

ITOPIA PRIVATE RESIDENCES CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

APPROVED BY ASSOCIATION BOARD OF DIRECTORS OCTOBER 18th, 2017

Unless otherwise defined in this document, all defined terms shall have the same meaning as used in the Declaration of Condominium. All subjective terms (i.e. unsightly, nuisance, maintained) shall be as determined by the Association Board of Directors. If you have any questions as to compliance, please contact the Management Office

GENERAL RULES

Vehicle - SEE VEHICLE REGISTRATION FORM. Only those vehicles authorized to park will be allowed to remain on the property. Vehicles authorized or not, that are parked unsafely or in unauthorized places will be ticketed and / or towed without notice or warning.

1.1 All units may register no more than three (3) vehicles (motor cycles included). One (1) deeded parking space comes with the purchase of the unit and one (1) unnumbered space may be used. If three (3) vehicles are registered an additional parking space must be rented.

1.2 Subject to the terms of this paragraph, passenger automobiles, sport utility vehicles, mini-trucks, vans, motorcycles and non-commercial trucks (used for personal transportation and not commercial use) that do not exceed the size of one parking space (collectively called "Vehicles" in these Rules) may be parked in the assigned parking areas provided for such purpose. Any vehicle not susceptible to registration by the State of Florida as an "automobile" may not be parked in parking spaces and may not be kept on the common property.

1.3 As a condition of using the parking areas, all vehicles must be registered with the Association in advance and the Unit Owner/Tenant will be issued a parking permit which must be visible and on display in the vehicle at all times while the vehicle is on the Itopia property. Vehicles that do not display a current Association issued Itopia Parking Permit or if a Unit Owner/Tenant reports that another vehicle is parked in their assigned space the vehicle may be towed without notice, by the Association's towing contractor. ITOPIA PRIVATE RESIDENCES IS NOT LIABLE FOR ANY DAMAGE TO VEHICLES TOWED FROM THE PREMISES.

1.4 Under no circumstance can any Owner/Tenant park in another units assigned numbered parking space without written permission from the owner or the Association otherwise the vehicle may be towed without notice.

1.5 Owner's/Tenants must park in their assigned numbered space first before parking in an unassigned/visitor unmarked parking space. Vehicles are not permitted to be parked on roadways or other non-parking areas (particularly sidewalks and other pedestrian areas) and may result in being

towed without notice. Vehicles may not be parked under or behind the stairs, within patios, or within a Unit.

1.6 Parking on the Itopia Private Residences property is only for residents who are registered with the Association as residing at Itopia Private Residences. Owners who lease out their units may not leave a car parked on property.

1.7 Any vehicles parked in an unassigned parking space (no number assigned to space) for a period of more than ten consecutive days (10) even with a Itopia Parking Permit must move the vehicle from that unassigned space to another available unassigned space. Driving and parking violations are subject to a fine. The parking facilities shall be used and enforced in accordance with the rules and regulations.

1.8 Commercial vehicles, campers, motor homes, all trailers, boats and boat trailers are prohibited anywhere on the Itopia Private Residences except in such areas as may be permitted and designated by the Board from time to time. "Commercial Vehicles" are defined to include any vehicle greater than 8 feet in height or 20 feet in length as well as any vehicle which displays an external sign advertising a commercial enterprise or has any external equipment affixed to the vehicle, which equipment is used primarily for a commercial purpose, , or such other modifications to a vehicle that indicates commercial use. The only exception for Commercial Vehicles are those vehicles that are permitted to be on the property to perform repairs / work for unit owners in accordance with 3.3. Commercial vehicles of any type are not permitted to park overnight on the premises.

1.9 No vehicle maintenance is permitted on the Itopia Private Residences property, with the exception of limited maintenance such as "jump-starting" a battery, changing a tire, or adding fluids in order to provide the ability to start a car and move it out of the Itopia Private Residences within 24 hours and a vehicle which is inoperable for greater than 24 hours is subject to towing. The changing of engine oil is specifically prohibited.

