

Bayshore House Rules

The Bayshore Rules are established to accomplish one or more of the following:

- a. Prevention of hazards that may physically harm or injure anyone while on Bayshore property.
- b. Prevention of damage to Bayshore property.
- c. Prevention of residents' rights regarding the use of the Bayshore facilities.
- d. Degradation of the physical appearance of the property.
- e. Provide guidance to prevent any use or practice that is the source of annoyance to residents or which interferes with peaceful possession and proper use of the property by its residents.

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1.0 GENERAL

- 1.1 All owners, renters and guests must be advised of the Bayshore Regulations contained in the Bayshore Condominium Document and these House Rules. These Rules and Regulation are found on Condo Control and will be given to realtors electronically for potential buyers. In the event a guest is the sole occupant of your apartment, the resident is responsible for providing a copy of the Regulations and House Rules to their guests.
- 1.2 Resident(s) are defined as the person(s) residing in a unit be they an owner or renter. House guests remaining in a unit five consecutive days or longer, are considered residents during that particular occupancy of the unit. Background checks are required for long-term guests, with long term defined as 90 days during a calendar year.
- 1.3 An owner that rents his unit transfers his right to use the common area facilities to his tenant. The common area facilities are for use only by personnel residing at the Bayshore (and their guests). An owner not residing at the Bayshore may not invite guests to use the common area amenities.
- 1.4 Use of the common amenities will be in such a manner as to respect the rights of other residents. Use of particular common area amenities will be controlled by regulations to be issued from time to time, but in general that use will be between the hours of 7 A.M. and 10 P.M.
- 1.5 No radio or television antenna; satellite dish, or any wiring for any purpose may be installed on the exterior of the building without the written consent of the Association.
- 1.6 The balconies, terraces and stairways shall be used only for the purposes intended. The balcony rails will not be used for hanging garments, linens, towels or other household items. Dumping or creating dust, dirt, lint, etc., by

cleaning rugs, vacuum cleaner bags or other household items is not permitted on the balcony. Installation and use of clothing lines on the balcony is prohibited.

- 1.7 Balconies are limited common areas owned by the Association and will not be modified or carpeted as nothing can be anchored to the balcony. Loose rugs or mats are not permitted. Tile may not be used as a floor covering. Owners who violate this rule will be responsible for the cost of removal, and to reimburse the Association for damages to balcony or building structure.
- 1.8 Balconies will not be altered or enclosed until all the requirements of paragraph 5.1.c of the "Declaration of Condominium of Bayshore Condominium" (page II-10) are met and the Board approves of the alterations.
- 1.9 No common area shall be used for storage without written approval of the Association, except as provided in the plans and specifications. Any article stored in the storage room must be identified with the name and apartment number. **NO COMBUSTIBLE ARTICLES ARE ALLOWED IN THE STORAGE AREA.** All (non-combustible) containers must be sealed. The hours of "operation" are from 8:00 A.M. to 4:30 P.M. Monday through Friday. At other times, the storage area will be locked; however, a key can be obtained from the doorman. The Bayshore Association is not responsible for loss or damage to stored items.–(see also section "Community Storage Room")
- 1.10 Common areas of buildings will be used only for the purposes intended and will be kept free from obstructions. No articles belonging to residents will be kept in those areas except by written consent of the Association. The Association is not responsible for damage incurred to articles placed in these areas even if placement is authorized by the Association.
- 1.11 Elevators may be used for the carrying of freight only under the supervision

of the management (also see "Moving Instructions" and "Furniture / Appliance Deliveries and Removal" sections).

- 1.12 No resident may make or permit any disturbing noises in the building whether made by themselves, their family, guests, or any other persons in their unit, or permit anything to be done by those persons that will interfere with the rights, comforts or convenience of other tenants. No resident or guest may play any musical instrument, audio equipment, radio or television set in their apartment if it will disturb or annoy other occupants of the condominium. Contractors or tradesmen will not perform work that generates disturbing noises between the hours of 5 P.M. and the following 8 A.M. except in the case of emergency repairs. The manager or in their absence, the door staff, must approve that the emergency repair is necessary during the prohibited hours.
- 1.13 Rules for animals are attached hereto as Exhibit A.
- 1.14 Grocery carts and the valet cart are for the convenience of all residents. Please return the cart to the elevator and send it to the lobby as soon as you have finished unloading it. Carts are not to be left in the halls at any time. To do so is hazardous since it impedes the fire exit lanes.
- 1.15 Grocery carts are not to be used on the driveway or in the garage. Use in these areas will cause the carts to mark/stain the carpets. The carts are restricted for use on the concrete walk and the building interior only.
- 1.16 The grocery carts and valet carts are to be used by residents only. They are not to be used by contractors or delivery personnel. Contractors or delivery personnel are to use the wire grocery carts.
- 1.17 A resident or owner that engages a cleaning service or contractor (an employee) to work in an apartment, and that employee causes damage to common areas in any manner, (for example: halls, elevators, lobby, laundry or trash rooms), the Unit Owner is responsible for the cost of repair.

