

IMPORTANT – LEGAL DOCUMENT

Please keep this copy of revised Rules & Regulations with your condo papers

THE OCEAN GALLERY PROPERTY OWNERS ASSOCIATION, INC. Rules and Regulations

All persons upon the lands of the condominium, including, but not limited to, unit owners, lessees, their guests, employees and invitees, shall abide by the following Rules and Regulations.

Any specific rules and regulations adopted by any of the associations comprising the OGPOA (Las Palmas, Del Lago, Del Prado, and The Vistas and as to renters, the OGP) shall supercede these OGPOA Rules and Regulations and in the event of any conflict between the sets of rules and regulations the association Rules and Regulations where the violation occurred shall prevail and control. The Rules and Regulations of any association may be enforced as set forth herein below by the OGPOA Board with the same fines and penalties as though the association's rules and regulations were set forth at length in their entirety herein.

1. All vehicles shall be operated with the rights of other unit owners in mind, and shall follow the following vehicular regulations:
 - 1.1 The speed limit on all roads and parking areas is 10 miles per hour.
 - 1.2 Vehicles that produce loud noises shall not be allowed upon the condominium properties.
 - 1.3 Mini-bikes or any other motorized unlicensed vehicles, except battery powered golf carts, shall not be allowed upon the condominium properties. Golf carts may be operated only by a person holding a valid motor vehicle operators license.
 - 1.4 The blowing of any horn of any vehicle within the condominium properties shall be allowed only when required for the safe operation of the vehicle.
 - 1.5 No vehicle shall be left standing in a parking space in a non-operative condition, nor shall there be any major repairs done in a parking space.
 - 1.6 No vehicle belonging to an owner or to a member of his family, friends, employees, agents, licensees, guests, servants, other individual or entity shall be parked so as to impede or prevent ready access to parking spaces, or park in parking spaces of other owners. No vehicle, trailer, other vehicle equipment, furnishings,

appliances or any other item shall be parked or placed in the parking lot or walkway areas so as to obstruct walkways, steps, stairwell doors, or garbage dumpster areas.

- 1.7 Parking of vehicles (including bicycles, motorcycles, or other vehicles used to transport one or more persons) shall be permitted only in designated parking spaces. No parking will be permitted in any greenbelt or walkway area, which are to be kept clear at all times. Parking in front of garage doors or so as to obstruct garage access is prohibited.

The Board of Directors reserves the right to remove any vehicle parked in an unauthorized place or manner at the expense of the owner.

Use of skateboards within the Ocean Gallery complex boundaries is prohibited.

Rollerblades may be used during daylight hours only and must be used in a safe manner and so as not to obstruct the area of use. Scooters, rollerblades, bicycles, and other wheeled devices shall not be used on walkway areas.

- 1.8 Bicycles may be ridden along the exterior sidewalks and paths, but such bicycles must yield the right-of-way to pedestrians. Bicycle riding on pedestrian walkways within building areas is prohibited and bicycles must be handled in such a manner so as not to in any way restrict or impede pedestrian traffic, steps or doorways. Parking of bikes is permitted only in bike racks in such a way as not to in any way restrict or impede pedestrian traffic, steps or doorways.

2. Common areas such as greenbelts, sidewalks, walkways, stairways, landscaped areas, grassed areas, and recreational areas and facilities shall be used only for the purposes intended and no articles or trash belonging to unit owners or guests shall be kept in such areas temporarily or otherwise.
3. Ocean Gallery unit owners are allowed to keep domestic pets inside their units, provided they create no disturbance for other residents. Owners of dogs or other pets must "pick up after" their pets and properly dispose of all excrement in sealed bags or containers. Pets should not be allowed to urinate on paved areas or buildings.
- 3.1 All dogs must be on a leash not to exceed 15 feet in length while in common areas.

