

LAGUNA RIVIERA MASTER ASSN., INC.
APPLICATION REQUIREMENTS
(Lease Application as of 9/7/2017)

The application allows for 30 days processing which does not start until all items listed below are submitted to our offices AMI, 9031 Town Center Parkway, Bradenton, FL, 34202. (e-mail not acceptable)

****Completed Application, including "Summary of Rules and Regulations" regardless if lease or purchase. Please make sure all spaces are filled in (using ""N/A" where appropriate) and all applicants have signed/initialed all documents.**

****Completed/Signed "All Star Background" Form regardless if lease or purchase. This is the name of required background check company and not an indication of standing in the community.**

****Driver's License copy(s).**

****Payment (\$100.00 check only payable to "Laguna").**

****Copy of signed lease or purchase contract.**

Please return completed application from the same place at the same time to avoid loss/delay.

Move-Ins cannot be scheduled until after the completed application has been reviewed and approved by the Board of Directors. Unapproved residents will be turned away at the gate.

Please schedule your closing or lease start date accordingly.

LAGUNA RIVIERA MASTER ASSOCIATION, INC.

OWNER'S APPLICATION TO LEASE UNIT

MUST ATTACH \$100 PROCESSING FEE TO APPLICATION

Today's Date: _____ Date of anticipated occupancy _____

Owner's Name: _____ Bldg # _____ Unit # _____

Proposal to Leased From _____ To _____

Name of Proposed Tenant(s) _____

- OWNER AND PROSPECTIVE TENANT **MUST** COMPLETE SEPARATE APPLICATIONS FOR LEASE (*Owner:* Owner's Application to Lease Unit. *Tenant:* Tenant's Application to Lease.)
- ALL **LEASE APPLICATIONS** ALONG WITH A **COPY OF THE LEASE** **MUST** BE RECEIVED AT LEAST 30 DAYS IN ADVANCE OF PROPOSED OCCUPANCY
- OCCUPANCY BY TENANT **MUST** NOT TAKE PLACE PRIOR TO WRITTEN APPROVAL FROM THE LAGUNA RIVIERA MASTER ASSOCIATION BOARD OF DIRECTORS

THE OWNER RECOGNIZES AND ACKNOWLEDGES THAT THEY CONTINUE TO BE RESPONSIBLE FOR ALL ASSOCIATION DUES AND FEES AND MUST FULFILL ALL REQUIREMENTS OF OWNERSHIP

THE OWNER ACKNOWLEDGES THAT THEY ARE RESPONSIBLE FOR THE ACTIONS OF THEIR TENANT(S) AND WILL BE HELD ACCOUNTABLE FOR VIOLATIONS OF ASSOCIATION RULES AND REGULATIONS

THE OWNER AND PROPOSED TENANT(S) MUST READ AND UNDERSTAND THE LAGUNA AT RIVIERA DUNES SUMMARY OF RULES AND REGULATIONS FOR TENANTS.

I/WE HAVE READ AND UNDERSTAND THIS APPLICATION AND UNDERSTAND MY/OUR RESPONSIBILITIES IF THE PROPOSED APPLICATION FOR LEASE IS APPROVED.

Owner Signature _____ Date: _____

Co-Owner Signature (if applicable) _____ Date: _____

Board Acknowledgment of Receipt of Application: _____

Date Application Received: _____

LAGUNA RIVIERA MASTER ASSOCIATION, INC.

TENANT'S APPLICATION TO LEASE

LEGIBLE COPY OF DRIVERS LICENSE FOR EACH PROPOSED TENANT IS REQUIRED

Today's Date: _____ Date of proposed occupancy _____

Owner's Name: _____ Bldg # _____ Unit # _____

Proposal to Lease From _____ To _____

Name of Proposed Tenant _____

DOB: _____ SS#: _____ Driver's License: _____ State: _____

Present Address: _____ Rent _____ Own _____

Reason for leaving: _____

Name of Landlord or Mortgage Company: _____ Phone #: _____

Phone Numbers: (hm) _____ (wk) _____ (cell) _____

Email Address: _____ Other contact info: _____

Occupation: _____ Type of Buisness: _____

Business Name: _____ Business Address: _____

Phone Number: _____ Length of Employment: _____

Spouse (or significant other) Name _____

DOB: _____ SS#: _____ Driver's License: _____ State: _____

Phone Numbers: (hm) _____ (wk) _____ (cell) _____

Email Address: _____ Other contact info: _____

Occupation: _____ Type of Buisness: _____

Business Name: _____ Business Address: _____

Phone Number: _____ Length of Employment: _____

Other Persons Who Will Occupy This Unit With You: *Maximum Total Occupancy: 6 Related, 3 Unrelated*

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Pets Description: Maximum Two (2) Pets. Owner must approve/Owner Signature Required.

Owner's signature _____

Type: _____ Breed: _____ Weight: _____ Age: _____

Type: _____ Breed: _____ Weight: _____ Age: _____

Auto(s) You Will Keep On Premises: One Form Of Transportation Per Parking Space

Make: _____ Model: _____ Year: _____ License Plate: _____ State: _____

Make: _____ Model: _____ Year: _____ License Plate: _____ State: _____

Credit References (2)

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Personal References (2)

Name: _____ Address: _____ Phone: _____ Relationship: _____

Name: _____ Address: _____ Phone: _____ Relationship: _____

Have any of the occupants listed above ever been: Convicted of a felony? _____ Received deferred adjudication for a felony? _____ Been Evicted? _____ Broke a lease? _____ Declared Bankruptcy? _____

By Initialing Below The Owner and Proposed Tenant(s) Agree that He/She/They:

➤ / / Have read the **Laguna at Riviera Dunes Summary of Rules & Regulations for Tenants** and will abide by same. My/Our signature(s) below attest that we have read, understand, and will comply with these rules. Violations will be subject to Association applied fines and/or eviction from the property.

➤ / / Will pay promptly any sums due the Association, including compensation for any damages to the common elements or Association property, and fines levied pursuant to the Association By-Laws.

➤ / / Do consent for the Association to make inquiry of the references provided including the release of public records, credit report, rental or lease information, employment verification and criminal background check, whether by fax, verbal, photo copy or original signature.

➤ / / Acknowledge that residents, any member of the resident's household or guest, or other person under the resident's control will not engage in any criminal activity, manufacture, sale, storage, use, possession or distribution of drugs and or drug paraphernalia, acts of violence, or threats of violence on near or within sight of the rental premises.