1.10 No inoperable or unsightly vehicles may be kept on the Itopia Private Residences property (as determined in the sole the discretion of the Board). Notwithstanding the foregoing, the Association shall be exempt from all the foregoing regulation as to Vehicles which are engaged in any activity relating to construction and maintenance of Units, as are commercial vehicles used by vendors of the Association while engaged in work at the Condominium.

Vehicle Registration –

1.11 All vehicles (motorcycles included) must be currently licensed and have a valid current registration from the State of Florida or other state or country. Vehicles without a valid current registration may be towed without notice. All vehicles on property are required to be registered with the Association. The vehicle state registration must be in the name of the owner/tenant residing on property. A copy of the vehicle registration and driver's license is required by the Association. Owners / tenants using company vehicles must submit proof of company ownership or employment to the Association.

Vehicle Identification –

1.12 All vehicles (motorcycles included) parked on property must display in the windshield or an easily viewable location an Itopia Parking Permit at all times. Guest's vehicles parked on property must also display a Temporary Guest Pass at all times which can be read from the outside, clearly indicating the unit number associated with the vehicle and its status – visitor, resident, etc. A Temporary Guest Pass can be obtained 24/7 from the drop box located outside the Itopia Clubhouse. The Association and Guards will check any vehicle with such information to determine validity. Vehicles without a Itopia Parking Permit or Temporary Guest Pass may be towed without notice. Any vehicle using a Temporary Guest Pass for more than two weeks (2) consecutively will receive a violation. You must contact the Association immediately to further discuss your parking status on property or the vehicle will be towed.

1.13 Any vehicle parked in a handicapped space must clearly display a proper handicapped license plate or temporary "hanger" in the windshield. The apron space next to each handicapped space is a legal part of the handicapped space and any vehicle parked in this area (motorcycles take note) is parked illegally.

1.14 All vehicles on property must be parked in defined parking spaces in a safe and courteous manner at all times. For example: vehicles must be within the lines of a parking space to allow others to park. Vehicles with protruding towing hitches and bicycle racks must ALWAYS be parked with the hitch away from the road to avoid injury or accident to others. No parking space may be occupied by more than one vehicle at a time. Violators will receive a warning, fine or may be towed depending on the severity of the offense and if it is a first offense of a subsequent offense.

1.15 Bicycle riding, skateboarding and roller blading are permitted in Common Areas. Bicycles shall be parked at all times in the designated areas only where bicycle racks have been provided on property by the Association.

2. GRILLS

Gas-fired, charcoal or electric grills or other similar devices used for cooking, heating or any other purpose shall not be used at all on the balconies or porches. The storage of these devices is not permitted on the property. Grills are provided at designated areas on property.

3. DECORATIONS, ALTERATIONS AND DISPLAYS

3.1 Exterior Visible Decoration, Alterations, Etc. – To maintain harmony of the exterior appearance of the Building and the Limited Common Elements, no one shall make any changes to place anything upon, affix anything to or exhibit anything from a Unit, the Common Elements, Limited Common Elements, or any other part of the Condominium Property or Association Property that is visible from the exterior of the Buildings or from the Common Elements, except in strict compliance with these rules. The foregoing prohibition includes, but is not limited to, installation or display of decorations (except as otherwise allowed below), banner, lights, etc., as well as the modification of, or change to, windows or exterior doors.

3.1.1 The sides of curtains, blinds or any window covering the exterior of the building must be white only and kept in good repair. Patio blinds may be used on screened porches or to cover the porches. Patio blinds must be attached with the smallest possible device (small nail, brad, staple etc.) to the side drop portion of the patio roof not the decking. All patio blinds must be plain wood color or white and kept in good repair.

3.1.2 Chimes are permitted unless causing a nuisance.

3.1.3 Exterior patio lighting shall be allowed but only in accordance to these specifications – Contact the Association office with any questions:

A) Only basic white lights shall be allowed. No “shaped” (peppers, palm trees, pineapples, icicle type, etc.) colored or large globe lights of any kind will be allowed (except during the holidays).

B) Lights must be attached with the smallest possible device (small nail, brad, staple etc.) to the side drop portion of the patio roof. No strings or wire should show below the upper wood trim. Lights shall be installed neatly so as not to be noticeable other than the light emitted from the bulbs.

