

KESWICK B CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

Note: The official Rules and Regulations of the Association are contained in By-Law Article 12. These Rules and Regulations are provided for the convenience of our owners and guests and do not alleviate an owner or guest from being familiar with the official rules and regulations and identifying where such rules and regulations are located in the Condominium Documents. References to specific Articles in the Condominium Documents are provided for your convenience and may not be the only places in the Condominium Documents where particular issues are referenced.

1. All owners shall provide complete, accurate and current emergency contact information to the Association. (Declaration Article 21 – Notices)
2. Guest occupancy is restricted (Declaration Article 9.2 – Guest Occupancy)
3. The rental, leasing or subleasing of Units is strictly prohibited (Declaration Article 12.1e - Lease)
4. One unit owner shall be designated to vote on behalf of that unit. (Declaration Article 8.7 - Voting)
5. Satellite dishes or antennae are strictly prohibited. (Declaration Article 9.5 – Alterations and Additions)
6. Exterior patios at or on ground level contiguous to any individual unit are not permitted. (Declaration Article 9.5 - Alterations and Additions)
7. The sidewalk, entrances, passages, catwalks, stairways, landings and all other areas must not be obstructed, encumbered or used for any purpose other than ingress and egress to and from the premises. No carriages, bicycles, wagons, shopping carts, furniture, walkers or any other object of a similar type and nature shall be stored therein. (Declaration Article 9.4 – General Use Restrictions)
8. The personal property of all Unit Owners shall be stored within their Units or the specific areas assigned to them for storage purposes, provided, however, that no Owner may store any personal property on, or make any use of, the porch within the boundaries of their Unit which is unsightly when viewed from the exterior of the Unit nor shall be made any use of the same which interferes with the comfort, convenience or peaceful enjoyment of other Owners, as determined by the Board of Directors of the Association. (Declaration Article 9.4 – General Use Restrictions)
9. No garbage cans, supplies, milk bottles, or other articles of personal property shall be placed in the halls, on the catwalks, or on the staircase landings, nor shall any linens, clothes, clothing, curtains, rugs, mops or laundry of any kind, or any other article, be shaken or hung from any of the windows, doors or catwalks, or exposed to or on any part of the building or porches within any unit. The common areas shall be kept free and clear of rubbish, debris, and other unsightly material. (Declaration Article 9.4 – General

Use Restrictions)

10. No owner shall allow anything whatsoever to fall from the window, catwalks or doors of the premises, nor shall they sweep or throw from the premises any dirt or other substance into any of the catwalks or elsewhere in the building or upon the grounds. (By-Laws Article 12.1)
11. Owners shall obtain permission from the Board for major additions, alterations or modifications to a unit. All construction work requiring a permit shall be performed by a duly licensed contractor. Owner shall provide to the Association a detailed description of the work to be performed to ensure that the work performed does not violate any requirements, rules or regulations of the Association and to demonstrate that there will be no adverse impact to common areas caused by the construction work. The contractor shall obtain permits for all construction work requiring such a permit. Exterior patio is common element and not permitted. (Declaration Article 9.5 - Alterations and Additions)
12. There shall be no smoking in any common areas such as parking areas, catwalks and patios or exterior limited common areas such as screened porches or areas exposed to the outside. (Declaration Article 9.13 – No Smoking)
13. Owner to replace hot water system every 12 years for year-rounders and 18 years for snowbirds with documentation to be provided to the Association. (Declaration Article 10.3 - Maintenance by Unit Owner)
14. All refuse, cans and garbage shall be securely wrapped in plastic bags and disposed of in the trash dumpster serving our building. (By-Laws Article 12.1)
15. Bulk trash shall be placed in the designated area no earlier than mid-day on the day before scheduled bulk trash pickup by the City on the following day. No construction materials, large appliances or debris shall be allowed to be placed in the bulk trash area. A fine of \$100 shall be levied against the offending owner for any and each violation of this requirement. (By-Laws Article 12.1)
16. Trash, debris, air conditioners or appliances from construction, renovations, upgrades, repairs or the like to any unit shall be removed from the property by the unit owner's vendor or contractor providing such service. (By-Laws Article 12.1)
17. Any fines levied to the Association by others shall be transferred to the offending unit owner. (By-Laws Article - 7.11 Fines and Suspensions)
18. Servants and domestic help of owners may not gather or lounge in the public areas of the building or grounds. (By-Laws Article 12.1)
19. Each owner or unit occupant shall park his or her automobile in their unit's assigned space. No parked vehicles shall block, encumber, or otherwise impede access to or from no parking areas and walkways. Vehicles improperly parked may be towed away at the owners' expense. Unless approved otherwise by the Board of Directors, all guest parking areas are for temporary/short term guest parking only. No owner shall have the exclusive right to use or the exclusive use of any one guest parking space. Bicycles shall be parked only in areas designated by the Board of Directors and shall be kept in functional use and not constitute an eyesore. Automobiles shall be kept in reasonable visual condition so as not to be an eyesore to the property (Declaration Article 9.10 – Parking).

