be in need of repair (e.g. hoses, toilet tank balls, pipes, and drains) to prevent damage to any person or property in the building.

- 41. **Kitchen:** The kitchen and recreation room may be reserved for parties by calling the office at least one week in advance. If the kitchen and/or recreation area are not reserved, they may be used on a “first come, first served basis.” However, no one may take over these facilities in cases of emergency – remember everyone in the building will need access to the stove, refrigerator, ice machine, etc. (See note on Recreation Room.)

- 42. **Recreation Room:** Owners and lessees (with permission of the unit owner) over 18 years of age may reserve this room for gatherings. A deposit of \$125.00 is required at the time of reservation and will be returned provided that the room is properly cleaned within 24 hours of the close of the function or two hours prior to another function (whichever occurs first) and there are no damages to Admiralty Towers property.

By affixing my signature below, I acknowledge my receipt of the Admiralty Towers Rules and Regulations.

Owner Signature

Date

AT Board of Directors Signature

Date