Therefore, it is recommended that each resident or owner insure their homeowner's and/or contractors liability insurance covers damage to common area property belonging to the Bayshore Association. When you engage a contractor to work on your unit, notify the contractor to meet with the Bayshore Manager and/or on duty door staff prior to starting the work so that they can be briefed on house rules and common areas. Contractors must comply with the provisions of paragraph 13.0, 'Furniture/'Appliance Deliveries and Removal'.

- 1.18. Escambia County ordinances require that contractors remove all debris from the property and not placed in the dumpster.
- 1.19 To maintain the safety, security, and peaceful enjoyment of the condominium property for all residents, the following rules shall apply:
 - a. Open houses, estate sales, garage sales, or any other events that invite or allow access to the general public into a unit are strictly prohibited. This prohibition applies regardless of whether the event is conducted by a unit owner, their representative (e.g., real estate agent), or any other party. This rule does not preclude scheduled use of common areas by unit owners for events where specific guests are invited.
 - b. Placing yard signs or other means of advertisement on the Bayshore property is strictly prohibited.
 - c. This rule is enacted to mitigate the significant security risks associated with unrestricted public access to the building and individual units. Having individuals unknown to the community freely wander the premises can pose potential threats to the safety of residents and their property. These risks include, but are not limited to, theft, vandalism, and unauthorized access to Units and common areas.
 - d. Nothing in this rule shall prevent Unit owners from selling their Units through scheduled, private showings by appointment only. All prospective buyers must be accompanied by a licensed real estate agent or the Unit

owner during such showings. The Unit owner or their agent shall ensure that proper security measures are taken during these showings, such as locking away valuables and securing sensitive information.

2.0 MAINTENANCE SERVICE TO RESIDENTS

2.1 If a resident requires the service of the Bayshore Maintenance Personnel, a work order shall be entered by the resident into the Condo Control system. Work orders shall be for one of the following:

- (1) Personnel injury hazards
- (2) Property damage hazards
- (3) Repair of common areas and limited common areas.

The Manager will give the work order to the Maintenance Man during normal working hours which are Monday through Friday, 8:00 A.M. to 4:30 P. M. The Maintenance Personnel will call the resident to schedule a convenient time for a service call.

After normal working hours, the door staff will notify the Manager of an emergency request for service. The Manager will call the resident and inform him/her of the action being taken. If the Manager cannot be contacted, the door staff has a list of emergency service numbers and will assist the resident in resolving the problem.

Routine requests for service received after 4:30 P.M will be processed the next normal working day.

3.0 EMERGENCY LOCATOR FILE

- 3.1 It is the responsibility of each owner and resident to provide current contact information to the Bayshore Manager. A file will be kept at the door staff 's desk.

4.0 KEYS

- 4.1 Carry your building key with your unit key. Occasionally, the door staff must be away from the lobby and the front door will be locked. You will need the key to let yourself into the building through the front door.

5.0 PARKING

- 5.1 Assigned Spaces. All owner residents are assigned one (1) space in the parking garage, except for the two penthouse owners who have three (3) spaces available to them. Each owner resident will park only in their assigned space. When extra spaces are available, residents may request an additional space. The request must be approved by Building Management. Upon approval by the Bayshore Manager, the Parking Committee will administer assignment of parking spaces. If there is a conflict over an issue, the Parking Committee will refer the disagreement to the Bayshore Manager, who will discuss the issue and make a recommendation to the Board of Directors, who will determine a final resolution. If a unit sells or is rented, the new unit owner or renter will receive one space, but not necessarily the original space assigned to that condominium. The vacated space goes back into the HOA pool of available spaces. Spaces returned to the Association parking pool are reassigned based on the determination by the Association. Owners and residents are not to park in visitors' spaces overnight. Owners and residents are not allowed to park trailers anywhere in the parking garage, including the

top deck.

- 5.2 Renter Spaces. All renter residents are authorized to park in the parking garage space which is assigned to the owner of the condo unit from whom he or she is renting. If a renter resident has more than one vehicle, the 2nd vehicle must be parked on the garage roof. If an owner resident returns to live in their condo, they will assume the same space that had been previously assigned to them and used by the renter resident. If a returning owner resident wishes to apply for an additional parking space, they will be put on a first come, first serve waiting list, which will be maintained by the Bayshore Manager. Violators of the above policy will be notified if they are parking in the wrong space(s).
- 5.3 Visitor Parking. Since there are limited spaces outside of the parking garage, all visitors will park in the outside diagonal spaces inside the entrance to the Bayshore Condominium. Owners and residents should not park in those spaces overnight. Additional spaces for visitors are available on the parking garage roof.
- 5.4 Vendor and/or Contractor Parking. Vendors who come to work in units/condos must park in designated visitor spaces. Since the rooftop spaces are not assigned, those spaces will be open and available for use by residents, visitors, and Contractors. Whenever a vendor or Contractors is coming to work in the condo, the owner or renter resident must instruct those persons to park in designated visitor spaces. No overnight parking by vendors or Contractors, including trailers, is allowed.
- 5.5 Loading and Unloading. Contractors, to include movers, should load and/or unload at the dock area adjacent to the east side of the condo building. The time for loading and/or unloading MUST be reserved using the Condo Control app, and coordinated with the door person who maintains the log for dock

availability. The policy for dock usage will be strictly on a first come, first serve rule based solely on the door person's logbook. Hours of operation: Monday - Saturday 8AM - 5PM. Absolutely no work, deliveries or moving on Sunday. Users will conform to the existing guidelines, which are set by policy. If the door is blocked when goods arrive, the door person is encouraged to use flexibility and common sense to see if the arrivals can be accommodated to the satisfaction of all parties, particularly when the goods being unloaded are small in nature and will fit easily through the front door.