4. All official notices of The Ocean Gallery Property Owners Association, Inc. shall bear the signature of a member of the Board of Directors. No member, except a member of the Board of Directors, shall make or permit to be made any written, typed, or printed notice of the Association, or shall post the same on the bulletin boards, mail or otherwise circulate the same to other members. Permission from the Property manager shall be required for any posting or notice displayed on the bulletin boards.
5. Anyone utilizing common areas or recreational facilities shall see that such areas are left in the same condition as they were before such use. Where appropriate, lights and equipment shall be turned off and spa covers, tables and chairs are to be replaced in proper position after use.
6. Any damage to Condominium property, or to any property which the Association has the responsibility to maintain, including the common elements, resulting from the misuse or negligent use of such property shall be paid for by the unit owner causing the damage or by the unit owner whose guests, licensees, servants, or family members, including minor family members, cause the damage. Renters shall pay for such damages through the OGP (Properties).
7. Any and all use of the recreational facilities of the common elements will be in such a manner as to respect the rights of other unit owners. Use of recreational facilities will be controlled by regulations issued from time to time by the OGPOA and the individual associations, but in general, the use of these recreational facilities will be prohibited between the hours of 11:00 p.m. and 8:00 a.m. The following specific regulations shall be observed:

7.1 Dune Area Walkways and Gazebos

Dune area walkways provide access to the beach; groups must not inhibit use of these walkways by persons enroute to and from the beach.

There shall be no sitting on the railings of the dune area walkways.

Groups shall not use walkways or gazebos between the hours of 11:00 p.m. and 6:00 a.m.

Gates allowing beach access will be locked shut from 11:00p.m. to 5:00a.m. and beach access is restricted during those hours. Anyone not an owner, tenant, or guest shall be considered a trespasser and subject to penalties provided by law for trespassing.

7.2 Tennis Courts

Only tennis shall be played on the tennis courts.

Lessons cannot be given by non-residents to other non-residents.

The rules posted at the tennis courts shall be adhered to by all residents and guests as follows:

- (1) Hours: 8:00 a.m. to 11:00 p.m.
- (2) Offsite guests must be accompanied by an adult resident.
- (3) No hard sole shoes permitted.
- (4) No smoking, food, glass, cans, or wheeled vehicles permitted.
- (5) Latch gates when leaving if courts not in use.
- (6) Use of courts limited to tennis only, no horseplay permitted.
- (7) Please show courtesy to those waiting by limiting play to one half hour.
- (8) Play at your own risk – Condominium Association not responsible for injury.
- (9) Lights to be turned off after use.
- (10) Violation of rules and regulations shall result in revocation of right to use courts and/or fines.

7.3 Pool, Hot Tub, Sauna, Steam Room Rules

- (1) NO LIFEGUARD IS ON DUTY, Swim at your own risk.
- (2) Pool and hot tub hours: 9:30 a.m. to 10:30 p.m.
- (3) Children must be toilet trained to use pool or hot tub. Infants must be appropriately diapered in leakproof attire.
- (4) No children under ten years of age are permitted in the hot tub.
- (5) All persons must shower before entering pool. No sand or sandy items allowed in pools or spas.
- (6) Rough play or running is prohibited.
- (7) No glass containers are allowed in the pool, pool area, or hot tub.
- (8) No food or drink is allowed in the pool or hot tub, or within four feet of the edge of the pool or hot tub. Discard trash in receptacles.
- (9) Children 12 years of age and under must be accompanied by an adult.
- (10) No large floating objects are allowed in the pool. Footballs, volleyballs, inflatables, surfboards and sandy items are prohibited in pools, spas and pool and spa areas.
- (11) Radio volume must be set at low level.
- (12) Bathers must be properly attired. No wet suits, cut-offs, or street clothes are to be worn while in pool or hot tub. No nudity allowed.
- (13) Animals are not allowed in the pool or pool area.
- (14) No bicycles allowed in pool area.
Wheelchairs are permitted.
- (15) DIVING IS PROHIBITED.

