

CANAVERAL SANDS CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS HANDBOOK



Revised: June 2007

CANAVERAL SANDS CONDOMINIUM ASSOCIATION, INC.

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**CANAVERAL SANDS CONDOMINIUM ASSOCIATION, INC.
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1. EMERGENCY PHONE NUMBERS:

Contact	Phone Number
Keys Property Mgmt. (management)	784-8011
Ambulance, Fire, Police	911
Cape Canaveral Hospital	799-7111
Wuesthoff Hospital (Rockledge)	636-2211
Poison Control Center	1-800-222-1222
Animal Emergency Clinic	725-5365
Walgreen's Pharmacy-Cocoa Beach	799-9112
Health First Walk-In Clinics	868-8313
Coast Guard	853-7601

Walgreen's Pharmacy in Cocoa Beach has 24 hour prescription service

2. OTHER USEFUL PHONE NUMBERS

Only management has a connection with the association. The other numbers have been recommended by unit owners. Please use the phone book or information from other sources for different or additional phone numbers.

Reconcilable Differences (management)----- 799-0660

Cape Canaveral Police (non-emergency)----- 868-1212

Air Conditioning Repair/Replacement

- Duron Smith Air----- 452-3553
- Mickey Kabran A.C.----- 784-0127
- Merritt Island Air & Heat, Inc.----- 452-5665

Appliance Repair

- Beach Appliance & Air Conditioning----- 784-0470
- Quality Appliance Repair Service----- 799-0585

Plumbing

- Dave Kalm Plumbing----- 783-1122
- Cocoa Beach Plumbing----- 783-6000
- Petro Plumbing----- 783-5422

Glass and Screen Replacement

- Anchor Aluminum and Glass----- 784-0631
- Pat's Glass----- 544-5208
- Ocean Screens----- 799-0606

Sliding Glass Door Replacement

- Space Coast Windows----- 255-0014

Locksmiths

- Frank's Locksmith ----- 783-8338
- Auto & Home Security, Inc.----- 454-4784
- Beach Locksmiths ----- 783-4118

Stans's Cape Canaveral Hardware----- 784-1400

Bright House – Cable TV----- 254-3300

Florida Today – newspaper (customer service)----- 631-2780 or 259-5000

Florida Power and Light----- 723-7795 or 1-800-226-3545

B & R Pest Control----- 449-0399

3. PROPERTY MANAGEMENT:

Management of the condominium property shall be under the direct supervision of a Property Manager contracted by the Association. No resident shall direct, supervise or attempt to assert control or authority over any employee of the Association.

Rick Alexander, CAM
Keys Property Management Enterprise, Inc.
5505 N. Atlantic Ave., Suite 207
Cocoa Beach, FL 32931
Phone 784-8011 Option 4
rick@kpme.us

Addresses:

The Association's mailing address is through the management company:

Please advise Management in writing if there are any changes in your Owner's Profile. (See Appendix A)

Emergencies

Emergency phone calls to management will be answered within 15 minutes.

Non-emergency calls will be answered the next business day.

FS 718.111 (5) gives the Association "the irrevocable right of access to each unit during reasonable hours, when necessary, for the maintenance, repair or replacement of any common elements or for making emergency repairs which are necessary to prevent damage to the common elements or to another unit or units." In the event the Association cannot gain access to a unit in case of an emergency, the following action can be taken: (a) a locksmith can be called; (b) the unit owner will be responsible for any and all costs incurred in gaining access to the unit. Management represents the Association.

Complaints:

Complaints concerning misconduct or infractions of condo rules and regulations should be reported to the Property Manager. Please identify who is initiating the complaint.

"Situation Needs Attention" forms are available on the bulletin board in the Rec Room.

Completed forms can be placed in the mail slot in the closet door of the Rec Room.

Complaints may also be e-mailed to management. However, it is necessary that the person filing the complaint identify themselves before the complaint will be answered or acted upon.

Report any problems with the elevators to the Property Manager.

4. CONDO ADMINISTRATION INFORMATION:

Board of Directors: Five owners are elected to serve on the condo board for a one (1) year term. If you have any questions you wish to direct to the Board, please put them in writing, care of the management company.

Meetings of the Board are normally held on the third Friday of each month but can and are held on different dates when necessary to conduct condo business. A notice is posted on the main bulletin boards by the elevators at least 48 hours before the meeting. All owners are welcome to attend.