- 5.6 Fire Lanes. The driveway inside the Bayshore grounds is a Fire Lane. The circle must be kept open at all times, except for temporary loading and/or unloading of goods, people, luggage and equipment. All persons stopping temporarily in the circle area are reminded to pull up towards the wall in front of the loading dock to load/unload. Please pull forward as far as possible in order to accommodate other vehicles also loading and/or unloading and turn off your engine. No vehicle should be left unattended in the drive lane for more than 10 minutes, except in the case of a medical situation.
- 5.7 Speed and Headlights. The posted speed limit in the garage is 5 MPH and vehicle headlights should be on.
- 5.8 Prohibited Items. Bicycles, skateboards, non-motorized scooters, and roller skates are prohibited from being used in the parking garage. In addition, the parking garage is not to be used as a storage area. Storage of items such as gas cans that have flammable liquids inside, tires that are not attached to your vehicle, bikes, boats, kayaks, and materials that are junky in nature is prohibited. Small plastic bins are encouraged for non-flammable items to keep spaces neat and tidy. Upon being informed of disallowed items, the Bayshore Manager will notify the Parking Committee, which will attempt to resolve the conflict with the parking assignee. If that fails, the Parking Committee will refer the issue to the Board of Directors for final resolution and

assessment of fines. The main reason for the policy is to keep the garage clean and safe from dangerous materials, and to prevent the use of the parking garage as storage space. All vehicles in the garage must be in running condition with current registration/tag and insurance. Vehicles are prohibited from being worked on or washed in the garage. You may use the loading dock when available to wash or clean your vehicle. Please be aware that water runoff from this building goes straight into the bay and it is required that you use eco-friendly green products when washing your vehicle in the area. No trailers are allowed in garage.

- 5.9 Registration. All vehicles of owner and/or renter residents will be registered to include the year, make, model, color, owner name, and space assigned. The attached Vehicle Registration Form is required for new residents. This policy is for the sole purpose of allowing the Parking Committee, the Bayshore Manager, and the Board of Directors to know who is parking in our garage, particularly if an emergency arises, or a vehicle is in the garage for a lengthy time without being moved. The registration list will be carefully and privately maintained in the Manager's office and will not be available to anyone unless they serve on the Parking Committee or the Board of Directors. Owner and renter resident privacy will be of utmost priority. This policy, and requirements, is utilized in many professional and housing parking areas where there are reserved spaces.
- 5.10 Temporary Trailer Permit. Management may issue a temporary rooftop trailer parking permit, valid for up to thirty (30) days in one calendar year. The 30-day restriction may be split over five (5) separate occasions during the calendar year. The policy does not include work nor equipment trailers. It is for the convenience of owners who need a temporary space to store a small trailer due to contents carried by family/friends for a weekend such as jet skis, an owner needing short term storage for marine items, or other occasions as

requested. The trailer must be tidy, well kept, no larger than one parking space, and meet aesthetic requirements. Parking the trailer on the roof must be approved by the Bayshore Manager. In the case of weekends, or in the absence of the Manager, any member of the Parking Committee or the Bayshore Doorman may issue temporary approval until the Manager returns as long as the trailer and its contents meet the above requirements.

5.11 Violations Unfortunately, owner and/or renter residents who repeatedly violate the parking rules will have the following consequences:

- a. Vehicle related issues will result in the vehicle being towed at the owner's expense.
- b. Storage related issues - the HOA will dispose of items and invoice owner for disposal.

6.0 BICYCLE AND KAYAK STORAGE

6.1 Bicycles. Locked parking for bicycles is available in an enclosed area near the loading dock. All bikes in the enclosed area must have the owner's unit number on the bike. Any bikes that are not marked with the owner's unit number are subject to confiscation by the Associate and donated to a non-profit organization. The door staff maintains the key for the bike enclosure area.

6.2 Kayaks are to be stored in the places designated by the Building Management. Kayaks must be tagged with the Owner's unit number.

7.0 WATERFRONT AND PIER

All residents are encouraged to use our private pier and waterfront. Both are property belonging to the Bayshore Association. To assure safe and effective use by all residents and guests, the following instructions apply:

- 7.1 Boats will not be moored at the pier on a permanent basis. Overnight mooring is prohibited.
- 7.2 No open flames or grilling is allowed on the pier.
- 7.3 Placing of crab traps and attaching to the pier is permitted. Leaving crab traps in the water without bait is prohibited. Management reserves the right to confiscate traps violating this subsection. Tampering with crab traps belonging to others is prohibited.
- 7.4 Do not tamper with pier lighting.
- 7.5 Ladders are to be pulled out of the water after each use.
- 7.6 Boats will not be left on the waterfront.
- 7.7 The following items are not permitted on the waterfront.
 - Glass containers
 - Fires
- 7.8 Users of the pier and waterfront are responsible for removal of trash they may have generated. Any cleanup required by the Association could result in a cleanup fee being assessed to the Owner.
- 7.9 Climbing on the rocks at the waterfront is highly discouraged. Those doing so do at their own risk. The Association is not responsible for injuries.
- 7.10 Association pool/patio furniture will not be moved to the waterfront or pier. Users may provide their own furniture providing it is removed

when leaving the waterfront or pier.