3.1.4 Hammocks may be used, as long as they are not attached or affixed to any portion of the Common Elements or Limited Common Elements. Hammock frames are the only acceptable methods for use. TIKKI torches are NOT permitted on the balconies or patios.

3.1.5 No items may be affixed to or placed on the patio/balcony railings. No plants or foliage of any kind that grows as a vine or hanging / crawling vegetation will be allowed to grow on any building surfaces, walls, fencing or any patio surface. Up to four planters are permitted on the Limited Common Element (porch exterior in front of the unit). No planters are permitted on the Common Element Area.

3.1.6 Nothing may be affixed/screwed into/nailed to or otherwise attached to the decking boards, siding or stucco without Board approval. Small decorative items within the limited common element unit patios are permitted within reason.

3.1.7 No “household” storage boxes shall be allowed to be stored or stacked on patios.

3.2 INTERIOR DECORATION, ALTERATIONS, ETC. –A Unit Owner may make alterations and improvements to the interior of his or her unit so long as such alterations or improvements are not visible from the outside of the unit, do not impair the structural integrity of the Unit, do not otherwise violate the terms of the Declaration of Condominium, and are in compliance with all applicable building codes and laws.

3.2.1 Other alterations or improvements to a Unit or its Limited Common Elements (including but not limited to any attached enclosure, gates or the enclosing or screening in of any porch or patio pertaining to a Unit) may be made only if prior approval in writing is obtained from the Board or a Committee designated by the Board for such purpose.

Specifications: A copy of specifications outlining the exact procedure, color and material to use in order to remain uniform throughout the property may be obtained from the Association office and must be followed. (Written approval must be obtained from the Board of Directors for installing floor tile, hardwood floors, laminate floors, or any other hard flooring surface to ensure correct underlayment).

3.2.2 Window replacement in Unit – contact the Association for specifications.

3.2.3 Flooring replacement in Unit – contact the Association for specifications.

3.2.4 Hurricane shutters on unit – contact the Association for specifications.

3.3 LIMITS ON REPAIRS, REMODELING, ETC. – SEE VENDORS RULES & REGULATIONS

3.3.1 Repair, construction, decorating, remodeling and cleaning services shall only be performed Monday through Friday between the hours of 8:00am to 5:00pm. Proof of a contractor insurance and applicable permits must be submitted to Association before work begins. Please notify your vendor of this rule in advance. DELIVERY AND SERVICE TRUCKS MUST USE THE SIDE GATE AND BE PROVIDED WITH THE SIDE GATE CODE BY OCCUPANT.

3.4 SPECIAL DECORATION AND DISPLAY RULES –

3.4.1 Holiday decorations may be displayed (30 days prior to the date of the holiday) on or in a Unit in such a manner as to be visible from the exterior of the Unit so long as they do not diminish or impair the aesthetic appeal or attractiveness of the Condominium and are promptly removed by the Unit Owner within (15) days after the date of the holiday or event to which the decorations pertain. Holiday decorations are subject to all applicable regulations regarding modifications and damage to the common elements and limited common elements.

3.4.2 Notwithstanding the foregoing however, any Unit Owner may display one portable, removable, United States Flag in a respectful way. On Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, owners may display in a respectful way portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard. On “game days”, appropriate team flags may be displayed for 24 hours only. The method used to display a flag is subject to all applicable regulations regarding modifications and damage to the common elements and limited common elements.

3.5 ARCHITECTURAL APPROVAL – Making alterations or additions to the Common Elements are strictly prohibited.

4. USE OF COMMON ELEMENTS/ LIMITED COMMON ELEMENTS – All Common Elements (including the Limited Common Elements) will be used for their designated purposes only, and nothing belonging to Unit Owner, their family, tenants or guests shall be kept therein or thereon unless otherwise permitted under the Declaration, and such areas shall at all times be kept free of obstruction. Examples include but are not limited to there being no bicycles, shoes, or other personal items left in common entryways. Owners are financially responsible to the Association for any damage to the Common

Elements caused by themselves, their tenants, guests and family members. Unit Owners may keep one (1) doormat at each entrance to the Unit so long as the doormats do not diminish or impair the aesthetic appeal or attractiveness of the Condominium and are promptly removed or replaced by the Unit Owner when worn out or dirty.