Annual Members Meeting: There shall be an annual meeting of unit owners held during the month of February each year for the purpose of electing directors and of transacting any other business authorized to be transacted by the members. The exact time and date of this meeting is to be determined by the Board of Administration.

Votes for directors may be cast in person or by proxy. A majority of voters (60) must be present in person or by proxy to provide the quorum necessary to hold the meeting.

Late Notice and Lien Letter: A reminder letter will be sent to owners who have not paid the maintenance fee by the fifteenth of the month. If payment is not received by the end of the month, a second letter will be sent, which includes interest at the allowable rate and will state that the owner is subject to lien. If payment is not received within 15 days after the second letter, the account will be sent to the association attorney for collection.

Insurance: To obtain information on the Condominium insurance or to have a Certificate of Insurance sent to your mortgage company, please contact **Ranew Insurance** at 321-722-2338

5. THE CONDOMINIUM DOCUMENTS:

Florida Law (Chapter 718) provides that each owner of a condominium is given a set of condominium documents. You should have received a set of these documents at the closing of your unit, and you are required by law to provide any subsequent purchaser of your unit with a set of these documents. Additional copies are available from management at the current rate of \$35.00, subject to change without notice.

The Declaration of Condominium, filed on February 4, 1980, established the condominium and describes the parameters of the development. It defines the ownership of individual units, common and limited elements, and outlines a series of mandatory restrictive covenants. It provides for the administration of the condominium by the Association, describing its rights and obligations. It discusses such other subjects as personal liability, insurance coverage, maintenance and repair of units, and the establishment and enforcement of assessments and liens.

An amendment was made to the Declaration of Condominium dated February 19, 1986 increasing the number of the Board of Directors from 3 to 5. An amendment dated January 13, 1988 changed the interest rate on assessments unpaid over 30 days from 8 to 18% per annum and the percent of votes needed to change the Declaration from 75% to 66%. An amendment dated March 8, 2000 identifies that each unit owner shall bear the cost and be responsible for the maintenance, repair and replacement, of all sliding glass doors and door glass, sliding glass doorframes, tracks and screens. Maintenance repair and replacement of windows (other than broken glass) shall be the Association's responsibility. Copies of these changes should be attached to your original documents.

The Articles of Incorporation establishes the Canaveral Sands Condominium Association, indicating that the Association shall have all the powers and privileges granted under Florida Law to a not-for-profit corporation. The Articles define the basic structure of the Association and its areas of responsibility.

The Bylaws of the Canaveral Sands Condominium Association, Inc. establishes the rules which govern the administration of the Association. Article 2, for example, deals with Association membership, voting, quorum and proxies. Article 3 discusses rules pertaining to annual and special meetings of membership. Articles 4 & 5 describe election and powers of directors and officers. Article 6 discusses the fiscal management of the Association and Article 9 discusses methods of amending these documents.

In addition to the documents, owners and renters are governed by the **Rules and Regulations** passed in accordance with F.S. 718 by the Board of Directors at its regular and special meetings. The **Rules and Regulations** included in this handbook are legally binding and must be adhered to by all unit owners, tenants and their guests. If you require clarification of any of these rules, please contact the Property Manager.

6. MAINTENANCE INFORMATION:

FS 718.111 (5) gives the Association “the irrevocable right of access to each unit during reasonable hours, when necessary, for the maintenance, repair or replacement of any common elements or for making emergency repairs which are necessary to prevent damage to the common elements or to another unit or units.” In the event the Association can not gain access to a unit in case of an emergency, the following action can be taken: (a) a locksmith can be called; (b) the unit owner will be responsible for any and all costs incurred in gaining access to the unit.

6.1 General Information

The Canaveral Sands Maintenance Man is not a personal repairman. If you need any repairs done, please refer to section 2, useful phone numbers.

Water Damage - Please turn off main control valve, located in the storage closet with the A/C and water heater, when your unit is unoccupied, even for short periods of time. Replacement of commode seals is the responsibility of the unit owner.

Roofs are locked at all times. For normal air conditioning services, please schedule contractors between 8 a.m. and 2 p.m. Monday through Friday. Contact Management at least the day before so that roof hatch can be opened by maintenance. To open the roof after normal hours for an emergency contact management at 784-8011.

Landscaping – No additions to, changes in or deletions from the landscaping may be made without prior approval of the Board of Directors.