7.11 Animals are not permitted on the waterfront.

8.0 SWIMMING POOL

8.1 There is no lifeguard. Swim at your own risk. Parents are responsible for their children and residents are responsible for their guests, including property damage. Pool hours are from 7:00 A.M. to 10:00 P.M. daily. The pool may be closed temporarily during these times for cleaning, maintenance, inclement weather or for other reasons deemed advisable.

8.2 Adult house guests are permitted to use the pool and lounge chairs at all times provided that the resident has notified the door staff. Please limit the number of guests at any one time so that the pool will not be overcrowded and lounge chairs are available for use by residents.

8.3 Children under age 13 must be accompanied by an adult; all non-swimmers, regardless of age, must be accompanied by an adult.

8.4 Incontinent persons, regardless of age, shall not enter the pool. Persons with colds, coughs, infections, cuts, abrasions or wearing bandages/band-aids may not enter the pool.

8.5 Glass containers or any other breakable objects are not permitted in the pool area. Pool area is defined as the beige textured concrete area around the pool.

8.6 No food or drinks are permitted in the pool, and must be kept at least 4 feet away from the edge of the pool.

8.7 Animals are not permitted in the pool area.

8.8 Removal of Association pool/patio furniture from the pool/patio area is

prohibited.

- 8.9 Pool/patio furniture must be kept at least 4 feet from the pool edge to allow safe passage.
- 8.10 Use a towel on lounges to protect them against staining and discoloration from suntan oils.
- 8.11 Shower before entering pool if you are using suntan lotion or makeup; or you have been on the beach. Swimmers with long hair (shoulder length or longer) must tie it or use a swim cap. Hair, oil and sand quickly damage the pool filters.
- 8.12 No running, pushing, wrestling, ball playing or other unsafe or improper conduct is permitted in the pool or on the pool deck.
- 8.13 No diving.
- 8.14 Loud music is not permitted in the pool area.
- 8.15 Scuba gear (compressed air diving tanks) will not be used in the pool. Balls, inflatable mats, surfboards, etc are not permitted in or around the pool. The use of diving masks, goggles, fins and snorkels are permitted.
- 8.16 Towel off before entering the building, so that you will not drip water in the halls, lobby or elevators.
- 8.17 Persons under the influence of intoxicants or drugs will not be permitted to use the pool under any circumstances.
- 8.18 Swimsuits only are permitted. Under no circumstances are cut-offs (unhemmed clothing) to be worn in the pool. Threads coming loose will damage the pool filters.
- 8.19 Any child not toilet trained must wear swim diapers.
- 8.20 Shoes, slippers or sandals, and robes or shirts must be worn to and from the pool. Dress code applies to everyone, including children.

- 8.21 The Manager or door staff may, at their discretion, demand any person to leave the pool area for any violation.
- 8.22 The policy for use of Bayshore umbrellas at the pool and patio are as determined by the Building Manager and is posted on Condo Control.

9.0 TRASH ROOM

- 9.1 Trash MUST be placed in a plastic bag and tied before it is placed in the trash room bags. Foods such as the shells from shell fish, fish, and raw chicken, must be bagged, sealed and taken directly to the dumpster or the trash bin located at the loading dock.
- 9.2 Newspapers and magazines should be placed in the trash bags.
- 9.3 All spills or breakage in the trash room should be cleaned up immediately, then reported to the door staff for sanitizing. If you are physically unable to do the cleanup, call the door staff to report it, or get a neighbor to help.

10.0 LAUNDRY ROOM

- 10.1 The laundry room on each floor is to be used by the residents of that floor, and their house guests only unless the unit is out of order.
- 10.2 Operating instructions are posted. Use low-sudsing detergents only (others cause the drain system to overflow).
- 10.3 The machines are available for use 24 hours per day.
- 10.4 If detergent or any chemical is spilled, clean it up immediately, then call

the door staff to have it checked. If you are physically unable to do the cleanup, call the door staff to report it, or get a neighbor to help.

- 10.5 To assure that machines are readily available for use, please promptly remove the clothing at the expiration of the running time. This can be done by noting the starting time and keeping track of the run time. The use of a household timer in your apartment would be useful in this task.