Owner Signature(s) _____ **Date:** _____

Co-Owners Signature (if applicable) _____ **Date:** _____

Tenant(s) Signature(s) _____ **Date:** _____

Tenant(s) Signature(s) _____ **Date:** _____

ALLSTAR BACKGROUNDS
APPLICATION

DATE: _____
COMPANY: AMI- _____
CONTACT PERSON _____

PHONE: 941-359-1134 FAX# 941-359-1089
EMAIL: _____

APPLICANT

Name: _____

SS#: _____ DOB: _____

Address: _____ Apt.# _____

City: _____ St: _____ Zip: _____

Other Cities/States Lived In: _____

Maiden Name: _____

Driver's Lic.: _____ St.: _____

Home PH.#: _____

Landlord's Name: _____

Landlord's PH.#: _____

Lease started: _____ Rent Amt. _____

LIST PREVIOUS ADDRESS

Prior Landlord's Name: _____

Prior Landlord's PH.#: _____

Your Prior Address: _____ Apt.: _____

City: _____ St.: _____ Zip.: _____

Leased: (from) _____ (to) _____

CURRENT EMPLOYMENT

Employer: _____

Phone # _____

Supervisor: _____

How long on job: _____ Salary: Mo. _____ Year: _____

CO-APPLICANT

Name: _____

SS#: _____ DOB: _____

Address: _____ Apt.# _____

City: _____ St: _____ Zip: _____

Other Cities/States Lived In: _____

Maiden Name: _____

Driver's Lic.: _____ St.: _____

Home PH.#: _____

Landlord's Name: _____

Landlord's PH.#: _____

Lease started: _____ Rent Amt. _____

LIST PREVIOUS ADDRESS

Prior Landlord's Name: _____

Prior Landlord's PH.#: _____

Your Prior Address: _____ Apt.: _____

City: _____ St.: _____ Zip.: _____

Leased: (from) _____ (to) _____

CURRENT EMPLOYMENT

Employer: _____

Phone # _____

Supervisor: _____

How long on job: _____ Salary: Mo. _____ Year _____

AUTHORIZATION FOR VERIFICATION OF INFORMATION

I agree to hold harmless, AllStar Backgrounds and all providers of information on the prospective tenant(s) stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this rental, lease or purchase, whether determination is made before or after my date of occupancy, may be affected. The background check company shall not be liable in any manner whatsoever for any loss of injury resulting from the obtaining or furnishing of such information and shall not be deemed to have guaranteed the accuracy of such information being based, however, upon reports obtained from sources considered by AllStar Backgrounds to be reliable.

I do hereby authorize with my (our) signature, the release of public records, credit report, criminal records, rental or lease information and employment verification, and any other records whether by fax, verbal, e-mail, photo copy or original signature, to: AllStar Backgrounds, and all its members and sources now and in the future and acknowledge that it may be viewed by other partners or Property Management Companies.

DATE: _____ APPLICANT SIGNATURE: _____

DATE: _____ CO-APPLICANT SIGNATURE: _____

The following set of rules and regulations is intended to develop and maintain a sense of community and safety for all of our owners, tenants, and our property. These are based upon common sense and courtesy to help us enjoy a high quality of life at Laguna at Riviera Dunes. In addition to the provisions of the applicable Federal and State Laws, local ordinance, and the Laguna Riviera Condominium Association Inc. Declaration, Covenants and Restrictions, Articles of Incorporation, and Bylaws, the following Summary of our Rules and Regulations shall govern the use of Laguna at Riviera Dunes Common Areas, as well as the conduct of all residents. The full set of Rules and Regulations is available upon request.

Units:

- All units are to be used for residential purposes only. No more than two people per bedroom. Guests staying longer than 30 days are considered to be tenants, and must complete appropriate Tenant Application with our Management Company.
- Occupancy is not permitted until required paperwork has been submitted, and the application has been approved.
- Under no circumstances may more than one family reside in a unit at one time.
- No door locks may be changed, unless approval has been given by the Board of Directors and Unit Owner.
- No Unit Owner is allowed any mechanical, electrical or structural alternations, improvements or changes to their unit without written architectural approval from the Board of Directors and the Management Company.

Pets:

- Tenants must have approval from owner. Owners/Tenants (approved by owner) are allowed a maximum of two household pets.
- Owners/Tenants are responsible to keep their pet under control at all times, and must immediately clean up after the pet.
- All pets, including cats, must be leashed at all times when outside the Unit.

Moving/Deliveries, and Vendors:

- All moves must be scheduled in advance with the Management Company so elevator padding and electrical/cable rooms are accessible.
- Moving and deliveries are only allowed Monday – Friday 8:00 a.m. – 5:00 p.m., unless approved in advance by the Board of Directors.
- Unit Owners are liable for all damages caused by receiving deliveries, moving or removing articles to or from the building.
- Moving Containers (PODS) are considered Moving vehicles and may not be left on the premises overnight.
- Vendors (Service Company reps, Construction, Cable Company, etc.) are only allowed access Monday through Saturday from 7:00 am to 5:00 pm, with no noisy work allowed until 8:00 am.

Common Areas:

- Refers to all property located within Laguna at Riviera Dunes. All Common Areas are for the enjoyment of all residents, including tenants, and ALL are responsible for the proper use, care and upkeep of these facilities and grounds.

Building Exteriors and Balconies:

- No grills, fireplaces, or any other device which emits smoke or dust shall be allowed on any balcony or hallway.
- No carts, bicycles, and exercise equipment are allowed on balconies or hallways.
- Nothing can be thrown, dropped, or allowed to fall from balconies or hallways.
- Nothing is to be hung on railings or any exterior surface, including first floor spiral staircases. No laundry, towels, clothes lines, etc.
- Holiday decorations are to be taken down in a timely fashion.
- No hosing down gutter less balconies, as water will drain to balconies below. Front hallways are maintained by cleaning staff.
- No antennas are permitted on any Laguna Property.
- Curtains, draperies, blinds, and other window/door coverings (including their linings) which face an exterior window or glass door shall be white or off-white in color. No aluminum foil, or reflective substances may be used. No signs, stickers, or decals are allowed.
- No whirlpools, pools, saunas or Jacuzzis are allowed in, or out, of units.
- No roof access is allowed on any condominium for any purpose, other than management and professional service individuals.
- Storage of any hazardous materials that would be in violation of any health, fire, or safety ordinance is prohibited.
- Firearms, archery, or other lethal weapons are not permitted for use or discharge in any areas of this property.

Trash Disposal:

- Trash cannot be stored on balconies, hallways, or in trash rooms. It must be placed in sealed bags. Trash chutes are across from Elevators.
- Large trash items are to be brought to the ground floor area between the trash room and underground parking area.
- No bulk trash items may be left that cannot fit in a garbage truck at regularly scheduled pick-ups. Violators will be charged a hauling fee.

Entry Gate, Guard House, Parking Lots and Roads:

- Tailgating through entry gate is prohibited. Whether the guard is on duty, or not, each car must stop before proceeding through the gate.
- The speed limit is 20 mph. No parking on *Riviera Dunes Way* at any time.
- The guard house is for the exclusive use of hired security personnel and not for use by residents.
- Any vehicle leaking fluids must be removed from the property immediately or be towed. The owner is responsible to clean the space.
- No automobile, boat, or other form of transportation may be washed or repaired (except for a flat tire) in any areas of this property.
- No unregistered and/or disabled vehicles may be left on the property. They will be immediately towed at the owner's expense.
- Vehicles with loud mufflers or exhaust problems are not permitted.
- No recreational vehicles, boats, trailers, jet-skis, moving containers, or commercial trucks are permitted to be parked overnight.
- No advertising on vehicles is permitted.
- One vehicle per parking space. Motorcycles may not be parked in fire lanes.
- Express consent for any use of another's parking space must be in writing, provided to the Guards and available to the Board upon request.
- Debris, tires, rims, beach chairs, tools, equipment, etc. should not be left in the common areas or parking spaces. Items must be stored in units, approved storage lockers, or taken to a storage facility.

Green Spaces:

- Parking or driving on grassy areas, landscaping, or sidewalks is not permitted.
- Swimming in retention ponds is prohibited.

Tennis Courts:

- Proper shoes, tennis attire, and tennis etiquette are required when using the courts.
- No glass bottles/containers allowed.
- No skate boarding, bicycles, pets, food or drink allowed on courts.
- No children allowed unless under the supervision of a parent.

Club House: Hours 8:00 a.m.- 11:00 p.m. EST

- Doors are to be kept locked when not in use.
- Turn off lights and fans when not in use.
- Public, day-to-day use: Use of the Club House is conditional on the expectation that residents will place garbage in appropriate containers, and leave it clean, with furniture replaced in original layout, and ready for other residents.
- Private use: the Club House is available for private, non-commercial parties, with advanced notice and a refundable \$250 security deposit. Contact Management Company* for details. Maximum occupancy: 29 people.