Common Area Painting by Owners:

Painting of common areas and limited common areas are the responsibility of the Association. Unit owners are not permitted to paint these areas. Any unit owner who wishes to touch up the paint on their window sills, door frames, etc. must obtain permission from the Board prior to commencement of work. The paint will be furnished by the Association.

Entrance Door Hardware - This is the unit owner’s responsibility. The original hardware is no longer available and replacements have been necessary. Match the new hardware as close as possible to the existing door hardware.

Structural Changes - No owner of a unit shall make any structural modifications or alterations to the unit. Any allowable modification or alteration to a unit shall be done in accordance with all applicable ordinances, laws and codes. When a permit is required by a permitting agency for such modification or alteration, such permit shall be posted in a prominent location that may be seen from the outside of the unit.

6.2 Common Element Policies:

Unit owners will be responsible for any damage to common elements caused by owners, their renters, their guests or independent contractors. Contractors must remove all construction debris from the premises and shall not place items in condo trash chutes or dumpsters.

Additions and alterations to common elements require written board permission. The procedure is as follows:

- (1) Owner submits written request to Management.
- (2) Management attaches installation requirements (if any) on a separate sheet and sends package to Board.
- (3) Board votes on request.
- (4) Management notifies the owner of the Board's decision (including installation requirements) within 30 days of receipt of request.

Unit owners shall be responsible for repairs and removal/re-installation costs of additions and alterations when these additions and alterations have to be removed to perform maintenance and repair of common elements.

Any repair/replacement required as a result of damage to limited common elements caused by the addition or removal of the modification shall be the responsibility of the unit owner.

The Maintenance man has the authority to stop additions & alterations to common elements if written permission is not available. He will notify Management who will notify the owner.

Policy for Balcony and Patio Floor Coverings (Limited Common Area): No unit owner shall place or allow to be placed, any floor covering of any kind on the balconies and patios in the Condominium. The foregoing prohibition shall include but not be limited to: tile, chatahoochee or other stone; resin, carpeting of any kind; rugs of any kind; and any other material which covers or is applied to the urethane coating on the balconies or the paint applied by the Association on the patios.

Storm Shutter Policy: Installation of storm shutters is permitted. The shutters must be attached to the building to cover windows and sliding glass doors. Only roll down shutters will be permitted. The color of the shutters must be as close to the color of the building as possible. The color of the supports and guides must be bronze. There is no restriction on the shape of the housing. The same written permission procedure that is required for all additions and alterations to common elements is required for shutters. Written specifications and color samples must be submitted to Management for approval by the Board prior to installation. The Board will respond within 30 days.

Entry and Balcony/Patio Screen doors and Balcony/Patio Screen Enclosures:

Screen doors are allowed and must be approved by the Association. The Association will also allow a screen enclosure of the balcony or patio. This must be approved by the Association prior to installation.

Because the entrances to our units are oversized, screen doors need to be custom fit to prevent damage to doorframes and to maintain the cosmetic appearance. Three local sources are:

- Ocean Screens-----799-0606
- Pat's Glass----- 544-5208
- Anchor Aluminum-----784-0631

These companies can also repair or replace broken windows, window screens and sliding glass doors & screens. All screens & screen doors must conform to existing doors and screens in color (deep bronze) and appearance. If screen doors become unsightly, the owner is responsible for replacement. Owners will receive a notice when doors do not meet the Association's standards. If not repaired, removed or replaced, the Association reserves the right to remove the screen doors at the owner's expense.

6.3 Balcony Coating Care and Maintenance:

As an integral part of the balcony restoration project, all balconies have been coated with a urethane membrane sealant to protect them against salt and moisture penetration. The membrane is the first line of defense against future concrete deterioration. It is important that the membrane be properly maintained to insure the longest possible life expectancy.

Urethane is a very durable finish. It is unaffected by normal foot traffic, sun exposure, and weather changes, but it can be cut or scraped by sharp objects.

Some important do's and don'ts:

Don't:

- Use metal patio furniture without rubber caps on the legs – raw metal edges will slice the coating.
- Drag heavy ceramic or stone pots or planters along the surface – rough surfaces will scrape the topcoat.
- Use any acids (muriatic, tannic, etc.) or solvents (paint thinner, toluene, acetone, etc.) on the balcony – spills will mar the finish and possibly eat through the topcoat.
- Use any abrasive material, like sandpaper or pumice stone to clean up stains.