11.0–PATIO LOUNGE (INCLUDING KITCHEN) AND SOCIAL ROOM

- 11.1 The Patio room and Social Room are for the convenience of the residents and their guests only.
- 11.2 Reservations for exclusive (private) use of these rooms must be made in advance through Condo Control. A resident may have no more than two (2) active reservations.
- 11.3 The rooms must be clean and furniture returned to their original order immediately after their exclusive use. The Door Staff will inspect all areas before and after use to determine cleanliness and/or damage. If there is damage or cleaning necessary after use, the owner will have the amount added to the monthly association bill.
- 11.4 Functions recurring on a regular basis (e.g. the same study group each Tuesday morning or the same card group every Thursday afternoon) will be permitted. However, they are subject to being preempted by another resident desiring to schedule a special function. Conflicts will be resolved by the Manager or Board of Directors as required.
- 11.5 Requests to use the kitchen is controlled through Condo Control. A deposit of \$100 is required of any user except for official functions of the Bayshore or of the Friends of Bayshore. The user shall leave the facility clean and organized after use. An inspection by the door staff

will be conducted to ensure proper cleanliness and organization has been accomplished. No excess food, supplies or utensils shall remain in the kitchen. Deposit will not be returned until the inspection is passed. Should it not be cleaned within 24 hours of the inspection, the deposit will be utilized to have it cleaned.

- 11.6 Notify the Building Manager if there is a cancellation prior to reservation date. Failure to do so will result in forfeiture of the deposit.

12.0 FITNESS ROOM

- 12.1 Use equipment at your own risk. Management is not responsible for any injuries you may suffer.
- 12.2 Use equipment properly and follow any directions carefully.
- 12.3 Proper attire must be worn including shirts and sneakers.
- 12.4 Consult your physician before using any equipment.
- 12.5 No food, smoking, alcoholic beverages or glass containers permitted.
- 12.6 No children under 18 permitted unless accompanied by an adult.
- 12.7 Report damaged or dangerous equipment to management immediately.

13.0 GUEST SUITE - UNIT 100

- 13.1 Reserve Unit 100 through Condo Control. Limit of SIX (6) people occupancy. Check out is at 11 :00 AM.
- 13.2 Two (2) weeks to be maximum length of stay, unless there are no other reservations at the end of the specified period; then day by day.
- 13.3 Only Bayshore owners and renters may utilize Unit 100, however, an

approved resident, with the written permission of an owner, can also utilize unit 100. No delinquent owner may utilize Unit 100. Unit Owners or renters must be on site for guests to use Unit 100. Unit cannot be reserved for clients of a business. Unit cannot be reserved for the purpose of compensation for a service or as a *quid pro quo*.

- 13.4 Owner or approved resident must be present in the bldg. while occupying Unit 100, as an Exclusive Use of a Common Element. Notify the Building Manager if there is a cancellation prior to reservation time.
- 13.5 Reservations may not be for more than 1 year in advance of the first day of the desired reservation period.
- 13.6 Payment by owner made in advance, ten (10) days before guests arrival. Payment made by cash, check, money order or cashier check.
- 13.7 Bayshore Rules will be posted in Unit 100. Owner will make their guest aware of these rules. Bayshore owner is responsible for any damages to Unit 100 or other Common Areas.
- 13.8 Manager will provide one assigned parking space in the garage. Additional parking available in Visitor Parking is by the fence or on the fourth level of the parking garage.
- 13.9 Bed and bath linens, toilet tissues and paper towels are provided. Owner is responsible for any expenses incurred for inappropriate items flushed down the garbage disposal or toilet, if stoppage, repair, or replacements are necessary. Owner is charged a \$50 cleaning fee payable to a third party contractor.
- 13.10 Strictly Prohibited - No smoking (including smokeless cigarettes and vapes), pets and charcoal or gas grills. No exceptions. \$250 fine for smoking In unit.
- 13.11 Be respectful of others. No loud noises between the hours of 10 PM to

7 AM.

- 13.12 No marking on the walls, tile floor, and furniture. Do not re-arrange furnishings.
- 13.13 Do not leave sliding door open while HVAC is in use. Fire and Life Safety Codes require entry doors to remain closed at all times.
- 13.14 Two (2) sets of tagged keys to Unit 100, which includes Building Entry key to the Automatic Door, will be issued. The two sets of tagged keys must be returned the day of departure. The door staff issues and collects the keys. There is a \$25 charge for each complete set not returned.
- 13.15 After guest departure, cleaning service shall inspect Unit 100 and identify any damage or missing items.
- 13.16 Emergency Evacuation- Emergency exit door is to the right of the either entry door or use the sliding glass door, and close all doors behind you. In the event of a fire - do not go back in the building for any reason. Report to the front desk or firefighters that someone is left behind.
- When kitchen smoke reaches the common hall, the fire alarm system activates with an announcement to evacuate the building. It is important that you open the sliding door and NOT the entry door to let smoke (burnt toast, bacon, etc.) out of the unit.
 - If there is a fire alarm, please exit through the common hallway and out the front or out of the stairwell exit to the right as you leave the unit. Please do not exit out the sliding glass doors.

14.0 COMMUNITY STORAGE ROOM

- 14.1 Each Unit will be allotted a shelf space 60" wide.
- 14.2 In order to be compliant with the National Fire Protection Association (NFPA) Regulations, the following items cannot be stored in the Community Storage Room:
- a. Cardboard boxes
 - b. Lumber / building supplies
 - c. Mattress / boxsprings / bed frames
 - d. Appliances
 - e. Flammables / Paint / Oil / Etc. or any kind of hazardous material
 - f. Grilles
 - g. Furniture
- 14.3 Due to limited space, management also prohibits any item that will not fit in unit's allotted space, including but not limited to:
- a. Kayaks / boats / water toys
 - b. Gym equipment
 - c. Bicycles / wheelchairs
 - d. Any items over 60" wide or long, as they will not fit in the space.
- 14.4 All items in the storage unit must be labeled with your unit number. If items are not labeled, they shall be considered abandoned and will be removed.
- 14.5 Containers must be non-combustible and must be sealed.