Exercise Room: Hours 5:00 a.m.- 11:00 p.m. EST

- No children under 16 allowed without adult supervision
- Clean equipment after using. Sanitary wipes are provided.
- Report equipment maintenance issues to Management Company.*
- Turn off lights and television after use.

* **Management Company:**
Advanced Management Company Inc.
941-359-1134 Ext. 117

Pool and Hot Tub: Hours 7:00 a.m.- 11:00 p.m. EST

- No children under 16 allowed without adult supervision. Only "Swim Diapers" are allowed in pool or hot tub.
- No lifeguard on duty. Use the pool at your own risk and observe posted safety rules.
- No glass bottles/containers allowed. Place all trash in appropriate waste containers.
- Appropriate pool attire required at all times...no nudity or partial nudity.
- Exercise common courtesies when using radios/music devices in or around any Laguna recreational facility.

Gas Grill in Pool Area: Hours 8:00 a.m.- 11:00 p.m. EST

- No one under the age of 18 is allowed to use grill.
- Always turn gas supply OFF after use using the handle on the gas line behind the grill.
- Respect fellow residents by sharing grill space, cleaning grill grates after use, and disposing of trash in waste containers provided.

Laguna Dock:

- Is provided for owners with a Slip License and their guests *only*.
- No boarding of boats without the owner's permission.
- No children under 16 allowed without adult supervision.

Hurricane Preparation: If absent from property during the hurricane season.

- Remove all items from balcony.
- Designate a responsible firm or individual to care for your unit during your absence, and report that name to the Management Company.*

Plumbing:

- No rubbish, rags, sweepings, or any other foreign substances are to be thrown in any water closet or other plumbing areas.

General Courtesies:

- Dry and appropriate clothing, including shoes, must worn in lobbies and elevators. Bathing suit cover-ups must be worn.
- Cigarette and cigar butts must be disposed of properly, and not in landscaping. Use waste containers at each lobby entrance.
- All common areas are Smoke Free.
- Use of profanity is not permitted.
- Loud noises, smells, etc. that could disturb or annoy other unit owners or occupants is not allowed.
- No solicitation is allowed at any time.
- Children are the direct responsibility of their parents or legal guardians who must supervise them while within the condominium property.
- No one shall mark, mar, damage, destroy, deface or engrave any part of the condominium property.

Use of alcohol:

- Appropriate use of 'adult beverages' is expected, for all 21 year old, and older, residents and guests, in all common areas; public intoxication will be cause for security personnel to ask you to leave and/or call to the Palmetto police.

CODE OF CONDUCT:

Laguna at Riviera Dunes is committed to providing a safe, enjoyable community for all residents. Any bullying, threatening behavior towards residents, immoral or illegal act, or committing or permitting any nuisance will result in security action and potential Palmetto police involvement. Violators may be subject to eviction.

By Initialing Below The Owner(s) or Proposed Tenant(s) Agree that:

_____ He/She/They have received a copy of this SUMMARY OF RULES AND REGULATIONS FOR TENANTS.
 _____ He/She/They attest by signature(s) below, that they have read, understand, and will comply with these rules.
 _____ Violations may be subject to Association applied fines and/or eviction from the property.

Tenant(s) Signature(s) _____ **Date:** _____

Tenant(s) Signature(s) _____ **Date:** _____

RULES AND REGULATIONS
FOR
LAGUNA RIVIERA CONDOMINIUM ASSOCIATION, INC.

Approved at November 13, 2015 Board Meeting

The following Rules and Regulations supplement those contained in the Declaration of Condominium for the Laguna Riviera Condominium Association, Inc. (the "Declaration"). They are applicable to all occupants of Units as well as to Unit Owners.

1. Antennae. No exterior antennae shall be permitted on the Condominium Property, provided that the Board of Directors shall have the right (but not the obligation) to install and maintain towers, antennae, digital satellite services, radio and television lines and security systems, as well as communications systems in accordance with the term of the Declaration.
2. Architectural Modification. The Unit Owner shall submit a detailed construction plan (two copies) of the proposed improvements by means of the modifications, alterations and additions form to the Association. (See Appendix I)
3. Association Employees. Employees of the Association are not to be engaged by Unit Owners for personal errands which are not within the scope of the applicable employee's duties. The Board of Directors, through an employed manager or through a management company engaged by the Association, if any, shall be solely responsible for directing and supervising the Association's employees.
4. Balconies, Terraces and Patios. Enclosures by screening, glass or otherwise of balconies, terraces, roof top terraces or patios is prohibited. No articles except suitable furniture, plants and planters shall be placed on balconies, terraces, patios or similar areas. No objects shall be hung from balconies or terraces. No cloth, clothing, laundry, rugs, mops or any other article(s), shall be hung upon, or shaken from doors, windows, balconies, terraces, or exterior walls. Exterior flooring must have Architectural approval from the Board of Directors before any work is started.
5. Boats and Commercial Vehicles. No boats, boat trailers, jet-skis or commercial vehicles shall be permitted to be parked overnight or stored at the Condominium, without the prior written consent of the Board of Directors, provided, however, that boats and jet-skis may be picked-up and transported on Condominium property. This provision does not apply to boats located at the Marina.
6. Children. Children shall be the direct responsibility of their parents or legal guardians who must supervise them while they are within the Condominium Property. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of children.
7. Cleanliness. Unit Owners shall not allow anything to be thrown, or to fall, from doors, balconies or terraces. No sweeping, or other substances, shall be permitted to escape to the exterior of the building from the doors, balconies or terraces. Garbage cans, laundry, dry cleaning, supplies or other articles shall not be placed in the corridors or on staircase landings.
8. Common Areas.
 - (a) Parking or driving on grassy areas, landscaping, or sidewalks is not permitted. Swimming is

not allowed in retention ponds.

- (b) In the Tennis Courts, proper shoes, tennis attire, and tennis etiquette are required. No glass bottles/containers, no skate boarding, bicycles, pets, food or drink is allowed. No children are permitted unless under the supervision of an adult.
In the Club House, Pool area, Hot Tub, and Grill area, the hours of utilization are 7 am to 11 pm. (See Appendix VI)
- (c) The Exercise Room is available 5 am to 11 pm. Doors are to be kept locked, and lights and fans should be shut off when not in use. Use of the Club House and surrounding area is conditional on the expectation that residents will place trash in appropriate containers, and leave it clean, with furniture replaced in its original layout and ready for other residents.
- (d) The Club House is available for private parties (maximum of 29 people) with advanced notice and a refundable \$250 security deposit. Contact the Management Company for details and to obtain the proper authorization form. No private gatherings are permitted without prior authorization. The Club House is not available for business or commercial gatherings excepting official Laguna Board or Committee meetings. No Unit owner or occupant is allowed to reserve the Club House more than once per month without specific Board permission.
- (e) In the Exercise Room, no children under 16 are allowed without adult supervision. Equipment should be cleaned after using with the sanitary wipes provided. Lights should be turned off after use, and the thermostat not raised or lowered. Report any equipment malfunction to the Management Company.
- (f) In the Pool and Hot Tub, no children under 16 are allowed without adult supervision, and only "swim diapers" are allowed. No Lifeguard is on duty, and the area is used at one's own risk. Posted safety rules must be observed, and no glass bottles/containers are allowed. Appropriate attire is required at all times, and no nudity or partial nudity is permitted.
- (g) Use of the Gas Grill(s) is not permitted to those under the age of 18. The gas must be turned off after use, and the area should be shared with other residents. Grill grates should be scraped after use, and the soft cover put into place if the grill is sufficiently cool.
- (h) The Laguna Dock is provided for owners with a Slip License, and their guests only. No boarding of boats without owner permission, and no children under the age of 16 are allowed without adult supervision. Posted dock rules must be followed. Fishing is permitted, but no fish cleaning, or disposing of any part of fish or bait is allowed on the Laguna Dock.