Do:

- Use any mild detergent such as dish soap, "Soft-Scrub" or liquid Comet to clean the balcony. The manufacturer advises "Spic & Span" or any cleaner with Tri-Sodium Phosphate.
- Use diluted household bleach (50/50 with water) for tough stains. Be careful not to spill undiluted bleach. It won't hurt the membrane but it will cause the color to fade.

Treat the balcony just as you would vinyl flooring in a kitchen or bath. If you would like to put down a mat at the sliding doors, use one with an open weave so that water can evaporate quickly. Plastic, rubber, or heavy twine mats are fine. Just be sure there is no metal or wire that could gouge the coating.

If you do find a cut in the surface, or a bubble or lump that feels hollow inside, notify property management for a touch-up repair. Keeping the membrane in good shape will prevent the need for concrete repairs for many years.

7. USEFUL INFORMATION:

Use of units: Units on the condominium property are to be used for residential purposes only and as a single-family private dwelling for the unit owner, members of his/her family, rental tenants and social guests and for no other purpose. Unit owners shall be responsible for the acts and conduct of their guests and tenants and are responsible for making sure anyone using their unit is aware of the rules and regulations.

The Association does not condone any disturbance, excessive noise or annoyance detrimental to the comfort and peace of residents. It is expected that conflicts between unit owners be resolved between owners, including calling the police. The Association is not legally obligated to intercede except in unusual circumstances.

Service calls for units: It is not the Association's responsibility to call servicemen such as the plumber, electrician, air conditioning, cable, telephone, etc. Unit owners or their representative must arrange for service and access into their unit. It is not the maintenance man's job to let local servicemen into units for work performed for the owner.

Bulletin boards: The glass enclosed bulletin boards next to the elevators in each building and the bulletin board in the rec room are for official association business and notices. Individuals may post messages and information on the bulletin boards located at all first floor stairwells adjacent to mail boxes. Please date information and remove it after two weeks.

Garage sales: Canaveral Sands has scheduled garage sales. Brian Lund, a unit owner, is in charge of them. His phone number and the rules for the garage sales are on the bulletin boards by the elevators.

Exterminator: The service schedule is posted in the glass-enclosed bulletin boards. Please be prepared to permit the service technician to enter. The Association key will be used if nobody is home. Service Dates: Buildings #1 and #2 are serviced the first Thursday of every month and buildings #3 and #4 are serviced on the second Thursday of every month. Dates are subject to change.

Common Area Keys: There will be a limit of four (4) keys issued per unit. Any requests for keys in excess of four (4) must be submitted to the Board in writing. There will be a \$100.00 charge (subject to change) for replacement keys. RDI must be notified of lost or misplaced keys.

Elevators: are very expensive and important items. Please instruct children on their proper use and do not allow children to play in or with the elevators. Do not use elevators wearing dripping bathing suits or with wet feet. Report any problems with the elevators to the Property Manager.

Elevator Emergency: Should you be trapped in an elevator, use the telephone located in the box marked "Emergency Phone" to call **911**. The Cape Canaveral Fire Department will respond. Building address is shown on the elevator inspection report. Please be patient and try not to panic.

Moving or Buying Appliances: Plywood sections are available to cover the elevator floors to prevent damage to the ceramic tile. Please contact management at 784-8011 to make arrangements to have the plywood placed in your elevator. 48 hours notice is greatly appreciated.

Shopping Carts are located by mail boxes. Please replace promptly after use. Your cooperation is greatly appreciated.

Walkways must be clear at all times. Do not leave bikes, chairs, strollers, packages, shoes, trash or other objects on walkways or in stairwells. No running or playing on walkways or stairwells.

Towels, nor anything else, are allowed to be hung over any railings. Owners who rent are requested to inform their rental tenants of this policy.

Charcoal Grills are not allowed per our documents.

Pets: Dogs must be on a leash at all times and wear a license tag when outside of owner's unit. Owners are responsible for cleaning up pet debris immediately, using a scoop and/or plastic bag with a tie. There are **NO** designated pet walk areas on Canaveral Sands property. Brevard County does not allow dogs on the beach. No exotic animals or reptiles are allowed.

Feral Cats: The Association does not authorize or condone the feeding of feral cats on its property.

Turtle Season is from May 1st through October 31st. The City of Cape Canaveral has notified us that no lights of any kind are to be shown down on the dunes during this time period. They also recommend that drapes be closed to reduce light and that balcony lights should be turned off. Of course, do not disturb nests on the beach.