15.0 MODIFICATIONS TO UNITS / CONTRACTOR COMPLIANCE

- 15.1 Exhibit C - Requirements for Unit Owner modifications / maintenance (attached hereto) outlines the requirements that a unit owner must follow to proceed with modifications or renovations, depending on the scope of the project.
- 15.2 If the project is a Level 1 according to Exhibit C, you will need to inform the Building Manager only if a contractor will be used to do the work. If you are self-performing a Level 1 project, you can do so without seeking approval.
- 15.3 If the project is a Level 2, 3, 4 or 5 according to Exhibit C, the planned project requires review and approval by the Projects Review Committee. The unit owner must follow these instructions to register your project:
 1. Using the Condo Control App, select "Service Requests"
 2. On the next page, Click or select the "+" button
 3. On the next page, On the "Request Type" drop down menu, select "UNIT PROJECT REVIEW COMMITTEE"
 4. On the next page, under "Requested by" – type in your name and unit number using a 4 number designation. Use a "0" in front of 3 digit unit numbers.
 5. Under "Assigned to" select "Duncan, Tim Mr."
 6. Under Subject, enter: "Renovations"
 7. Under Description, enter a brief description of the renovations or modifications
 8. Scroll to the bottom and select the "Send" button

Once you have completed this entry, you will receive further emails with information and instructions regarding the review of your project.

- 15.3 Modifications that fall in the Level 6 category in Exhibit C are not allowed under any circumstance.
- 15.4 All contractors and their personnel will use the first floor bathrooms and water fountain.
- 15.5 All material to be used will be unloaded at the east end of the building and brought through the east hallway.
- 15.6 East elevator will be padded using the pads located in the east hallway. Floor protectors are also located there.
- 15.7 Pads and floor protectors are located in the east hallway and will be put and taken down by the contractor.

- 15.8 All debris will be removed from the Bayshore property and not put in the dumpster.
- 15.9 Large panes of glass may be brought in through the front door to prevent breaking. Padding requirements for the elevator will be as required above.
- 15.10 Parking for contractor's personal vehicles will be on the top level of the parking deck or on the street, except that vehicles containing materials and tools necessary for the work can be parked in the designated visitor's parking area.
- 15.11 Contractors must show proof of insurance, licenses (if required), before entering the building to perform work covered under this section.
- 15.12 Owners are required to obtain permits from the governing authority when required by law.

16.0 MOVING INSTRUCTIONS

- 16.1 A moving date must be scheduled through Condo Control or door staff so that an elevator may be reserved.
- 16.2 Moving hours will be from 9:00 A.M. to 5:00 P.M. Monday through Friday. The manager will be advised if the move is estimated to extend beyond normal moving hours. Saturdays require special permission from the Manager. No moves are allowed on Sundays or holidays.
- 16.3 Residents must furnish the moving company personnel with the following instructions:
- 16.4 Moving company personnel must meet with the Manager upon arrival or in his/her absence, the door staff.
- 16.5 Moves will utilize the freight entrance (loading dock) only. THE LOBBY ENTRANCE WILL NOT BE USED.

- 16.6 Vehicles used for moving will not be parked in the circle. The circle is a fire lane and must be kept clear.
- 16.7 Vehicles used for moving will only be parked in the loading dock.
- 16.8 Only the East elevator will be used for moves. The West elevator will not be used to move any items. The elevator sides must be padded and the elevator floor must be covered prior to the move. The pads and floor covering also must be removed after the move. The pads and floor covering boards are located in the loading dock hallway and must be installed by the movers of the resident.
- 16.9 Do not drag boxes, etc. on the carpets or tile floors.
- 16.10 Leave the elevator and hallways in a clean condition.
- 16.11 Remove all packing boxes and crates from the premises.
- 16.12 Boxes unpacked by residents must be moved to the dumpster on the loading dock (East end of building), not stacked in hallway or trash room. Packing material such as Styrofoam, "popcorn", paper, etc. must be contained before placing in dumpster. Should the resident desire to recycle the packing material, the resident can deliver it to such businesses as 'Mail Boxes'. Clean up of loose materials on the Bayshore grounds will be charged to the resident.
- 16.13 The Owner of the unit is responsible for any damage to the Bayshore property caused by the moving company. Charges for damages will be added to the monthly association dues. Please choose your moving company carefully, making sure they carry liability insurance and their personnel are aware of these regulations.
- 16.14 After the move is complete, notify the Manager or in his absence, the door staff, who will then inspect for cleanliness and damage prior to release of the mover.

16.15 Due to the configuration of the loading dock, pick-up trucks and U-Haul type trailers are used at mover's risk.

17.0 FURNITURE/APPLIANCE DELIVERIES AND REMOVAL

17.1 Moving of furniture and large appliances must be coordinated with the Manager or in his absence the door staff. They will make the determination if the elevator must be padded and the floor covered. These rules apply to delivery personnel, contractors performing work in units, residents performing their own delivery/removal and any other personnel involved in the movement.

