

OCEAN TRAIL CONDOMINIUM ASSOCIATION NO. V **RULES & REGULATIONS**

These rules are intended to optimize the quality of living at Ocean Trail V. The tone is to list the important rules without writing a rule to cover every possible issue. Living at Ocean Trail V is based on a spirit of community that relies on cooperation and common sense.

I. SAFETY AND SECURITY

1. Every occupant will notify the office before they arrive or leave.
2. When you leave, shut off the power to the water heater and shut off the main water valve.
3. Flammable or hazardous chemicals in significant quantities are not permitted.
4. A licensed electrician must perform all electrical work. Work Notification forms are available in the Office. All work requiring a permit must have approval by the Board.
5. Charcoal and propane grills are prohibited on the property.
6. During hurricane season, remove all items from the balconies and close shutters, if you have them. You must inform the Association who your agent is in the event that your unit suffers damage and we cannot contact you.
7. The Association must have working keys to your unit for use during emergencies and inspection of balconies. If you change locks, you must provide the office a new key. The owner will be billed for locksmith costs if we do not have a working key.

II. HOUSEKEEPING

1. Beware that outside of the walls of your unit is "common property", and your housekeeping of the balconies, planters, patios and walkways, is a shared responsibility of all of us. This means do not store anything in these areas. Walkways must always be clear and nothing should be dropped off these areas. Do not hang or dry items in any of these areas. Keep planters neat and properly trimmed. If an owner neglects or chooses not to plant, the neighbors can take over with written approval from any Board member.

2. The unit owner is responsible for the behavior of all guests.
3. No items external to your condo; such as awnings, shutters, signs, etc. are allowed without written approval of the board.
4. Noise is a major problem when so many of us live so close together. Keep the audio volume down, walk quietly, and avoid slamming doors. All hard surface flooring must have approved soundproofing and does require installation inspection. Contractor and delivery hours are 8 AM – 4 PM, Monday through Friday. In an emergency, any Board member can approve other times.
5. No pets of any type are allowed without written approval of the Board.
6. Footwear and cover-ups are required in all public areas.
7. All refuse must be in secured plastic bags. Large or heavy items should not be dropped down the refuse chute. They should be carried to the trash room.
8. No storage of boats, trailers or inoperable vehicles is allowed.
9. If you give permission to someone to use your designated parking place, you must notify the office in writing.
10. If you park in any garage and leave a car for over two weeks, you must either give a key to the office, or in writing, designate who is authorized to move your car.

III. RECREATION ROOM

1. An owner may host a party with written approval from the office and is responsible to clean up after use.
2. The recreation room will open at 7:00 AM and close by 11:00 PM. A Board member must approve use at any other times in writing.
3. No one under 14 is allowed in the sauna or spa.

IV. SALES AND RENTALS

1. All sales and rentals require a properly completed and approved form that is available from the office.
2. It must be accompanied by a \$100.00 check.

3. No lease shall be for less than 30 days or for more than one year.
4. An owner may lease a unit twice in the twelve-month period from November through October.
5. When these two leases are used, one additional lease is possible during that January through April period.
6. No subleases are allowed.
7. When owners lease a unit, the owners cannot use any of the facilities during the lease period.
8. All forms require not less than two weeks for approval after properly completed documents are delivered to the office and the date recorded.
9. An owner may allow guest to stay in their unit without the owner present up to four times per year. Any additional guest visits will require a written request to any Board member.
10. Any owner who willfully violates the intent of these rental rules will lose the right to rent their unit for twelve months.

V. COMPLAINTS

All complaints or suggestions should be made in writing to the Board and signed so that the entire Board can collectively learn and act on the issue in question. The Board will respond to all written complaints within two weeks after the office records the date it received the complaint form or letter.