- 9. Compliance by Unit Owners. Every Unit Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association (all as amended from time to time) to the extent applicable. Failure of a Unit Owner or occupant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums due for damages, an action for injunctive relief, and any combination of such actions.
- 10. Destruction of Property. Neither Unit Owners, their family, guests, invitees, nor employees shall mark, mar, damage, destroy, deface or engrave any part of the Condominium property. Unit Owners shall be financially responsible for any such damage.
- 11. Door Locks. Unit Owners must abide by right of entry into Units in emergencies. In case of any emergency originating in, or threatening, any Unit, regardless of whether the Unit Owner is present at the time of such emergency, the Board of Directors of the Association, or any other person authorized by it, or the building manager, shall have the right to enter such Unit for the purpose of remedying or abating the cause of such emergency, and such right of entry shall be immediate. To facilitate entry in the event of any such emergency, the Unit Owner of each Unit under the control of the Association shall deposit a key to such Unit with the Association.

If no such key is made available, the Association reserves the right to have a locksmith open the door.

The manager shall have a master key to fit the door lock to all Units. If a Unit Owner wants additional locks as additional security, said Unit Owner must first request the approval of the Association for same. In the event the Association's approval is obtained, then the Unit Owner shall deposit with the Association a duplicate key for each such additional lock for use in emergencies.

12. Elevators. Elevators shall not be held or delayed by an Occupant or Occupant's vendor.
13. Entry Gate, Guard House, Parking Lots and Roads.
 - (a) Tailgating through the entry gate is prohibited whether the guard is on duty or not. Each car must stop before proceeding through the gate. Violators will be subject to a minimum fine of \$50 plus damages.
 - (b) The speed limit is 20 mph or less. No parking is allowed on *Riviera Dunes Way* at any time.
 - (c) The guard house is for the exclusive use of hired security personnel.
 - (d) Any vehicle severely leaking fluids onto pavements must be removed from the property immediately, and the owner of said vehicle, when contacted by the Board either verbally or in writing, must apply acceptable stain removal in a timely manner at his own expense. If the stain is not removed within one week of notification, the Association shall have it removed at the owner's expense.
 - (e) No automobile, boat or other form of transportation may be washed or repaired (except for a flat tire) in any areas of the property.
 - (f) No unregistered and/or disabled vehicles may be left on the property. They will be towed, without notice, at the owner's expense.
 - (g) Vehicles with loud mufflers or exhaust problems are not permitted.
 - (h) No recreational vehicles, boats, trailers, jet-skis, moving containers, or commercial vehicles are permitted to be parked overnight without Board permission. No commercial advertising on vehicles is permitted.
 - (i) Only one vehicle per parking space is allowed. Motorcycles may not be parked in fire lanes.
 - (j) Parking spaces may not be sold separate from a Unit.
 - (k) Express consent for any use of another's parking space must be in writing, provided to the Guards and available to the Board upon request.
14. Exterior Appearance. To maintain a uniform and pleasing appearance of the exterior of the Condominium building, no awnings, canopy, screens, shutters, air conditioning unit, glass enclosures, or other projections shall be attached to, hung, displayed or placed upon the outside walls, doors, windows or to the balcony, patio, terrace, roof or other portions of the Building or on the Common Elements, without permission of the Board of Directors. This includes any type of screen or umbrella and any outdoor TV, cable, satellite or radio antennae, to the extent permitted by Law. No exterior lighting shall be permitted on the walls or ceilings of any balcony, patio or terrace without the prior written approval of the Association. Balconies, patios, and terraces shall not be used for the storage of any items, including but not limited to, bicycles or exercise equipment. Holiday decorations are to be taken down in a timely fashion.
15. Facilities. The facilities of the Condominium governed by the Association are for the exclusive use of Association members and their immediate families, tenants, resident house guests and guests.

16. Fines. In addition to all other remedies, at the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, in an amount not to exceed that allowed by the Act as same may be amended from time to time, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation or By-Laws, provided the following procedures are adhered to:
- (a) Notice: The Association shall notify the Owner or occupant of the reported or alleged infraction or infractions. Included in the notice shall be a statement of the provisions of the Declaration of Condominium, Association By-laws or Association Rules which have been allegedly violated; a statement of the matters asserted by the Association; and a statement of the date and time and place of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why a fine should not be imposed. The Owner or occupant may be represented by counsel, shall have an opportunity to respond, to present evidence to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.
 - (b) Hearing: The non-compliance shall be presented to a committee of other Unit Owners ("Unit Owner Committee") appointed by the Board of Directors for such purpose, after which the Unit Owner Committee shall hear reasons why a fine should not be imposed. A written decision of the Unit Owner Committee shall be submitted to the Owner or occupant by not later than fourteen (14) days after the Unit Owner Committee's meeting.
 - (c) Amount: The Board of Directors may impose a fine against the applicable person in such amount as may be permitted by the Association's By-Laws and by law.
 - (d) Committee Approval: If the Unit Owner Committee does not agree with the fine, the fine may not be levied.
 - (e) Payment of Fines: Fines shall be paid not later than thirty (30) days after notice of the imposition thereof. If not paid within 30 days, such fines shall be added to owner's maintenance fee account.
 - (f) Application of Fines: All monies received from fines shall be allocated as directed by the Board of Directors.
 - (g) Infractions: Each day an infraction or violation occurs after the applicable party has received notice thereof shall be deemed to be a new infraction or violation.
 - (h) Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.
17. Flammables. No flammable, combustible or explosive fluids, chemicals or other substances may be kept in any Unit or on the Common Elements. No fires, barbecue grills, hibachis, cooking devices, or other devices which emit smoke or dust, shall be allowed on any balcony or terrace unit. Firearms, archery or other lethal weapons are not permitted for use or discharge in any areas of the Condominium.
18. Food and Beverages. Food and beverages may not be consumed on the Common Elements except as specifically permitted by the Board of Directors.
19. General Courtesy. Cigarette and cigar butts must be disposed of properly, not in the landscaping. All common areas are Smoke Free, and profanity is not permitted. Appropriate use of "adult beverages" in common areas is expected only for residents and guests 21 years of age and older. Public intoxication will be cause to ask the offender to leave and/or to call the Palmetto police.

20. Hardship Relief. The Board of Directors shall have the power, but not the obligation, to grant relief to one or more Unit Owners under the particular circumstances involved from the provisions of specific restrictions contained in these rules and regulations upon written request there from and for good cause shown in the sole opinion of the Board.
21. Hurricane Preparation. Each Unit Owner who plans to be absent from his Unit during the hurricane season must prepare his Unit prior to departure by:
- (a) Removing all items from his balcony.
 - (b) Designating a responsible firm or individual to care for his Unit during his absence in the event that the Unit should suffer hurricane damage. Each Unit Owner shall furnish the manager with the name of such firm or individual.

Unit Owners shall not install hurricane or storm shutters without the prior approval of the Association and the Committee. Hurricane or storm shutters shall only be closed during a hurricane or severe storm warning and must be open at all other times. The Board of Directors shall have the right to adopt additional rules and regulations regarding hurricane shutters, including but not limited to, rules and regulations regarding design, color, location and use thereof. The installation, replacement and maintenance of such hurricane shutters in accordance with this paragraph shall not be deemed to be a material alteration of the Common Elements.