18.0 FIRE PREPARATION AND EVACUATION

- 18.1 Fire preparation and evacuation procedures are contained in Exhibit D. Familiarize yourself with this plan and be prepared to follow the plan in case of a fire emergency.
- 18.2 Always follow the instructions given by the fire alarm system in the event of an emergency or drill.
- 18.3 In the event of a fire drill, everyone must participate in the drill and follow the instructions as outlined in Exhibit D as if the drill were an actual emergency.

19.0 HURRICANE PREPAREDNESS AND EVACUATION

Hurricanes are capable of causing widespread destruction and this building is not immune to damage by hurricanes. To assist residents in preparing for hurricanes, the following information is provided:

- 19.1 The Hurricane Preparedness Guide is included herein as Exhibit B. It includes guidelines and instructions for preparation for hurricanes, and instructions during and after a hurricane event.
- 19.2 It is recommended that each resident to prepare a supply check list and house preparation check list immediately upon moving in. Review these checklists prior to the start of each hurricane season. A sample check list and other general information is available from the Manager.
- 19.3 All residents should prepare for evacuation of the building if so ordered by the Governing authorities.
- 19.3 The following actions should be taken prior to departing your unit if instructed to evacuate:
 - 19.3.1 Remove everything from your balcony and secure all window and sliding glass doors. If door and window locks do not work, use a stick cut to length and place it in the slide track. Close drapes and/or blinds.
 - 19.3.2 Fill bathtubs with water – water supply could still be off when you are allowed to return to building. Check that drain does not leak and let water out. If it does, seal drain with tape.
 - 19.3.3 Turn off all circuit breakers in your unit except refrigerator/freezer. Bear in mind that electricity may go off and any food in the refrigerator/freezer could spoil.
 - 19.3.4 Take enough clothing for your needs - time away from your unit

could be from one to several days, depending upon the severity of area damage.

19.3.5 Take a flashlight, portable radio and cellular phone (if you have one). These may be your only source of light and communication during the storm. Be sure to take extra batteries with you.

19.3.6 Take all required medicine with you.

19.4 Upon completion of the evacuation of the building, the elevators will be stopped on the sixth floor. Should the building receive any damage, they will not be back in service until inspected by Otis Elevator mechanics.

19.5 During the last 12 hours of evacuation, the Bayshore staff will not be available to assist you due to their duties of securing the common areas of the building. The common areas of the building will be secured and checked by the manager.

19.6 Be familiar well in advance where emergency shelters are located and to the local media outlets that will be disseminating official emergency broadcast information.

20.0 STATE & LOCAL ORDINANCES OF IMMEDIATE INTEREST

20.1 State law prohibits smoking in all interior common areas of the Bayshore. Smoking is permitted in each unit and outdoors.

20.2 Fire Ordinances prohibit the use of gas and propane barbeque grills above the first floor.

21.0 FINES AND PENALTIES

- 21.1 Each unit owner, resident, and guest must adhere to the Declaration of Condominium, Bylaws, Rules and Regulations and these Bayshore House Rules (Collectively “Bayshore Governing Documents”). Violations are subject to fines and penalties as outlined in this section, unless indicated otherwise by the Bayshore Governing Documents. The Board may or may not choose to issue a verbal or written warning for a specific violation prior to initiating the process of applying fines and penalties as enumerated herein, and issuance of any warning shall not be considered a precedent of action to be taken for any other violation by any person.
- 21.2 Fines may not exceed \$100 per violation against any unit owner, Owner’s tenant, or guest for failure to comply with any provision of the documents listed herein unless otherwise provided in the Bayshore Governing Documents.
- 21.3 A fine may be levied by the Board for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in the aggregate unless otherwise provided in the Bayshore Governing Documents. A fine of less than \$1,000 may not become a lien against a parcel.
- 21.4 In any action to recover a fine, the prevailing party is entitled to reasonable attorney fees and costs from the nonprevailing party as determined by the court.
- 21.5 The Association may suspend, for a reasonable period of time, the right of a unit owner, or an owner’s tenant or guest to use common areas and facilities for the failure of the owner of the unit or its occupant or guest to comply with any provision documents listed herein. This paragraph does not apply to that portion of common areas used to provide access or utility services to the

parcel. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park. Violation of this paragraph may result in an additional fine or penalty procedure.

21.6 A fine or suspension levied by the Board of administration may not be imposed unless the board first provides at least 14 days' written notice of the right to a hearing to the person sought to be fined or suspended. Such hearing must be held within 90 days after issuance of the notice before a committee of at least three (3) members appointed by the Board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. The committee may hold the hearing by telephone or other electronic means. The notice must include a description of the alleged violation; the specific action required to cure such violation, if applicable; and the hearing date, location, and access information if held by telephone or other electronic means. A parcel owner has the right to attend a hearing by telephone or other electronic means.

21.7 If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.

21.8 Within 7 days after the hearing, the committee shall provide written notice to the unit owner at his or her designated mailing or e-mail address in the association's official records and, if applicable, any occupant or guest of the unit owner, of the committee's findings related to the violation, including any applicable fines or suspensions that the committee approved or rejected, and how the parcel owner or any occupant, licensee, or invitee of the parcel owner may cure the violation, if applicable, or fulfill a suspension, or the date by which a fine must be paid.

