

CBA RULES AND REGULATIONS

1. Safety and Security

- a. Fire extinguishers and smoke alarms are required in all units and are inspected annually.
- b. Fires and Fireworks are prohibited (including the beach).
- c. Grills may be used outside villas and at the end of the apartment building. Owners who provide a grill with their unit must file a liability waiver. Grills are required to be 10 feet from any building. Grills are prohibited on lanais and balconies.
- d. Wrist bands issued by the Association shall be worn by all unit occupants (including but not limited to owners, tenants, family members, and guests thereof) when on the common elements of the property during the High Season, which is March 1st – April 30th and June 1st – July 31st.

2. Elevator

- a. Children are not permitted to play in the elevators.
- b. The elevator phones are strictly for emergencies.

3. Pets

- a. Pets are not allowed in units, on the property or on the beach at any time. Anyone requiring the assistance of a Service Animal must make a request in writing and include a Doctor's statement of need to the Casa Blanca Board of Directors. Each request will be discussed and approved or disapproved on an individual basis.

4. Garbage and Trash

- a. All trash must be placed in plastic bags and tied securely. Villas may leave their trash & recycling in the provided bin outside their door for pick-up daily from 9-10 AM as well as 6-7 PM. Trash chutes are on the 2nd and 3rd floor of the Apartment Building. Trash can be put directly in the dumpsters located in the trash rooms or those near the north and south beach access.
- b. Recycle plastic, glass, metal and other paper. Please rinse food containers.

5. Laundry

- a. Laundry facilities are available across from the office and on each floor of the apartment building. Hours of operation are from 9 AM to 9 PM.

6. Pool

- a. Pool Facilities are restricted to owners, paying guests and their visitors.
- b. The pool is opens at 9:00 AM and closes at 9:00 PM, or as otherwise posted.
- c. There are no lifeguards on duty at any time. Swim at your own risk.
- d. Minors must be accompanied by an adult.

- e. Proper swimwear is required in and around the pool. Infants must wear swim diapers.
- f. No rafts or large toys are permitted in the pool.
- g. Shower before use. No oils or lotions allowed.
- h. No bottles or glass containers are allowed in the pool area.
- i. No eating or drinking in the pool.
- j. Smoking is prohibited inside the fenced area of the pool.
- k. Shouting and running in the pool area is prohibited. All music must be kept at a reasonable volume.

7. Recreation Room

- a. The Recreation Room is restricted to owners, paying guests and their visitors.
- b. The Recreation Room is open daily from 8 AM until 9 PM.
- c. Children under 12 are not permitted in the Recreation Room unless accompanied by an adult.

8. Beach

- a. Casa Blanca beach front is restricted to owners, paying guests and their visitors.
- b. The beach cabanas are for the enjoyment of all and cannot be reserved.
- c. Beach chairs and lounges cannot be reserved. Towels left on unused chairs or lounges for one hour or more will be removed. Lounges and chairs are not allowed in the water. Return beach chairs behind the signs.
- d. Tents and lounges are not allowed past the "imaginary" line. No tents are allowed from the middle stairway directly out to the water in order to maintain a direct path from the stairs to the water.
- e. Glass bottles and containers are not allowed on the beach. The use of glass on the beach is covered by a County Ordinance and could result in a fine.
- f. Turtle Season - Sarasota County Turtle ordinances are enforced during the nesting season - May 1 through October 31. Chairs and other objects must be cleared from the beach at sunset. Keep window blinds closed at night to block light. Nests, nesting turtles and baby turtles should not be disturbed.

9. Common Areas

- a. Casa Blanca maintains a family atmosphere for the enjoyment of all. Occupancy of common areas shall be quiet, peaceful and not disturb others. Observance of these Rules and Regulations often require the matter of "HONOR" among the owners and guests of this community. They are provided in the interest of enjoyment, health, and safety of everyone residing at or visiting Casa Blanca. If this should fail, then a strict method of enforcement will need to be applied.

- b. Noise ordinance quiet time is from 10 PM to 9 AM. No resident or guest shall make or permit any disturbing noises in the unit that interferes with the rights, comfort or conveniences of other unit residents. Electronics should be muted or reduced in volume to avoid disturbing or annoying other occupants on the property. Loud conversations or noise while on balconies, outside units or the parking area should be avoided.
- c. Running or playing on the walkways of upper floors is prohibited. Walkways must be clear at all times.
- d. Towels, bathing suits and other objects are not to be hung over the railings, bushes or vehicles. Drying racks are not to be placed in front of the villas or in the roadways.
- e. Owner sponsored group activities at the beach, recreation room or pool shall be scheduled through the manager. Large group activities may require Board approval. Any damage is the responsibility of the owner reserving the facility.
- f. Anyone under the age of 21 is not allowed to drink alcoholic beverages on the Casa Blanca property.
- g. All units, buildings, the pool area and the beach are non-smoking. You may smoke outside of units. Please dispose of smoking litter in containers.
- h. Furniture may not be removed from units or lanais to use on the grass or beach.