22. Lobby Attire. No persons wearing bathing suits shall be allowed in the lobby area. All persons must wear shirts and shoes in the lobby area. No wet persons shall be allowed in the lobby area.
23. Moving/Deliveries/Vendors. Moving and Deliveries shall only be allowed Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m. They must be scheduled by the Management Company to properly prepare elevators. Vendors (Service Company reps, Construction, Cable Company, etc.) are only allowed access Monday through Saturday from 7:00 am to 5:00 pm, with no noisy work allowed until 8:00 am. Exceptions to the above rule can only be approved by the Board of Directors. With the exception of emergencies, should this rule be violated, the owner is subject to a \$100/day fine.
24. Noise.
- (a) Any Unit Owner wishing to install any flooring materials (including but not necessarily limited to ceramic tile, marble, wood, etc.) in areas other than the kitchens and baths as allowed for in the original construction, is required to obtain the prior written notice to the Association and to act in accordance with all rules and regulations, and to insure that a Sound Control Underlayment System is used which system must be approved in writing by the Association prior to installation. Installation of the Sound Control Underlayment System shall include provisions for a perimeter isolation material which will insure that impact noises are not transmitted into a space below either directly through the floor or by flanking through the surrounding walls (See Appendix II).
 - (b) No Unit Owner shall make disturbing noises in the Building or allow sounds to emanate from his Unit, or permit his family, servants, employees, agents, visitors or licensees to do so. In particular, no Unit Owner shall play (or permit to be played in his Unit or on the Common Elements appurtenant to it) any musical instrument, phonograph, television, radio or the like in a way that unreasonably disturbs or annoys other Unit Owners or occupants. All other unnecessary noises such as the playing of pianos and other musical instruments, and slamming doors between the hours of 10:30 p.m. and 8:00 a.m. should be avoided.
 - (c) No radio or television installation or other electric equipment shall be permitted in any Unit if it interferes with the television or radio reception of another Unit.

RULES AND REGULATIONS
FOR
LAGUNA RIVIERA CONDOMINIUM ASSOCIATION, INC.

Approved at November 13, 2015 Board Meeting

The following Rules and Regulations supplement those contained in the Declaration of Condominium for the Laguna Riviera Condominium Association, Inc. (the "Declaration"). They are applicable to all occupants of Units as well as to Unit Owners.

1. Antennae. No exterior antennae shall be permitted on the Condominium Property, provided that the Board of Directors shall have the right (but not the obligation) to install and maintain towers, antennae, digital satellite services, radio and television lines and security systems, as well as communications systems in accordance with the term of the Declaration.
2. Architectural Modification. The Unit Owner shall submit a detailed construction plan (two copies) of the proposed improvements by means of the modifications, alterations and additions form to the Association. (See Appendix I)
3. Association Employees. Employees of the Association are not to be engaged by Unit Owners for personal errands which are not within the scope of the applicable employee's duties. The Board of Directors, through an employed manager or through a management company engaged by the Association, if any, shall be solely responsible for directing and supervising the Association's employees.
4. Balconies, Terraces and Patios. Enclosures by screening, glass or otherwise of balconies, terraces, roof top terraces or patios is prohibited. No articles except suitable furniture, plants and planters shall be placed on balconies, terraces, patios or similar areas. No objects shall be hung from balconies or terraces. No cloth, clothing, laundry, rugs, mops or any other article(s), shall be hung upon, or shaken from doors, windows, balconies, terraces, or exterior walls. Exterior flooring must have Architectural approval from the Board of Directors before any work is started.
5. Boats and Commercial Vehicles. No boats, boat trailers, jet-skis or commercial vehicles shall be permitted to be parked overnight or stored at the Condominium, without the prior written consent of the Board of Directors, provided, however, that boats and jet-skis may be picked-up and transported on Condominium property. This provision does not apply to boats located at the Marina.
6. Children. Children shall be the direct responsibility of their parents or legal guardians who must supervise them while they are within the Condominium Property. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of children.
7. Cleanliness. Unit Owners shall not allow anything to be thrown, or to fall, from doors, balconies or terraces. No sweeping, or other substances, shall be permitted to escape to the exterior of the building from the doors, balconies or terraces. Garbage cans, laundry, dry cleaning, supplies or other articles shall not be placed in the corridors or on staircase landings.
8. Common Areas.
 - (a) Parking or driving on grassy areas, landscaping, or sidewalks is not permitted. Swimming is

not allowed in retention ponds.

- (b) In the Tennis Courts, proper shoes, tennis attire, and tennis etiquette are required. No glass bottles/containers, no skate boarding, bicycles, pets, food or drink is allowed. No children are permitted unless under the supervision of an adult.
In the Club House, Pool area, Hot Tub, and Grill area, the hours of utilization are 7 am to 11 pm. (See Appendix VI)
- (c) The Exercise Room is available 5 am to 11 pm. Doors are to be kept locked, and lights and fans should be shut off when not in use. Use of the Club House and surrounding area is conditional on the expectation that residents will place trash in appropriate containers, and leave it clean, with furniture replaced in its original layout and ready for other residents.
- (d) The Club House is available for private parties (maximum of 29 people) with advanced notice and a refundable \$250 security deposit. Contact the Management Company for details and to obtain the proper authorization form. No private gatherings are permitted without prior authorization. The Club House is not available for business or commercial gatherings excepting official Laguna Board or Committee meetings. No Unit owner or occupant is allowed to reserve the Club House more than once per month without specific Board permission.
- (e) In the Exercise Room, no children under 16 are allowed without adult supervision. Equipment should be cleaned after using with the sanitary wipes provided. Lights should be turned off after use, and the thermostat not raised or lowered. Report any equipment malfunction to the Management Company.
- (f) In the Pool and Hot Tub, no children under 16 are allowed without adult supervision, and only "swim diapers" are allowed. No Lifeguard is on duty, and the area is used at one's own risk. Posted safety rules must be observed, and no glass bottles/containers are allowed. Appropriate attire is required at all times, and no nudity or partial nudity is permitted.
- (g) Use of the Gas Grill(s) is not permitted to those under the age of 18. The gas must be turned off after use, and the area should be shared with other residents. Grill grates should be scraped after use, and the soft cover put into place if the grill is sufficiently cool.
- (h) The Laguna Dock is provided for owners with a Slip License, and their guests only. No boarding of boats without owner permission, and no children under the age of 16 are allowed without adult supervision. Posted dock rules must be followed. Fishing is permitted, but no fish cleaning, or disposing of any part of fish or bait is allowed on the Laguna Dock.

- 9. Compliance by Unit Owners. Every Unit Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association (all as amended from time to time) to the extent applicable. Failure of a Unit Owner or occupant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums due for damages, an action for injunctive relief, and any combination of such actions.
- 10. Destruction of Property. Neither Unit Owners, their family, guests, invitees, nor employees shall mark, mar, damage, destroy, deface or engrave any part of the Condominium property. Unit Owners shall be financially responsible for any such damage.
- 11. Door Locks. Unit Owners must abide by right of entry into Units in emergencies. In case of any emergency originating in, or threatening, any Unit, regardless of whether the Unit Owner is present at the time of such emergency, the Board of Directors of the Association, or any other person authorized by it, or the building manager, shall have the right to enter such Unit for the purpose of remedying or abating the cause of such emergency, and such right of entry shall be immediate. To facilitate entry in the event of any such emergency, the Unit Owner of each Unit under the control of the Association shall deposit a key to such Unit with the Association.

If no such key is made available, the Association reserves the right to have a locksmith open the door.

The manager shall have a master key to fit the door lock to all Units. If a Unit Owner wants additional locks as additional security, said Unit Owner must first request the approval of the Association for same. In the event the Association's approval is obtained, then the Unit Owner shall deposit with the Association a duplicate key for each such additional lock for use in emergencies.