20. No owner shall make or permit any disturbing noises in the building by any person or do or permit anything by such persons that will interfere with the rights, safety, comforts or convenience of other owners. No owner shall play upon any musical instrument or operate any sound making or sound emitting device, in his unit, in such manner as to disturb or annoy other occupants of the building. (Declaration Article 9.9 - Nuisances)
21. No sign, advertisement, notice, other lettering, or any other object shall be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the unit or building that is visible from outside the unit or common areas of the building unless approved in advance by the Board and shall be placed or installed no more than 30 days before and removed when requested by the Board or within 30 days after the occasion or holiday. (Declaration Article 9.8 – Nuisances)
22. No awning, enclosure, canopy, shutter, or like item, except hurricane shutters, shall be attached to, or placed upon, the porch within any unit, outside walls or roof of the building except as approved by the Board of Directors. (By-Laws Article 12.1)
23. The association shall retain a pass key or digital lock access code to all units. No owner or occupant shall alter any lock or install a new lock without the written consent of the Board. Where such consent is given, the owner shall provide the Association with an additional key or code for use of Association pursuant to its right of access to the unit. (Declaration Article 10.6 – Right of Entry by Association)
24. No owner can own more than 2 units in Keswick B and one such unit shall be the permanent residence of that owner. (Declaration Article 12.1b – Sale)
25. No cooking shall be permitted on any porch or catwalk or Common area of the building nor shall any goods or beverage be consumed outside of a unit except in areas designated for that purpose by the Board. (By-Laws Article 12.1)
26. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit except those required for normal household use, nor shall same be stored or maintained in or on the Common areas of the building. (By-Laws Article 12.1)
27. Individual storage cubicles are assigned, upon request by the Association, for the use and convenience of our owners. Such cubicles are common building property of the Association and permission of use may be reclaimed by the Board. Cubicles are not to be used for storage of flammable items and must be kept clean, neat and orderly at all times. (Declaration Article 4.41 – Use of Storage Space Among Unit Owners)
28. Each owner who plans to be absent from his unit during the hurricane season, or for more than thirty (30) consecutive days must prepare his or her unit prior to departure by (1) removing all furniture, plants and other objects from his or her porch prior to departure; and designating a responsible firm or individual to care for his or her unit, should the unit suffer hurricane or other damage, and furnishing the Board with the name of said firm or individual. Such firm or individual shall contact the Board for clearance to install or remove hurricane shutters. (By-Laws Article 12.1)
29. Except as required by law and approved by the Board, no owner shall keep or harbor any walking pet or animal on the building property within the confines of his or her unit. No other pets may be kept without the written consent of the Board. Such consent may be given upon such conditions as the Board may prescribe and shall be deemed provisional and subject to revocation at any time. No animal or pet shall be maintained

or harbored within a unit that would create a nuisance to any other unit owner. A determination by the Board that an animal or pet maintained or harbored in a unit creates a nuisance shall be conclusive and binding upon all parties. (Declaration Article 9.7 – Pets)

30. No unit may be occupied by any person under eighteen (18) years of age, except that minor children under 18 years of age may be permitted to visit for reasonable periods not to exceed thirty (30) days in any calendar year. Persons over the age of 18 and under the age of 55 may reside in the unit provided the unit owner over the age of 55 is present. (Declaration Article 9.1 – Residential Use)
31. No unit may be used for any commercial or business purpose. No owner may actively engage in any solicitations for commercial purposes. (Declaration Article 9.4 – General Use Restrictions)
32. No radio or television installation or modification or other wiring shall be accomplished by an owner without the prior written permission and approval of the Board. No antenna may be placed on the exterior of the building or the building property. (Declaration Article 9.5 – Alterations and Additions)
33. Complaints of any nature as well as those concerning the use of the building property and/or service to the same shall be made in writing, signed by the complaining party and delivered to the Board. (By-Laws Article 12.1)
34. Laundry rooms are to be left in a neat and orderly fashion at all times, including but not limited to, the removal of lint from dryers. The doors to the laundry rooms shall be closed at all times and the lights turned off when the machines are not in use. Clothes washers and dryers shall not be operated before 8:00 A.M. or after 9:00 P.M. (Declaration Article 4.4.1 – Use of Storage Space Among Unit Owners and By-Laws Article 12.1)
35. The Board may levy a fine of \$100 against any unit owner who violates any of these rules and regulations. For an ongoing violation, the fine shall continue on a daily basis until the offense has been rectified. (By-Laws Article 7.11 Fines and Suspensions)
36. Any Owner in good standing (i.e., is current on payment of their fees and dues to the Association) may vote in Association elections and vote on Association matters and may request access to inspect records of the Association (unless related to personal or legal matters) and may request copies. The owner shall pay for any costs and expenses associated with such a request. (By-Law Article 6.4 - Records)