4.1 Objects shall not be permitted to hang over or be attached to any exterior balcony wall or to otherwise protrude outside of the vertical plane formed by the exterior surface of the balcony wall.

4.2 At no time shall any objects placed on or about a balcony (including but not limited to potted plants, furniture, etc.) be allowed to leach or otherwise cause the discoloration or damage of the Limited Common or Common Elements of the Condominium.

4.3 Owners are responsible to have all items removed from balconies prior to extended leave during hurricane season June thru November. Any items allowed to be kept or stored on the balcony must be removed as soon as possible upon issuance of a National Weather Service Storm Watch or Warning.

4.4 No object (e.g., cigarette butts, paper, etc.) may be thrown, dropped, released, etc. from a balcony, open door or window.

4.5 Fishing on Common Elements/Limited Common Elements— Fishing is strictly prohibited. Persons who do not adhere to this rule may be fined.

5. PET RESTRICTIONS – The following are Pet Restrictions for the Condominium. Please check the AGGRESSIVE DOG BREED LIST before you sign the lease.

5.1 In General – Two dogs (2) or (2) cats and no more than two (2) birds, tropical fish and other customary non-exotic (all snakes are prohibited), quiet and inoffensive household pets may be kept in a Unit; provided that the same are not kept, bred or maintained for any commercial purpose and do not become a nuisance or annoyance to neighbors. As used in these rules and regulations “unreasonable quantities” shall ordinarily mean no more than two (2) pets not to exceed sixty-five (65) lbs. total for all pets, except with regard to quantities of fish.

5.2 PET REGISTRATION REQUIRED – All pets must be registered with the Association Management. Residents who fail to register their pets will be provided with 7 days written notice. If they fail to register their pets, they will be subject to a fine of \$100 per pet per day up to \$1000 -SEE PET REGISTRATION FORM

5.2.1 All pets (including Emotional Service Animals, Guide Dogs & Service Animals) must be registered with the Association.

5.2.2 A one-time pet fee of \$50.00 for dogs is required for each pet in the Unit by every Owner/Tenant. An ITOPIA PET TAG will be issued to every canine registered.

5.2.3 Documents necessary for registration include – Proof (from veterinarian) that each pet has all shots up to date, including the rabies vaccine. Proof (from veterinarian) that the pet has been to see the vet within the last twelve (12) months. Photo ID of the pet.

NO GUEST PETS ALLOWED ON THE ITOPIA PROPERTY.

5.3 Pets Leashed on Common Elements – On all portions of the Common Elements (other than the Limited Common Elements appurtenant to a Unit, pets shall be under hand held leash or carried at all times. NO PETS ALLOWED IN THE LOBBY OF THE CLUBHOUSE OR POOL AREA.

5.4 Clean-Up – Messes made by pets must be removed by Unit Owners, their tenants, guests or handlers immediately. Any residents observed not cleaning up after their pets may be fined \$100.00

5.5 Dog Park Hours – The dog park will be open from 4:00am to 9:00pm daily.

5.6 **AGGRESSIVE CANINE BREEDS PROHIBITED** – Akitas, American Bull Dogs, Beaucerons; Caucasian Mountain Dogs, Chow Chow, Doberman Pinschers, German Shepherds, Great Danes, Keeshonds, Pit Bulls, Staffordshire Terriers, Presa Canarios & Rottweilers. Any mix thereof or any dog with a bite history shall also be considered an aggressive breed and are prohibited anywhere on the Itopia Private Residences property. Where a mix breed is identified that appears to be part prohibited breed, the onus is on the owner to provide evidence from a Vet of the dog's breed. The Violation Committee will then assess the dog against photographs of pure bred, prohibited breeds and decide whether to allow or remove the dog. In addition, any pets that are vicious, noisy or otherwise unpleasant will not be permitted on the Itopia Private Residences property. In the event that a pet has become a nuisance, disturbing or has had any type of problematic incidence (in the opinion of the Board), written notice shall be given to the Unit Owner or other person responsible for the pet and the pet must be removed from the Itopia Private Residences property within seven (7) days after the notice is given. Pets that are living on the property must be registered with the Association.