8. GARAGES-PARKING:

8.1 GARAGES

Garage buildings are designated in block letters, A through E, and individual garages are numbered from 1 through 120. The letter and number of your garage will correspond to the letter and number on the Warranty Deed. Master lists are at the Management office. It is the owner's responsibility to supply garage numbers to renters.

Garage Doors must be closed except when entering or exiting.

Freezers, refrigerators, dehumidifiers, or other electrical household appliances are not to be operated in garages. Commercial use of garages is prohibited.

Mopeds and bicycles must be kept in the garages. They are not allowed on walkways, in stairwells, parking spaces or on the lawn.

Two car owners. As a courtesy, it is recommended to only park one car in front of the buildings and to park the other car in the garage, especially on holidays.

8.2 PARKING AREA

Parking Spaces are for automobiles in operating condition with current tags and are limited to residents and guests at Canaveral Sands. Cars must be parked with front end toward the building. It is recommended that residents with two (2) cars only park one of them in front of buildings due to limited parking spaces. No other vehicles or objects, including but not limited to trucks, motorcycles, trailers and boats will be parked or placed upon such portions of the condominium property unless permitted by the Board of Administration.

No parking is allowed except in authorized lined spaces.

Compact spaces are for small vehicles only. Oversized vehicles in compact spaces block garage access and inhibit Waste Management access to the dumpsters.

Policy for Boats, RV's, Flatbed Trailers and Personal Watercraft: Said items require prior approval from Management for overnight parking. Without approval, item is subject to be towed at owner's expense. Boats should be parked on the north side of Garage D. The Board has the right to limit the length of time and number of times per month that a boat or personal watercraft is permitted on the common area. The Board also has the right to limit the number of boats or personal watercraft on the property at any given time.

Working on vehicles in the parking lot is limited to emergency repair or minor adjustments.

Skateboarding, roller skating, roller blading, bicycling or mopeding is not allowed on the premises.

Be careful when approaching blind corners of garage areas. Speed limit is 5 m.p.h.

Any vehicle with an advertisement on it is not allowed to park on the premises unless it is owned by a contractor while performing work at Canaveral Sands.

9. GARBAGE/TRASH/RECYCLE

Dumpsters are for garbage and light trash only.

In order to maintain good sanitation, trash must be put in plastic bags and tied before being deposited into trash chutes. Items such as hangers, large cartons (**including pizza boxes**), loose clothing, lamp shades, pieces of lumber and carpet should **NOT** be placed in trash chutes. These items will not make it to the bottom, and garbage will pile up behind them. It is unsafe to put any type of glass down the trash chutes.

Any type of cardboard boxes must be broken down before putting into dumpster.

Please do not put fish parts in dumpster. The smell becomes unbearable

Recycling containers are located in the trash areas for newspapers; plastic water, milk & pop bottles; aluminum & tin cans; and rinsed glass containers. Remove recyclable from plastic or paper bags before placing in recycling containers. At this time, Brevard County does not recycle cardboard.

Owners are responsible for removal of appliances and furniture. Please store these items in your condo or garage until they are picked up. The following agencies do pick up donations of useable furniture and appliances:

- | |
|--|
| <ul style="list-style-type: none"> • Goodwill Industries-----453-7494 • Northwind Ministries-----452-0044 • Salvation Army-----452-3269 |
|--|

Non-working appliances may be accepted by:

- | |
|---|
| <ul style="list-style-type: none"> • Canaveral Appliance Service---783-1319 • Kenny Lee's Appliances-----799-9103 |
|---|

You will have to contact them and make an appointment. Please insure that the items are stored until pickup.

10. Pool Rules:

- Hours are 9:00 am to 9:00 pm for residents & guests.
- Proper swimming attire must be worn.
- Gates **MUST** be closed & **LOCKED** at all times. **This is state law.** One child drowning would be a terrible tragedy.
- Shower and wash off sand, suntan lotions and oil before entering pool.
- Children under the age of 12 are not allowed to use the pool without a responsible adult at least 18 years of age present.
- Children not trained must wear plastic pants.
- Pets, glass, floats and toys are not allowed in the pool area.
- Running, diving, horseplay and excessive noise are prohibited.
- Do not remove furniture from the pool area.
- Do not hang towels over fence.
- Observe and obey Pool Rules posted in the pool area.

Gates to the Beach and Pool are to be closed and locked at all times.