- (16) IN CASE OF EMERGENCY, USE TELEPHONE BY FRONT BUILDING ENTRY.
- (17) No surfsuits, wet suits, or other inappropriate attire allowed in pools or hot tubs.
- (18) The sauna is designed to create dry heat and the use of water or other liquid is prohibited in the sauna. Under no circumstances should containers carrying water or other liquids be taken into the sauna or be placed on the heater. The latter is a fire safety hazard. Persons violating this rule are subject to being barred from use of the sauna at the property manager's discretion.
- (19) Any person or persons, whether owner, renter, guest, or other individual who creates, is in charge of one who creates, or allows to be created a condition requiring the drainage of pools, ponds, hot tubs, etc. (i.e. broken glass, sand, defecation, etc.) shall be, at the discretion of the property manager fined as set forth herein, removed and/or barred from the use of the facility or from the property as the case warrants.

7.4 Shuffleboard Court Rules

- (1) No one under 14 years of age is permitted to use the shuffleboard court unless accompanied by an adult.
- (2) Do not walk on the playing surface.
- (3) Proper attire and rubber-soled shoes must be worn. No wet bathing suits are allowed on the court.
- (4) Wax discs before use.
- (5) Return all equipment to guardhouse at south entrance.

7.5 Weight-Exercise Room

- (1) Use equipment at your own risk.
- (2) Equipment should be used by only persons familiar with the safe operation of such equipment and in accordance with posted instructions; if none, then instructions on safe usage should be sought elsewhere.
- (3) Safety devices provided must be used.
- (4) Equipment is to be wiped down by user after each use.
- (5) You must be at least sixteen (16) years of age to use equipment.
- (6) As a courtesy to others, exercise sessions should be limited to thirty (30) minutes per piece of equipment.

- 8. A. No unit owner shall advertise by displaying on the exterior of, or in the interior of, visible from the exterior of any boat, trailer, motor home, any vehicle, furniture, or other item of personal property, a sign or notice of any kind whatsoever indicating the item is "For Sale".

B. For the health and safety of the entire Ocean Gallery Community there shall be no feeding of the ducks within the confines of Ocean Gallery.

9. Late Charges: Any assessment, fine, or other monies due that remain past due over 30 (thirty) days past their original due date will be charged irrevocable interest at the highest rate of interest legally permitted by the State of Florida per annum until collection. In addition to the aforementioned percentage fee, the following charges will apply:

\$20.00 (twenty dollars) will be charged to any account(s) that require a sixty-day delinquent letter.

\$40.00 (forty dollars) will be charged to any account(s) that require a ninety-day delinquent letter.

\$25.00 or 2% of the amount of the dishonored check(s), whichever will be greater, will be charged for any check(s) returned due to insufficient funds or for any other reason.

10. There shall be no smoking permitted in the clubhouse facilities.
11. Each rental guest shall be charged a fee commensurate with the cost of the use made of the common areas, guard fees, and support assistance. Fee shall be determined yearly by September 1st and communicated to the OGP.
12. Rules for garage owners.
- 12.1 Commencing with the implementation of this rule by the Board, garages must be owned by unit owners of Ocean Gallery.
- 12.2 Rentals of garage units must be restricted to residents of Ocean Gallery.
- 12.3 Garage units must not be used for commercial purposes.
- 12.4 Grandfathered garage owners not owning a unit at Ocean Gallery will have the right to ingress egress to and from the garage unit only and will not have any rights to use the common areas and/or recreational facilities.
- 12.5 It shall be the obligation of each individual garage owner to insure that any additional fees due for refrigerators, dehumidifiers, or other items in addition to the assessed garage maintenance fee is paid. Failure to do so shall constitute a violation of these rules and regulations.

12.6 All garages are under the general jurisdiction of OGPOA management and/or Board and subject to rules and regulations adopted from time to time by such Board and any assessments levied by such board.