Pets that are not properly registered with the condo management office and are living on the property as of 01-01-2018 will be allowed to remain on property as long as none of the above-mentioned situations occur after such date. After 01-01-2018, none of the prohibited breeds listed above will be allowed to be brought onto the condominium property (either temporarily or permanently).

6. RENTERS AND RENTAL RULES – For the betterment of the community, **BACKGROUND CHECKS AND CRIMINAL RECORD CHECKS** is the responsibility of the Owners.

6.1 Leasing or renting of a unit by an owner, either directly or through an agent, is permitted with a minimum lease of not less than ninety (90) days and no more than three (3) times per year. It is also the responsibility of the Owners / Agents to inform the Association when the unit becomes vacant to be able to deactivate the Key Fobs and when it is rented to be able to register who is living on property. **ALL LEASE AGREEMENTS MUST BE SENT TO THE OFFICE WITHIN SEVEN (7) DAYS IN ADVANCE OF ARRIVAL.** (Per CONDOMINIUM DOCUMENTS 18.36 & 19.2). Short term or vacation rentals with a duration of less

than ninety (90) days are expressly prohibited. Advertising a unit for rent for a period of less than ninety (90) days or advertising a unit for rent without enumerating the minimum period of ninety (90) days is prohibited and shall be considered a violation of the leasing restrictions. Advertising may include but is not limited to post a unit for rent or occupancy on any social media, vacation rental platform, commercial website, or through a third-party rental agent or company. Violation of the leasing restrictions in any matter is subject to a fine and further enforcement by the Association.

6.2 All adult occupants must be named on the lease. Upon arrival all occupants (owners, guests and renters) must register within 24 hrs.

6.3 Renters have full use of facilities. Owners will be held responsible for the actions of their guests or renters. Any damage to the Property will be the responsibility of the owner.

6.4 Renters and guests are subject to all Rules and Regulations adopted by the Board of Directors. It is the responsibility of the owner to see that a copy of the Rules and Regulations is given to each renter/guest. Any violation of these rules can be cause to request immediate vacating of the unit.

6.5 Onsite/Off site Owners who have family members or roommates living permanently in the units must register their family members or roommates with the Association.

6.6 Guests in Units – All residents living at Itopia Private Residences are allowed no more than four (4) guests per unit within a 24-hour period, unless pre-approval by the Board has been granted.

6.7 Subletting by renters is not permitted.

6.8 Management will not accept any unit keys, key fobs, amenity passes, etc. for units from Owners, their Agents or Tenants.

6.9 Any person who resides in a unit for more than 30 days (consecutive or non-consecutive) within 12 months is considered an occupant and must register as such.

6.10 Owners must be in good standing with the Association in order to lease their unit.

7. MOVE-INS & MOVE-OUTS – Move-Ins & Move-Outs are permitted during Monday thru Saturday from 8:00am till 7:00pm. No moving vans or trucks permitted to be on property overnight. MOVING CONTAINERS are not permitted on the property without prior authorization. Any exceptions must be approved by the Board in writing.

8. TRASH DISPOSAL – Service for door to door trash pickup is Sunday through Thursday between the hours of 8:00pm to 10:00pm. NO SERVICE ON FRIDAY AND SATURDAY. Owners, their tenants or their guests must take the trash to the compactor on property and shall not be left in Common Areas or Limited Common Elements (i.e. on balconies or patios) on these two days at any time. Compactors are not for construction related trash nor are owners/tenants allowed to leave old furniture, appliances or other large items at the compactor. Owners/tenants are responsible to remove the above items at their expense off the premises.