11. USE OF RECREATION ROOM: (includes reservations)

11.1 Rules and regulations

All activities in the recreation room will terminate no later than 10:00 P.M.

No furniture may be removed from the recreation room.

No loud music or excessive noise is permitted due to the consideration for the residents in the building.

Smoking is not permitted in the recreation room at any time.

Gates to the pool must be locked at all times (this is state law).

No wet bathing suits are permitted in the recreation room.

The sauna is not to be used by anyone under 18 years of age. Use no more than 4 oz of water in sauna to avoid possible hazard. Use sauna at your own risk.

11.2 Reservation rules and regulations

Use of the recreational room is available on a reserved basis for social functions only. It is not available for commercial use. Reservations are to be made by sending the reservation form to management accompanied by a \$100.00 check. (See Appendix A for reservation form.) Make check payable to Canaveral Sands Condo Association. Your date is not guaranteed until Reconcilable Differences, Inc., at 109 Long Point Road, Cape Canaveral, FL 32920 receives the reservation form and the \$100.00 deposit.

The deposit will be refunded if there is no loss or damage to equipment or premises and the recreation room is cleaned. The room should be thoroughly cleaned by 10:00 a.m. the morning following use. The deposit will be used, if necessary, to address the actual costs of cleaning and/or repairs, with the person making the reservation responsible for any shortfall.

All trash must be removed from the recreation room at the conclusion of the activity and all lights must be turned off.

If the A/C is used, doors and windows are to be kept closed.

Reserving the recreation room does not preclude other residents from using the pool, sauna or restrooms.

Please request that your non-resident guests do not park in front of the buildings.

12. SALES AND RENTALS

One “For Sale” or “For Rent” sign, not over 2 feet by 2 feet, is permitted to be placed in the unit window. No other signs are permitted on the common elements per condo documents. This of course includes any “Open House” signs on the premises.

To obtain information on the condominium insurance or to have a Certificate of Insurance sent to your mortgage company, please contact the **Ranew Insurance Company** 321-722-2338.

12.1 SALES

Unit owners have a free right of sale or transfer of their condo units. After transfer of unit ownership, the purchasers or transferee of a unit shall notify the Association of the names of the new owners together with the names of any party holding a mortgage upon the unit and file with the Association a copy of the recorded deed transferring the unit.

Common area **keys** must be returned to the Property Manager or transferred to the new owners, with notification to the Property Manager so they can be accounted for.

12.2 Rentals

Rental Period: No Owner or Rental Agent shall lease or rent any unit for less than thirty (30) Days. (See Appendix A)

Owner/rental agent is responsible for making sure a copy of Rules & Regulations is in each rental unit and they must make sure every tenant has read it.

Owner/rental agent must make sure the rental form (see Appendix A) is completed and given to Canaveral Sands Management. Forms are available through Management and are supplied to Rental Agents.

When an owner leases their unit, they give up all rights to use Canaveral Sands’ facilities for the term of the lease.

13. FIRE PRECAUTIONS AND INSTRUCTIONS

Our fire alarm system is connected to a fire monitoring service. If you have a fire in your unit, activate one of the red pull stations located on each end of the walkways and exit via the stairs. If the fire alarm in your building rings, if possible, leave the building via the stairs (**do not attempt to use the elevator**). Make sure you close the door behind you when you leave your unit.

If you have information concerning the fire, please inform the fire fighters upon their arrival.

If smoke is so thick that it is not possible to use the stairs:

- a. Keep the door closed
- b. Seal cracks around the door and any other places where smoke appears to be entering with wet towels, blankets, etc.
- c. **Stay calm** until you are directed to safety by rescue personnel. **Do not lock** your door.
- d. Proceed to your balcony.

Do not re-enter building until permitted to do so by the fire department

Never take chances—firefighting is best handled by trained professionals equipped with special clothing and breathing apparatus

Some small fires do not pose an immediate threat and can be safely extinguished. Here's how:

- **Cooking Fires:** Cover the pan with a lid, turn off the stove and leave the lid on until cool. Do not try to move a burning pan.
- **Food in the oven:** Close the oven door and turn off the heat.
- **Electrical Fire:** Unplug the appliance and/or turn off the electricity, smother the fire with a blanket or other suitable object.
- **Fire in a wastebasket:** Smother flames with a pillow, blanket, etc.