12. Elevators. Elevators shall not be held or delayed by an Occupant or Occupant's vendor.
13. Entry Gate, Guard House, Parking Lots and Roads.
 - (a) Tailgating through the entry gate is prohibited whether the guard is on duty or not. Each car must stop before proceeding through the gate. Violators will be subject to a minimum fine of \$50 plus damages.
 - (b) The speed limit is 20 mph or less. No parking is allowed on *Riviera Dunes Way* at any time.
 - (c) The guard house is for the exclusive use of hired security personnel.
 - (d) Any vehicle severely leaking fluids onto pavements must be removed from the property immediately, and the owner of said vehicle, when contacted by the Board either verbally or in writing, must apply acceptable stain removal in a timely manner at his own expense. If the stain is not removed within one week of notification, the Association shall have it removed at the owner's expense.
 - (e) No automobile, boat or other form of transportation may be washed or repaired (except for a flat tire) in any areas of the property.
 - (f) No unregistered and/or disabled vehicles may be left on the property. They will be towed, without notice, at the owner's expense.
 - (g) Vehicles with loud mufflers or exhaust problems are not permitted.
 - (h) No recreational vehicles, boats, trailers, jet-skis, moving containers, or commercial vehicles are permitted to be parked overnight without Board permission. No commercial advertising on vehicles is permitted.
 - (i) Only one vehicle per parking space is allowed. Motorcycles may not be parked in fire lanes.
 - (j) Parking spaces may not be sold separate from a Unit.
 - (k) Express consent for any use of another's parking space must be in writing, provided to the Guards and available to the Board upon request.
14. Exterior Appearance. To maintain a uniform and pleasing appearance of the exterior of the Condominium building, no awnings, canopy, screens, shutters, air conditioning unit, glass enclosures, or other projections shall be attached to, hung, displayed or placed upon the outside walls, doors, windows or to the balcony, patio, terrace, roof or other portions of the Building or on the Common Elements, without permission of the Board of Directors. This includes any type of screen or umbrella and any outdoor TV, cable, satellite or radio antennae, to the extent permitted by Law. No exterior lighting shall be permitted on the walls or ceilings of any balcony, patio or terrace without the prior written approval of the Association. Balconies, patios, and terraces shall not be used for the storage of any items, including but not limited to, bicycles or exercise equipment. Holiday decorations are to be taken down in a timely fashion.
15. Facilities. The facilities of the Condominium governed by the Association are for the exclusive use of Association members and their immediate families, tenants, resident house guests and guests.

16. Fines. In addition to all other remedies, at the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, in an amount not to exceed that allowed by the Act as same may be amended from time to time, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation or By-Laws, provided the following procedures are adhered to:
- (a) Notice: The Association shall notify the Owner or occupant of the reported or alleged infraction or infractions. Included in the notice shall be a statement of the provisions of the Declaration of Condominium, Association By-laws or Association Rules which have been allegedly violated; a statement of the matters asserted by the Association; and a statement of the date and time and place of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why a fine should not be imposed. The Owner or occupant may be represented by counsel, shall have an opportunity to respond, to present evidence to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.
 - (b) Hearing: The non-compliance shall be presented to a committee of other Unit Owners ("Unit Owner Committee") appointed by the Board of Directors for such purpose, after which the Unit Owner Committee shall hear reasons why a fine should not be imposed. A written decision of the Unit Owner Committee shall be submitted to the Owner or occupant by not later than fourteen (14) days after the Unit Owner Committee's meeting.
 - (c) Amount: The Board of Directors may impose a fine against the applicable person in such amount as may be permitted by the Association's By-Laws and by law.
 - (d) Committee Approval: If the Unit Owner Committee does not agree with the fine, the fine may not be levied.
 - (e) Payment of Fines: Fines shall be paid not later than thirty (30) days after notice of the imposition thereof. If not paid within 30 days, such fines shall be added to owner's maintenance fee account.
 - (f) Application of Fines: All monies received from fines shall be allocated as directed by the Board of Directors.
 - (g) Infractions: Each day an infraction or violation occurs after the applicable party has received notice thereof shall be deemed to be a new infraction or violation.
 - (h) Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.
17. Flammables. No flammable, combustible or explosive fluids, chemicals or other substances may be kept in any Unit or on the Common Elements. No fires, barbecue grills, hibachis, cooking devices, or other devices which emit smoke or dust, shall be allowed on any balcony or terrace unit. Firearms, archery or other lethal weapons are not permitted for use or discharge in any areas of the Condominium.
18. Food and Beverages. Food and beverages may not be consumed on the Common Elements except as specifically permitted by the Board of Directors.
19. General Courtesy. Cigarette and cigar butts must be disposed of properly, not in the landscaping. All common areas are Smoke Free, and profanity is not permitted. Appropriate use of "adult beverages" in common areas is expected only for residents and guests 21 years of age and older. Public intoxication will be cause to ask the offender to leave and/or to call the Palmetto police.

20. Hardship Relief. The Board of Directors shall have the power, but not the obligation, to grant relief to one or more Unit Owners under the particular circumstances involved from the provisions of specific restrictions contained in these rules and regulations upon written request there from and for good cause shown in the sole opinion of the Board.
21. Hurricane Preparation. Each Unit Owner who plans to be absent from his Unit during the hurricane season must prepare his Unit prior to departure by:
- (a) Removing all items from his balcony.
 - (b) Designating a responsible firm or individual to care for his Unit during his absence in the event that the Unit should suffer hurricane damage. Each Unit Owner shall furnish the manager with the name of such firm or individual.

Unit Owners shall not install hurricane or storm shutters without the prior approval of the Association and the Committee. Hurricane or storm shutters shall only be closed during a hurricane or severe storm warning and must be open at all other times. The Board of Directors shall have the right to adopt additional rules and regulations regarding hurricane shutters, including but not limited to, rules and regulations regarding design, color, location and use thereof. The installation, replacement and maintenance of such hurricane shutters in accordance with this paragraph shall not be deemed to be a material alteration of the Common Elements.

22. Lobby Attire. No persons wearing bathing suits shall be allowed in the lobby area. All persons must wear shirts and shoes in the lobby area. No wet persons shall be allowed in the lobby area.
23. Moving/Deliveries/Vendors. Moving and Deliveries shall only be allowed Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m. They must be scheduled by the Management Company to properly prepare elevators. Vendors (Service Company reps, Construction, Cable Company, etc.) are only allowed access Monday through Saturday from 7:00 am to 5:00 pm, with no noisy work allowed until 8:00 am. Exceptions to the above rule can only be approved by the Board of Directors. With the exception of emergencies, should this rule be violated, the owner is subject to a \$100/day fine.
24. Noise.
- (a) Any Unit Owner wishing to install any flooring materials (including but not necessarily limited to ceramic tile, marble, wood, etc.) in areas other than the kitchens and baths as allowed for in the original construction, is required to obtain the prior written notice to the Association and to act in accordance with all rules and regulations, and to insure that a Sound Control Underlayment System is used which system must be approved in writing by the Association prior to installation. Installation of the Sound Control Underlayment System shall include provisions for a perimeter isolation material which will insure that impact noises are not transmitted into a space below either directly through the floor or by flanking through the surrounding walls (See Appendix II).
 - (b) No Unit Owner shall make disturbing noises in the Building or allow sounds to emanate from his Unit, or permit his family, servants, employees, agents, visitors or licensees to do so. In particular, no Unit Owner shall play (or permit to be played in his Unit or on the Common Elements appurtenant to it) any musical instrument, phonograph, television, radio or the like in a way that unreasonably disturbs or annoys other Unit Owners or occupants. All other unnecessary noises such as the playing of pianos and other musical instruments, and slamming doors between the hours of 10:30 p.m. and 8:00 a.m. should be avoided.
 - (c) No radio or television installation or other electric equipment shall be permitted in any Unit if it interferes with the television or radio reception of another Unit.