13. Rules for the parking of recreational vehicles (RVs), boats, trailer of any type, jet skis, rented trucks (by owners), motorcycle trailers:

A. Parking lots provided are to be used are to be used only for currently licensed, properly insured, four-wheeled, over the road vehicles, commonly used transport human passengers and which fall generally into the type known as passenger vehicles. Storage of equipment, material, trailers, trucks, vans or any other items or vehicles including passenger-type vehicles owned by owners, tenants, guests or other individuals is prohibited.

B. Trailers, RVs, busses, jet skis, boats, boat trailers, motorcycle trailers, trucks rented by owners, or other commercial or recreational type vehicles are specifically prohibited from the property and are not to be allowed on the property except in one of the following cases:

for
a.m. until 8:00
regulations are
these vehicles
area servicing the
owner or occupant
or
loading,
the property
remain in the parking
Board approved
attendant

1.) Properly licensed and insured contractors' vehicles working owners or associations are permitted on premises from 8:00 p.m. so long as all OGPOA and other Associations rules and followed. Out of consideration for others, while on property are to be located in areas generally regarded as a parking association where work is being performed or if reserved parking is provided wherever possible in such spaces.

2.) Properly licensed and insured vehicles providing deliveries repair services to owners and associations so long as, after unloading, or concluding their legitimate business, they leave forthwith. Under no circumstances shall such vehicles lot overnight, unless one of the associations is conducting repairs to common areas (in this case such vehicles with

parked, kept, or
 association, and
 property
 be under their
 Rules and
 owners, tenants,
 times they shall
 may have them
 and rented
 of community
 purpose of
 (24) hours.
 arrive too late
 vehicles elsewhere may
 prohibited vehicle
 under the
 second pass of any
 the property

equipment supplies, construction materials, etc. shall be
 stored in areas generally regarded as provided for that
 during any such times the association, in conjunction with the
 manager, shall ensure that the location of such items shall
 control and placed in such a manner as set forth in these
 Regulations and so as to cause the least inconvenience to
 and guests under all circumstances. In addition at such
 ensure they have control over the location of such items and
 moved within the property or removed if necessary).
 3.) When parking space is available:
 a.) Owner's RVs, trailers, boat trailers, motorcycle trailers,
 trucks may be allowed on the property at the discretion
 service personnel and/or the property manager for the
 loading or unloading only—in no circumstances are said
 vehicles to remain on property for more than twenty-four
 b.) Renters who are unaware of Association rules or who
 (after 5:00p.m.) to arrange parking for prohibited
 be allowed overnight parking one night so long as the
 is removed the next morning at the earliest feasible time
 circumstances.
 c.) In no event shall the same prohibited vehicle be allowed
 back or allowed to remain on property or be given a
 kind after the first pass has expired absent approval by
 manager.

14. The use of any recreational facility and/or equipment, pool, spa,
 playground, tennis
 or handball courts, weightroom, etc. is at one's own risk.

15. Rules for owner participation at Board and Committee meetings.

- 15.1 Board members are to discuss issues among themselves first, and only after Board members are finished, may the chair, at its discretion, recognize unit owners or others not members of the Board holding the meeting in question.
- 15.2 A unit owner does not have the right to speak with respect to items not on the agenda without Board approval.
- 15.3 A unit owner may speak up to a maximum of three minutes after Board discussion of the subject and before the Board vote.
- 15.3 The use of audio and video equipment is permitted but it shall not produce distracting sound or light emissions. All cellular phones, beepers, pagers and other audible electronical devices must be placed in a silent/vibrate mode or turned off during the Board meetings. All conversations on the phone other than the conference telephone must be held out of the meeting room and so as not to be audible in the meeting room.
- 15.4 All audio and video equipment must be placed in position in advance of the commencement of the meeting.
- 15.5 Anyone video taping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording and must not in any way disrupt same.
- 15.6 Advance notice must be given in writing to the Board by any unit owner desiring to utilize any audio or video equipment no less than 48 hours before said meeting.
- 15.7 Any owner who comports himself or herself in an offensive, loud, combative, or disruptive manner shall be warned one (1) time by the Chair. In the event of a continuation or repetition of said conduct, the Chair may have such person or persons ejected from the meeting room and/or by a majority vote of the Board such person or persons may be fined up to \$100.00 each per infraction, up to a maximum of \$1000.00.
16. All vehicles must display a current pass or decal at all times while on property, and same must be displayed to gain access to the property. Owners may be given up to two (2) decals to be displayed at the windshield for use at the guarded gate. Any request for a replacement, if granted, at discretion of property manager, will be at an additional cost of \$25.00 per decal. Owner's Gate bar codes will be affixed to any owner's vehicles displaying an owner's decal by the property office at specified times. Owners must request passes for guests of more than twenty-