14. HURRICANE INFORMATION

Unit owners who plan to be absent during hurricane season (June 1st thru Nov 30th) must prepare their unit prior to departure by removing all furniture, plants, etc. from balconies and patios, or designate someone to take care of this for them. It is not the Association's (maintenance man's) responsibility to do this. If you are alone or for health reasons cannot move furniture yourself, contact Management. They will arrange for someone to help you clear your balcony.

It is a myth. Do not leave a window open or even slightly open during a storm

Review the terminology of "Hurricane Watch", "Hurricane Warning", "Tropical Storm", etc, in order to be properly prepared if they are issued.

For a Hurricane Watch

- Frequently monitor radio or TV for official bulletins of the storm's progress.
- Fuel and service family vehicles. Check oil and water.
- Check food and water supplies. Also check prescription medicines and have at least 10 days to 2 weeks supply.
- Stock up on extra batteries for radios, flashlights, etc.
- Check and replenish first-aid supplies
- Have an extra supply of cash on hand.

For a Hurricane Warning

- Continue to closely monitor storm's progress on radio or TV.
- Follow instructions issued by local officials – **leave immediately** if ordered to do so.
- Remove everything from balcony or patio.
- Pack emergency supplies in your vehicles.

Preplan your route. The start of the evacuation route for Cape Canaveral is highway 528. Learn safe routes inland for evacuation. **IF YOU WOULD NEED ASSISTANCE** during an evacuation and there is no one else to help you, **REGISTER NOW** with your local Emergency Management Office by calling 637-6670. The Brevard County Public Information Line for non-emergency help during hurricanes is 637-6670.

Have all important documents (birth certificates, insurance papers, etc.) in one place ready to go. Turn off water at main valve before you leave. Turn off all circuit breakers except the ones for the refrigerator and air conditioner before you leave.

Make sure Management has a key to your unit for emergency situations.

All residents should have filled out an information sheet for Management that has the names of person(s) to contact if there is an emergency. Residents should notify the emergency contact person where they will be staying during the hurricane.

Plan for your pet. Have vaccinations up to date. Be sure the motel or home you plan to stay at will accept them. Some Brevard Shelters do not accept pets.

APPENDIX A

FORMS

CANAVERAL SANDS CONDOMINIUM ASSOCIATION, INC.

Board Meeting of April 2007

The following motion information is taken from the April, 2007 Board Meeting Minutes. The motion was made, seconded and approved by board members.

1. The owner(s) and any other person(s) that will be permanently or periodically residing in the unit must be identified when the unit is bought and any time later if the person(s) residing in the unit should change. (In Re: Owner's Profile.)
2. The owner has the responsibility of identifying person(s) residing in their unit during 30 days or more rentals.
3. The owner has the responsibility of identifying relatives and guests that will be residing in their unit for less than 30 days, while the owner is **not** present. (Emphasis added)

CANAVERAL SANDS CONDOMINIUM ASSN, INC.
OWNERS PROFILE

Your cooperation in completing this profile thoroughly and promptly will be greatly appreciated. Please return the completed profile to management as soon as possible. We do supply owners with a directory of other owners, so if you wish your phone numbers to be unlisted please make note of that.

NAME(S) OF OWNER(S): _____

TOTAL NUMBER OF OCCUPANTS: _____

UNIT # _____ GARAGE # _____ DESIGNATED VOTER: _____

Address for receiving mail:

Street: _____ City: _____ State: _____ Zip: _____

Telephone numbers: Condo: (321) _____ Check to be unlisted.
Other Residence: (____) _____ Check to be unlisted.
Cell Phone: (____) _____ Check to be unlisted.

E-mail address: _____ Check if "None"

The Association and Management **WILL NOT** share e-mail addresses.

Emergency Contact: _____ Phone #: _____ Relation: _____

Please check one of the following:

- Full Time Resident
- Part Time Resident
- Rental Only
- Both Residential & Rental

Rental Information:

Handled by Owner(s): YES NO

Pet: YES NO Type: _____

Vehicle Information:

Year	Make	Model	Color	Tag #	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Date Information Provided: _____

NOTE:

1. The Renter/Lessee Form must be completed for renters/lessee of 30 days or more.
2. The Renter/Lessee Form must be completed for non-renters/quests who will be using your unit while you are NOT there.
3. A copy of the "Rules and Regulations" should be available in each unit for renters/lessee/quests to read.