(d) Carpentry, carpet-laying, picture-hanging, or any trade (or do-it-yourself work) involving hammer work, etc., must be done between the hours of 8:00 am and 6:00 pm ONLY. No such work shall be done on Sundays. No exceptions will be allowed.

25. Nuisance. A Unit Owner shall not permit anything to be done or kept in his Unit which will increase the insurance rates on his Unit, the Common Elements, or any portion of the Condominium or obstruct or interfere with the rights of other Unit Owners or the Association. A Unit Owner shall not commit or permit any nuisance, immoral or illegal act in his Unit or the Common Elements.
26. Obstructions. The entranceways, passages, vestibules, elevators, lobbies, halls and similar portions of the Common Elements must be kept open and shall not be obstructed, littered, defaced or misused in any manner and shall be used only for ingress and egress to and from the Condominium Property. No carts, bicycles, carriages, chairs, tables or other objects shall be stored in these areas and rugs or mats, other than small door mats, must not be placed outside of doors in corridors.
27. Odors. No noxious or unusual odors shall be generated in such quantities that they permeate to other Units and become annoyances or become obnoxious to another Unit Owner. Normal cooking odors, normally and reasonably generated, shall not be deemed violations of this regulation.
28. Pets. Pets, birds and fish shall neither be kept nor maintained in or about the Condominium Property except in accordance with the provisions of the Declaration and the following:
- (a) Each Unit Owner/Tenants with owners consent (regardless of the number of Owners), may maintain a maximum of two (2) household pets in a Unit, to be limited to domestic dogs, or domestic cats, or caged birds, and/or one (1) fish tank not to exceed fifty-five (55) gallons, provided said pets are not kept, bred, or maintained for any commercial purpose and do not become a nuisance or annoyance to neighbors.
 - (b) No dog or cat shall be permitted outside of its Owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Pets may not be kept in a Limited Common Element. No reptiles or wildlife shall be kept in or on the Condominium Property (including Units).
 - (c) No domestic bird of a variety which will omit sounds that can be heard in contiguous units may be kept by a Unit Owner in a Unit.
 - (d) No one other than the Owner of a Unit accept with owner's consent is permitted to keep any approved pets on the Condominium Property. *Added January 15, 2015 as adopted by the Board. Therefore, if the owner is not living in the unit and owner does not consent, no animals are allowed to live in the unit. This would include family, guests, and renters. If an animal is required to live in a unit under Florida statute 413.08 or HUD regulations, the Association must be notified in advance, and the proper Association paperwork must be completed, submitted, and approved prior to occupancy.*
 - (e) Unit Owners must immediately collect and clean-up any feces from pets upon the Condominium Property.
 - (f) Violation of the provisions of this paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as may be provided in these applicable rules and regulations or the Declaration) and/or to require any pet to be permanently removed from the Condominium Property.
 - (g) The Unit Owner shall indemnify the Association and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal in the Condominium. If a dog or any other animal becomes a nuisance and/or is

obnoxious to other Unit Owners by barking or otherwise, the Unit Owner thereof must cause the problem to be corrected, or, if it is not corrected, the Unit Owner, upon written notice by the Association, will be required to remove the animal.

(h) Pets shall not be permitted to become nuisances to Unit Owners or occupants of Units and are subject to removal from the Condominium at the discretion of the Board of Directors after a hearing conducted in the same manner as hearings for fines (See Appendix III).

29. Plumbing. Water closets and other plumbing shall not be used for any purposes other than those for which they are constructed. No sweepings, rubbish, rags or other foreign substances shall be thrown into them. The cost of any damage resulting from misuse shall be borne by the Owner of the Unit causing the damage.
30. Responsibility for Deliveries. Unit Owners shall be liable for all damages to the building caused by receiving deliveries, or moving or removing furniture or other articles to or from the building. The Association shall have the right to charge any Unit Owner, prior to any interior construction to a Unit, or any delivery or removal of furnishings or bulk trash to or from that Owner's Unit, a refundable deposit, in the amount to be determined by the Board in its sole and absolute discretion, which deposit shall be held, and which may be used, by the Association for any damage caused to the Common Elements of the Condominium or for payment or reimbursement of any bulk trash hauling or other associated expense. The Association shall refund the deposit within ten (10) days after the completion of construction of the interior of the Unit or after delivery or removal of any furnishings and/or bulk trash.
31. Roof. Unit Owners, their families, guests and tenants (except for owners of and those with roof easement rights), are not permitted on the roof for any purpose.
32. Rules and Regulations Enforcement. These Rules and Regulations will be enforced as follows:
- (a) Violations should be reported to the manager of the Association, in writing, and not to the Board of Directors or to officers of the Association.
 - (b) Violations will be called to the attention of the violating Unit Owner by the manager. The manager will also notify the appropriate committee of the Board of Directors.
 - (c) Disagreements concerning violations will be presented to, and be judged by, the Board of Directors, which will take appropriate action.
 - (d) Unit Owners are responsible for compliance by their family members, guests, invitees, employees and lessees with these rules and regulations.
33. Signs. No signs, advertisements, notices or lettering may be exhibited, displayed, inscribed, painted or affixed in, or on upon any part of the Common Elements, (other than a notice to be placed on the bulletin board after approved by the Manager or the Board) or any part of a Unit so as to be visible outside the Unit.
34. Solicitation. There shall be no solicitation by any person anywhere in the building for any cause, charity, or any purpose whatever, unless specifically authorized by the Board of Directors.
35. Storage. Each Unit Owner's personal property must be stored within the Unit or within an Association approved storage box in front of their assigned parking space in the garage (See Appendix IV). Debris, tires, rims, beach chairs, tools, equipment etc. must not be left in garages common areas or parking spaces.
36. Telephones. All residents must maintain telephone service in their Unit when occupied, and shall advise the Association and gatehouse employees of their telephone number.

37. Trash. All trash, garbage and refuse from the Units shall be deposited with care in garbage containers or trash chutes intended for that purpose only at such times and in such manner as the Association will direct. Unit Owners must utilize the appropriate recycling systems, if any, that may be provided by the Association, in accordance with the laws and ordinances of the City of Palmetto and/or the County of Manatee. A mandatory trash hauling fee must be deposited, in an amount to be determined by the Board, in its sole and absolute discretion prior to any construction or remodeling of a Unit. Such Unit's trash hauling fee shall be used by the Association to defer any and all costs which may be incurred or associated with such construction or remodeling. Large trash items are to be brought to the ground floor area between the trash room and the garage area. No bulk trash items may be left that cannot fit in a garbage truck at regularly scheduled pick-ups. Violators will be charged a hauling fee.

38. Use and Occupancy. All Units shall be used for residential purposes. In no event shall occupancy (except for temporary occupancy by visiting guests) exceed two (2) persons for each bedroom contained in a Unit including convertible portions of any Units. The term "temporary occupancy" as used herein shall mean occupancy of the Unit not to exceed thirty (30) consecutive days.

The Association must be notified of any change of unit ownership or occupancy by completing the forms for such, available from the Management company and approved by the Board of Directors. Under no circumstances may more than one (1) family reside in a Unit at one time. "Families" or words of similar import used herein shall mean either a group of natural persons related to each other by blood or legally related to each other by marriage or adoption, or a group of not more than four (4) persons not so related.