9. NOISE AND DISTURBANCES – Loud and disturbing noises are prohibited whether emanating from units, Common Elements, Limited Common Elements, or vehicles. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others.
10. OFFENSIVE/THREATENING BEHAVIOR – The Police will be called to deal with residents or guests who are verbally or physically abusive to any Board Member, Property Management Employee, contractor, vendor, owner or guest. Additionally, the individual may be fined \$100.
11. ILLEGAL/IMMORAL PRACTICES – Illegal and immoral practices are prohibited.
 - 11.1 It is illegal to feed any wild life, including birds. (Laws of FL. Chapter 2008-247). Feeding the ducks is prohibited. Additionally, the individual may be fined \$100.
 - 11.2 It is illegal to discharge a firearm in a residential area. (FS 790.15)
12. NO ALTERATION OF LANDSCAPING – Other than plants, trees or shrubs contained in pots within a Limited Common Element appurtenant to the Unit (on the patio) lawns, shrubbery or other exterior plantings shall not be altered, moved or added to. No plants, trees or shrubs shall be permitted within a Limited Common Element (on the patio) area except as permitted by the Board.
13. CERTAIN ITEMS NOT TO BE ALLOWED – Nothing is to be hung outside of the unit “to dry”. NO laundry, bathing suits, towels, sheets etc. Pool/beach toys are not to be stored outside. No pool “noodles”, blow up toys etc. shall be stored on the patio.
 - 13.1 No furniture intended for interior use is to be used, kept or stored on, in or around any Common Area or Limited Common Area (patios).
14. NO NUISANCE – No nuisance of any type or kind shall be maintained upon the Itopia Private Residences property.
15. NOTHING TO INCREASE INSURANCE RATES – Nothing shall be done or kept in any Unit, in the Limited Common Elements or in the Common Elements which will increase the rate of insurance on the Building or contents thereof or upon any portion of the Itopia Private Residences property. No Unit Owner shall permit anything to be done or kept in his Unit, in the Limited Common Elements or in the Common Elements which will result in the cancellation of insurance on the Building, or contents thereof, or which would be in violation of any law or building code.
16. FOR SALE AND FOR RENT SIGNS – NO “FOR SALE” OR “FOR RENT” signs shall be permitted upon the Itopia Private Residences property (either upon Common Elements or in any position of a Unit that is visible from its exterior), it being the intent of the Association to ensure an attractive and consistent appearance of the condominiums. A binder will be available in Clubhouse with For Sale/For Lease information and will be maintained by the Homeowner.

16.1 Unit owners or their brokers must accompany potential buyers and/or renters on the Itopia Property for viewing of unit. No gate codes are to be given to persons not residing at Itopia Private Residences and will be considered as trespassing the property.

17. FINES FOR VIOLATIONS – The Board may impose a fine for each violation of the Rules and Regulations or any of the Condominium Documents, the amount of such fine to be set by the Board in accordance with the provisions of Chapter 718, Florida Statutes.

18. ADDITIONAL RULES FOR CONDUCT AND USAGE OF POOLS, CLUBHOUSE, COMMON AREAS AND AMENITIES MAY APPLY. ALL RESIDENTS/GUESTS MUST HAVE IN THEIR POSSESSION THEIR RESIDENT/GUEST PASSES WHILE IN THE CLUBHOUSE, FITNESS CENTER, POOL AREAS, TENNIS COURTS, VOLLEY BALL COURTS, DOG PARKS OR OTHER AMENITIES.

POOL USAGE –

18.1 All residents are responsible for their guests' conduct and must accompany their guests' in the pool or club house. No resident shall allow use of the pool or club house by more than two (2) guests at the same time, and the resident must accompany such guests at all times unless pre-approved by the Board.

18.2 Pool passes must be visible at all times by residents and their guests while using the facility. Persons without passes will be asked to leave the pool immediately. NO EXCEPTIONS. Only two (2) guests per unit are permitted. If you will have more than (2) guests with you at the pool a written request of 48 hours is required with names of guests, unit number, dates guests will be at Itopia for Board Approval.

18.3 No life guard on duty, swim at your own risk.

18.5 No radios etc. are allowed without earphones.

18.6 Children not toilet trained must wear approved waterproof pants over diapers and must wear appropriate swim diapers when in the pool. Disposable diapers are not allowed in the pool. Proper swim wear must be worn at all times while in the pool.

18.7 No floating devices (noodles, rafts, beach balls, surfboards or similar beach equipment) are permitted in the pool area.