CANAVERAL SANDS CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS ACKNOWLEDGEMENT FORM

I, _____, will be residing in
(Print your name)

Unit number: _____ from _____ until _____, do

hereby acknowledge that I have read, understand and will abide by the **“RULES AND REGULATIONS”** as set forth in the “Canaveral Sands Handbook.”

Signed: _____

Date: _____

NOTE: This form is to be executed and returned within seven (7) days to the offices of:

Keys Property Management
5505 N. Atlantic Ave.
Cocoa Beach, FL 32931

CANAVERAL SANDS RENTAL/LESSEE/GUEST FORM

Your cooperation in completing this form thoroughly and promptly will be greatly appreciated. Please return the completed form to the management company.

MINIMUM RENTAL PERIOD IS 30 DAYS

Unit Number: _____ **Garage Number:** _____

Name and Phone Number of Owner: _____

Realtor Name: _____ **Company:** _____ **Telephone #** _____

Name(s) of renter/lessee/guest and Phone Number: _____

Number of Occupants: _____ **Adults:** _____ **Children:** _____

Length of stay: Start Date: _____ **End Date:** _____

Emergency Contact Person: _____

Relationship: _____ **Telephone Number:** _____

Has owner/rental agent provided a copy of the rules and regulations to the renter/lessee/guests?

Yes: _____ No: _____

Owners/Rental Agents signature: _____

Does renter/lessee/guest agree to read the rules and regulations and agree to comply with them?

Yes: _____ No: _____

A copy of the Rules and Regulations is in each Unit. Examples of Rules and Regulations but not limited to:

- 1: Florida Law requires that gates to the pool are to be closed and locked at all times.
- 2: All the pool rules.
- 3: Walkways must be kept clear at all times.
- 4: Don't hang any wet towels or bathing suits over patio or balcony railing or hang them up to dry on the patio or balcony.
- 5: Gates to the beach are to be closed and locked at all times.

Renter/Lessee/guests signature: _____

Motor vehicle information to keep car from being towed:

- 1. Year: _____ Make: _____ Model: _____
Color: _____ Tag: _____ State: _____
- 2. Year: _____ Make: _____ Model: _____
Color: _____ Tag: _____ State: _____

Canaveral Sands is home to many permanent residents and is not a hotel, motel, or vacation resort. Management, the Board of Directors and residents monitor and uphold the Rules and Regulations of the Association. Thank you for your cooperation in filling out this form.

Date completed: _____

Use of the Recreation Room is available on a reserved basis for social functions only. It is not available for commercial or non-profit groups. Reservations are to be made by sending this form to management accompanied by a \$100.00 deposit. (Make checks payable to Canaveral Sands Condo Association.) **Your date is not guaranteed until Management receives the reservation form and the \$100.00 deposit.**

The deposit will be refunded if there is no loss or damage to equipment or premises and the Recreation Room is cleaned. The room should be thoroughly cleaned by 10:00 A.M. the morning following use. The deposit will be used, if necessary, to address the actual costs of cleaning and/or repairs, with the person making the reservation responsible for any shortfall.

All activities in the Recreation Room will terminate no later than 10:00 p.m.

There is **NO SMOKING** permitted in the Recreation Room.

No furniture may be removed from the Recreation Room.

No loud music or excessive noise is permitted due to the consideration for the residents in the building.

Gates to the pool must be closed and locked at all times. This is a State Law.

No wet bathing suits are permitted in the Recreation Room.

All lights must be turned off after social events. If the A/C is used, doors and windows are to be kept closed.

Reserving the Recreation Room does not preclude other residents from using the Pool, Sauna and the Restrooms.

PLEASE REQUEST THAT YOUR NON-RESIDENT GUESTS DO NOT PARK IN FRONT OF THE BUILDING

✂-----

Return bottom portion with a deposit check to the Management Company. Keep the top portion for reference.

NAME: _____ UNIT #: _____

PHONE #: (Day time) _____ (Evening) _____

DATE OF AFFAIR: _____ NUMBER OF GUESTS: _____

TYPE OF AFFAIR: _____

STARTING TIME: _____ ENDING TIME: _____

WILL YOU NEED A STOVE OR OVEN: YES: NO:

SERVING FOOD? YES: NO: BEER OR ALCHOLIC BEVERAGES? YES: NO:

WILL THE A/C NEED TO BE TURNED ON: YES: NO:

Remember: You are responsible for the actions of your guests.

Signature

Date

CANAVERAL SANDS RETURN OF DEPOSIT: AMOUNT: _____ DATE: _____