10. Roadways/Parking

- a. Parking is for passenger vehicles only, no campers, RVs, trailers, boats, motorcycles or mopeds are permitted.
- b. Bicycles, roller blades and skateboards are not permitted on the property except for access to Midnight Pass Road.
- c. Roadways are one way.
- d. Speed limit is 10 mph on the property.
- e. Obey the crosswalk stop sign at the office.
- f. All vehicles need parking identification, available at the office. Upon arrival, tenants and owner guests must register their vehicle to receive a parking pass. Owners may request owner decals or get a parking pass. Cars without a proper parking pass may be towed.
- g. Vehicles are limited to 2 per unit. Each villa has 2 parking spaces. Apartments have a designated space for 1 vehicle and may use 1 visitor parking space. Visitors must park in visitor parking spaces at the end of the villa rows or at the entrance, if no space is available at the designated unit. Casa Blanca reserves the right to further restrict visitor parking during peak season.
- h. Owners who rent their units must remove their automobiles from the property.
- i. Commercial vehicles or work vehicles are not permitted unless on a service call and must park at the unit or in a visitor space.

- j. Owners and guests may not park in loading zones unless loading or unloading an attended vehicle.
- k. Vehicles parked in violation of these parking rules may be towed at the owner's expense.

11. Administration

a. Maintenance Fees

- i. Payment coupons are issued each year to the individual unit owner indicating the due date and amount for maintenance fees.
- ii. Ten days following the due date is considered late and may be fined. A late notice will be mailed following the 10th day. Late fee and interest will apply.

b. Mail

- i. US mail is held in the office behind the desk. Picking up mail for another owner requires written permission.

c. Rental Program

- i. Declaration of Condominium 16.7 states "Unit Owners are required to use the appointed rental agent in order to lease their units.
- ii. Owners must abide by the rules set out for participation in the program.
- iii. All tenants must abide by the rules set out for tenants.

d. Occupancy

- i. No owner or occupant of a unit shall use the unit for other than a single-family residence except with permission of the Board. No business or trade shall be permitted or conducted in any unit.
- ii. Maximum of four people in a one bedroom unit, six in a two bedroom unit.
- iii. Anyone eighteen years of age and under shall not occupy a unit unless a parent or other adult relative is in residence in the unit at the same time. There must be at least one occupant over the age of 25 staying in the unit.

e. Unit Access

- i. The owner needs to notify management in writing of anyone other than the owner who is in possession of the unit key.
- ii. Keys to units will be checked out and returned by anyone needing access to the unit including - staff, cleaners, vendors, guests.
- iii. CBA reserves the right for staff or vendors to enter the unit when necessary for specific maintenance issues related to the Common Elements or situations that may affect surrounding units. Staff will make every effort to access units for

scheduled inspection or maintenance when the unit is unoccupied. When the unit is occupied, staff will phone the unit and give notice that staff or vendor will access the unit. Staff will have identification. If identity is a concern, please contact the office. If the occupant cannot be contacted, the maintenance staff will knock and verbally notify entrance at the door before accessing the unit. A note will be left that the unit was entered for a specific purpose.

f. Staff

- i. All Casa Blanca staff work under the direction of the General Manager. No owner or guest shall direct or reprimand any employee. Employee complaints should be reported in writing to the General Manager.
- ii. Casa Blanca staff are not permitted to perform personal services during regular duty hours. Work requests should be given to the office to be placed on the work order list. All work is assigned by the Maintenance Supervisor. Work performed will be billed directly if not participating in the Rental Program. Each owner is allowed 15 minutes of maintenance per month. Additional work is billed at \$10/15 minutes.

g. Board of Directors Meetings

- i. Notice for all regular meetings will be posted on Casa Blanca Property in the encased bulletin board by the office 48 hours prior to a meeting.
- ii. A time shall be provided during the Board Meeting for unit owners to address the Board on agenda items. A speaker is allowed three minutes. The Board may set other rules for speakers.
- iii. Written requests to the Board will receive a response within 30 days per FL Statutes.

12. Maintenance/Repairs

- a. Owners shall notify management in writing of any Service Agreements, Warranties or Maintenance Contracts for appliances, heat/air conditioning or electronics, and is responsible to supply and maintain current documentation to be placed in the owner's file.
- b. Excluding Casa Blanca employees, no work shall commence prior to 8:00AM and must be completed by 5:00PM daily (Monday thru Friday) unless approval for later work is given by the General Manager.

13. Owner Renovations

- a. Contractors, Sub-contractors and Vendors must follow these guidelines and any additional guidelines set forth.
- b. Workers will only be given access with a written contract, maintenance agreement or written permission by the owner.

- c. Management shall provide reasonable supervision and inspection of contractors who are given access by management.
- d. Workers will only be allowed access during office business hours except in the case of an emergency.
- e. Contractors doing work that requires a permit must be licensed and bonded.
- f. Contractors must comply with County requirements for permits. Permits must be displayed at the unit and filed with the office.
- g. Contractors must sign-in at the office when on the property and check out a key when necessary.
- h. Renovations are not allowed during season, on any Holiday, Saturday or Sunday, except in the case of emergency. The board may waive the prohibition against such work being done in the months of November through April in the case of an emergency.
- i. The owner is required to maintain their unit so it does not impact the Common Elements or surrounding units.
- j. Board approval is required to make changes to the exterior of any unit.
- k. Board approval is required for any remodel that involves expenses that Insurance designates as association responsibility.
- l. Impact windows are required if new are installed.