four (24) hours from the property office and may have names of frequent visitors registered with community services.

- 16.1 The rental office will issue only yellow passes not to exceed two (2) to tenants/renters (for the length of their stay) and pink passes not to exceed one (1) to guest of tenants/renters (not to exceed one week). Tenants/renters must accompany guests at the various Ocean Gallery pools, tennis courts, etc. and all parties, owners, renters, guests, or other individuals must provide unit number of owned or rented condo at the request of community service personnel or other person in authority.
- 16.2 The same rules apply to owners renting privately. Passes will be issued through the property management office.
- 16.3 Property Management will have the option to suspend issuance of day passes and/or weekly passes to rental guests and others when parking becomes limited or safety may be compromised.
- 16.4 White day passes will only be issued by the guardhouse. Tenants/renters must accompany their guests at the various Ocean Gallery pools, tennis courts, etc.
- 16.5 Color, shape and numbering of passes will be varied as necessary.
17. Disorderly conduct –
Loud and unruly parties, etc.
Applies to all owners and for tenants/renters, guests and others. First (1st) visit by Community Services to advise persons to quiet down or next visit will be made by a Sheriff's Deputy. If Sheriff's Deputies are required, then Community Services will insist that summons/citations must be issued which involves a court appearance. Where appropriate, in property and/or rental manager's discretion tenants, guests, and other individuals will be asked to leave the premises immediately and may be barred from returning, because of creating or allowing to be created any disorderly conduct of any violation of these rules.
18. All persons responsible for and in control of the unit involved (renters, owners, and/or guests of owners) are subject to the penalties set forth herein for violation of any of these rules and regulations.
19. Drugs, illegal substances, any illegal item and/or discrimination of any type or kind are prohibited on the property. This applies to owners, renters, guests, other individuals as well as employees.
20. All employees and/or other Ocean Gallery personnel are to be treated with respect and courtesy at all times by all owners, renters, guests and other individuals. Any disagreements should be referred to the property manager's office for appropriate disposition.

21. Violation of any of the Rules and Regulations may result in a fine or penalty being assessed in the amount of \$100.00 to \$1000.00 or such maximum fine or penalty allowed by Florida law.

At the discretion of the property manager, anyone (owner, renter, guest, or other individual) shall be subject to a fine of \$100.00 to \$1000.00 for each violation of these rules –even if the matter results in action by the Sheriff's office. If the maximum fine allowed by the state of Florida is in excess of \$1000.00 then such allowable amount shall become the maximum allowable fine.

After payment of the fine imposed by property manager, an owner, renter, guest or other individual so fined may be allowed to appeal to the full board of the OGPOA and/or appropriate association board, which shall hold a public hearing with regard to same. Appeal request must be submitted in writing within thirty (30) days of fine imposition or the fine shall become final.

Renters, guests, and other individuals may be given instruction not to come back on the property and if they do they may be treated as trespassers and subject to arrest and/or fine.

Owners who do not pay fines imposed within thirty (30) days are subject to having their unit lien with the county clerk's office and shall be charged for all additional charges.

22. All units/owners/guests are subject to the lease approval process.