18.8 Children under twelve (12) may not swim or use the pool unless accompanied and supervised by an adult.

18.9 Cover lounge chairs with a towel if using suntan lotion.

18.10 Shower before entering the pool.

18.11 Running, horseplay, climbing, ball or frisbee playing or other noisy activities are not permitted in or near pool area. Parents or guardians are responsible for the behavior of their children. Loud,

obnoxious behavior, excessive consumption of alcohol, "drinking games" intoxicated persons, offensive language and non-compliance with the Pool rules will not be tolerated at the Pool. Any individual who does not comply with this requirement will be asked to leave the pool.

18.12 Pets are not permitted in pool areas, even if carried.

18.13 Glassware is not permitted in or near the spa or pool area, only non-breakable plastic containers (State Law).

19. POOL TRESPASSING – Persons are not permitted to enter the pool area when the pool is closed. If persons enter the pool area and refuse to leave they will be treated as trespassers and the Police will be called.

20. CLUBHOUSE USAGE – SEE RENTAL FORMS TO BE COMPLETED.

20.1 Clubhouse usage is permitted during business hours for conducting business only. Any exceptions must be approved by the Board in writing.

20.2 Proper attire is required, including appropriate shoes and shirts.

20.3 Clubhouse Rental is available Monday thru Friday 5:30pm till 10:00pm. On Saturday and Sunday 9:00am till 10:00pm. The non-refundable rental fee is \$200 and all reservations are from a minimum of 4 (four) hours. Every additional hour will be \$25 per hour (non-refundable). The security deposit is \$350 and is refundable only after a full inspection of the facility has been done by Management Staff.

20.4 Clubhouse rental includes the use of the Theatre Room. It does not include the fitness room, pool or any other common area.

20.5 Maximum limit is 50 persons.

21. FITNESS CENTER USAGE –

21.1 Residents only. Guests & Children 14-17 must be accompanied by a resident adult.

21.2 Children under the age of 14 are not allowed.

21.3 Both residents and guests must have their amenities pass with them at all times.

21.4 No animals are permitted.

21.5 Proper attire is required, including appropriate shoes and shirts.

21.6 Everyone must use a towel and wipe machines down after use.

21.7 Please limit your workout to 30 minutes per equipment when others are present and waiting for equipment.

21.8 Exercise at your own risk. Consult with a Physician before using equipment.

- 21.9 Please put weights away.
- 21.10 Notify Management of any injuries.
- 21.11 Report malfunctioning or broken equipment to Management. (itopiamgr@outlook.com)
- 21.12 The Association and Management Staff – The Association and Management Staff are not permitted to do private work for Unit Owners, their families, tenants or guests while on duty. If both parties are agreeable, staff may assist such persons privately when off duty. Any unit owner that hires Association Employees to work in their units after hours must execute a waiver and release of liability.

22. UNIT OWNER CONCERNS –

- 22.1 Unit owner inquiries shall be in writing to the Board of Directors via U.S. Mail.
- 22.2 The Board of Directors will review Unit Owner inquiries at the next regularly scheduled meeting of the Board.
- 22.3 Unit Owner inquiries submitted less than 5 business days prior to a Board meeting will not be reviewed at that meeting, but will be reviewed at the next subsequent meeting.
- 22.4 Unit Owner inquiries shall be limited to one item per Board meeting.
- 22.5 The Board of Directors, time permitting and in its sole discretion, may allow a Unit Owner to speak for a period of not more than 5 minutes on a specific inquiry that Owner submitted and which was reviewed by the Board during that meeting.
- 22.6 The Board of Directors, in its sole discretion, may take a Unit Owners inquiry under advisement with no affirmative action, provide a written reply, or take any other action authorized by the governing documents and Florida Statute.
- 22.7 Records Requests must comply with relevant Florida Statute, as it may be amended from time to time.
23. UNIFORM APPLICATION – These Rules & Regulations shall apply equally to Unit Owners, Lessees, their families, guests, staff and invitees.
24. NOT EXCLUSIVE – These Rules & Regulations do not purport to constitute all of the restrictions affecting the Itopia Private Residences property. Reference should be made to the Condominium Documents and the Declaration.
25. BOARD AUTHORITY – The Board of Directors has the authority and discretion to make exceptions to the limitations in this regulation in individual cases and to impose conditions concerning the exceptions.