Occupancy of a unit is not permitted until all paperwork has been submitted to the Management Company for a background check, and then approved by that building's Board Representative. Failure to comply may result in a fine, levied upon the owner, of \$100/day until approval is obtained.

39. Window and Door Coverings.

(a) Curtains, drapes and other window or door coverings (including their linings) which face on exterior windows or glass doors of Units shall be white or off-white in color unless otherwise specifically approved by the Board of Directors.

(b) No aluminum foil may be placed in any window or glass door of a Unit, and no reflective substance may be placed on any glass in a Unit except a substance previously approved by the Board of Directors for energy conservation purposes.

40. Weight Limitations. No Unit Owner shall cause to be placed any weight on any portion of his Unit which shall interfere with the structural integrity of the building.

41. Whirlpools, Pools, Saunas and Jacuzzis. No Unit Owner shall install whirlpools, pools, saunas or Jacuzzis in his Unit, terrace or any other Limited Common Element unless approval is obtained from the Board of Directors and the installation is approved by a structural engineer

Appendix I. Procedure for requesting Unit modifications, passed January 12, 2012

The construction plan shall include the following:

- (a) Plans and Specifications for all work to be performed.
- (b) Anticipated commencement date.
- (c) Anticipated completion date.
- (d) Anticipated delivery schedule.
- (e) If necessary, engineering report confirming a review of structural load capacity.
- (f) List of all contractors or sub-contractors, with supervisory personnel and contact telephone numbers.
- (g) Licenses and Certificates of Insurance.
- (h) Building permits application as required by local governing authorities.

Upon review of the information submitted to the Association's Review Committee, the Owners will be notified in writing within 30 business days if the request has been approved or denied. Completed flooring installation requests may be submitted separately from other improvements and will be expedited. Should any work begin prior to approval, the owner is subject to a \$50 fine.

Appendix II. Flooring Sound Requirements, passed January 12, 2012

Should a complaint occur after flooring installation:

1. An FIIC test should be performed by an accredited acoustical laboratory approved by the HOA. Field tested Impact Insulation Class is not to be less than FIIC 50.
2. The complainant will be required to post a bond for said testing. If the test meets the building requirement, costs shall be chargeable to complainant. If the test fails, cost shall be borne by the owner of the hard surface flooring material. If the test fails, the unit owner is responsible to bring the flooring into compliance.

Appendix III. Non-Owner Residents with Pets in their Unit, passed February 19, 2013

Should a non-owner occupant of any Laguna unit be found to have pets living in that unit, the owner of the unit shall be mailed a violation letter stating that the animal must be removed within 30 days of the mailing of such notification. When the pet has been permanently removed, the Board must be notified by the owner in writing that the animal is gone. If such notification has not been received from the owner within 30 days of the violation's mailing, the owner will incur a fine of \$100. If such notification has not been received within 60 days of the mailing, the owner will incur a second fine of \$100. Subsequently, if the occupant is not governed by a written lease, this fine of \$100 will be levied on each successive month until the Association has been informed in writing of the pet's removal. However, if the occupant has a signed lease with the owner (a copy of which has been filed with the Management Company), the owner will receive notice that at the expiration of the current lease (no more than 12 months after the initially mailed violation letter) the current occupant's lease will not be approved for renewal by the Board. Florida Statute requires that leases be annually renewable.

Appendix IV. Garage Storage Box Requirements, passed January 12, 2012

Such storage box will be no larger than 85" L x 25" D x 27" H, to be anchored with 3/16 anchors by Management Company maintenance, for preservation of the concrete floor.

Appendix V. January 23rd 2015 Board of Directors meeting Unanimously Changed to Rule Paragraph 28 (d) of the current Rules and Regulations states...

No one other than the Owner of a Unit is permitted to keep any approved pets on the Condominium Property.

Add the following sentences...

Therefore, if the owner is not living in the unit, no animals are allowed to live in the unit. This would include family, guests, and renters. If an animal is required to live in a unit under Florida statute 413.08 or HUD regulations, the Association must be notified in advance, and the proper Association paperwork must be completed, submitted, and approved prior to occupancy.

Appendix VI. November 13th 2015 Board of Directors meeting unanimously approve **changing the Pool start time from 8:00am to 7:00am.**

Appendix VII. November 13th 2015 Board of Directors meeting unanimously approve the new form as listed below:

LAGUNA RIVIERA CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION

The Unit Owner shall submit a detailed construction plan (two copies) of the proposed improvements using the "Request for Architectural Approval" Form. The construction plan shall include the following.

- Plans and Specifications for all work to be performed
- Anticipated commencement date
- Anticipated completion date
- Anticipated materials delivery schedule
- If necessary, engineering report confirming review of structural load capacity
- List of all contractors and sub-contractors, with supervisory personnel and contact numbers
- Licenses and Certificates of Insurance
- Building permits application as required by local governing authorities

Upon review of the information submitted to the Architectural Review Committee, the Owners will be notified in writing within 30 working days as to whether the request has been approved or denied. Flooring requests may be submitted separately from other improvements and will be expedited.

GARAGE STORAGE

Such storage box will be no larger than 85" L x 25" D x 27" H, to be anchored with 3/16 anchors by Management Company maintenance, for preservation of the concrete floor.

FLOORING INSTALLATION

If a noise complaint is received after installation:

- An FIIC test should be performed by an accredited acoustical laboratory approved by the Association. Field tested Impact Insulation Class is not to be less than *FIIC 65*.
Approved 8/19/2016 board meeting.
- The complainant will be required to post a bond for said testing. If the test meets the building requirement, costs shall be chargeable to the complainant. If the test fails, costs shall be borne by the owner of the hard surface flooring material. If the test fails, the unit owner is responsible to bring the flooring into compliance.

By signature below, I acknowledge and understand the above requirements.

Owner Signature

Laguna Unit#

Date

Printed Name

REQUEST FOR ARCHITECTURAL APPROVAL
Laguna Riviera Condominium Association, Inc.

This is a request form is to be completed by the homeowner and submitted to and approved to the Architectural Review Committee (ARC) for approval BEFORE any work commences. Please complete in its entirety and mail or deliver to Laguna Riviera Condominium Association, Inc., c/o Advanced Management Inc., 9031 Town Center Parkway, Bradenton, FL 34202

THIS SECTION IS TO BE COMPLETED BY THE HOMEOWNER

NAME:

ADDRESS:

PHONE: (HOME) _____ (WORK): _____

DESCRIBE THE CHANGE(S)/ADDIDTION/INSTALLATION: (ex: Carpet, Tile, Hardwood, Dock Box)

LOCATION: (Attach a copy of the plan/survey showing the location of the changes. This must be provided)

SPECIFICATION: (Attach a copy of the plans or suitable drawing or picture. This must be provided)

DIMENSIONS:

MATERIAL:

COLOR(S) (Sample or color chip must be provided):

NOTE: Per the Governing documents: OWNERS ARE RESPONSIBLE FOR THE WORK/ACTION OF PERSONS UNDER THEIR EMPLOY, DIRECTION OR AUTHORITY. Please supervise the work to ensure that damage to common areas does not occur or is not incurred. All requests must conform to the local zoning and building regulations, and owners are responsible for obtaining the necessary permits (if any), if your request is approved.

THIS SECTION TO BE COMPLETED BY THE MANAGEMENT COMPANY

REQUEST; DATE APPROVED _____ DATE DENIED _____

AUTHORIZED SIGNATURE:

ARCHETURAL REVIEW COMMITTEE SIGNATURE:

COMMITTEE Comments or Conditions:

Date Received by Management Co: _____ Date to Committee: _____

Date to Homeowner: _____