- 21.9 If a violation has been cured before the hearing or in the manner specified in the written notice a fine or suspension may not be imposed.
- 21.10 If a violation is not cured and the proposed fine or suspension levied by the board is approved by the committee by a majority vote, the committee must set a date by which the fine must be paid, which date must be at least 30 days after delivery of the written notice. Attorney fees and costs may not be awarded against the unit owner based on actions taken by the board before the date set for the fine to be paid.
- 21.11 If a violation and the proposed fine or suspension levied by the Board is approved by the committee and the violation is not cured or the fine is not paid per the written notice, reasonable attorney fees and costs may be awarded to the association. Attorney fees and costs may not begin to accrue until after the date noticed for payment and the time for an appeal has expired.
- 21.12 If a member is more than 90 days delinquent in paying any fee, fine, or other monetary obligation due to the association, the association may suspend the rights of the unit owner, or the owner's tenant or guest, to use common areas and facilities until the fee, fine, or other monetary obligation is paid in full. This subsection does not apply to that portion of common areas used to provide access or utility services to the parcel. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park. The notice and hearing requirements do not apply to a suspension imposed under this subsection.
- 21.13 The Association may suspend the voting rights of a unit owner for the nonpayment of any fee, fine, or other monetary obligation due to the association that is more than 90 days delinquent. A voting interest or consent right allocated to a parcel or unit owner which has been suspended by the

association shall be subtracted from the total number of voting interests in the association, which shall be reduced by the number of suspended voting interests when calculating the total percentage or number of all voting interests available to take or approve any action, and the suspended voting interests shall not be considered for any purpose, including, but not limited to, the percentage or number of voting interests necessary to constitute a quorum, the percentage or number of voting interests required to conduct an election, or the percentage or number of voting interests required to approve an action under this chapter or pursuant to the governing documents. The notice and hearing requirements do not apply to a suspension imposed under this subsection. The suspension ends upon full payment of all obligations currently due or overdue to the association.

21.14 All suspensions imposed under this Section must be approved at a properly noticed Board of Directors meeting. Upon approval, the board must send written notice to the unit owner and, if applicable, the unit owner's occupant or guest by mail or hand delivery to the parcel owner's designated mailing or e-mail address in the association's official records.

21.15 The suspensions permitted herein apply to a unit owner and, when appropriate, the member's tenants or guests even if the delinquency or failure that resulted in the suspension arose from less than all of the multiple parcels owned by a member.

21.16 Notwithstanding any provision to the contrary in the Association's governing documents, the Association may not levy a fine or impose a suspension for the following:

- (a) Leaving holiday decorations or lights on a structure or other improvement longer than indicated in the governing documents, unless such decorations or lights are left up for longer than 1 week after the association provides written notice of the violation to the parcel owner.

22.0 COMMUNICATIONS SOFTWARE (CONDO CONTROL)

- 22.1 The Association has established Condo Control as the official platform for all formal communications between the Board of Directors, Property Management, and residents of the Bayshore Condominiums. The Condo Control platform, including its website and mobile application, will be the official and primary channel for all formal communication within the Association. Residents are encouraged to use the platform to stay informed about Association news, updates, and events.
- 22.2 This policy applies to all communications related to the management and operation of the Condominium Association, including but not limited to:
- Official announcements and notices.
 - Meeting schedules and agendas.
 - Rules and regulations updates.
 - Financial statements and reports.
 - Maintenance requests and updates.
 - Security notices.
 - Community event information.
- 22.3 All residents are required to register for an account on the Condo Control platform to ensure timely and effective communication. Registration can be completed online or through the mobile application. It is the responsibility of each owner/resident to ensure that their contact information (including email address) is kept up to date within the Condo Control system.
- 22.4 Alternative Communication Methods (When Necessary): While Condo Control is the preferred method for official communication, the Association

acknowledges that alternative methods might be necessary in specific situations. In cases where legally required, or for specific residents with limited digital access, traditional methods like mail or postings on physical bulletin boards may be used.

- 22.5 All communications made through the Condo Control platform should be respectful and professional, following the community standards established for interaction within the Association. Personal attacks or harassment of any kind are strictly prohibited and may result in penalties or enforcement actions.

Exhibit A

Bayshore Condominium Rules for Animals

(Adopted by the Board of Directors – December 11, 2025)

The Bayshore is a pet-free facility. Assistance animals as described in these provisions are not considered pets. Animals are not permitted unless such animal is an approved Registered Service Animal or Emotional Support Animal as defined by The Fair Housing Act as issued by the U.S. Department of Urban Housing and Development (HUD). The Association will refer to the Fair Housing Act when determining if an animal is allowed to be on the property.

Emotional Support Animal (ESA) Access Policy

1. Purpose

This policy provides reasonable accommodations for residents with Emotional Support Animals (ESAs) in compliance with the federal Fair Housing Act (FHA) and HUD guidance, while maintaining health, safety, and community standards.

2. Definition

An Emotional Support Animal (ESA) is an animal that provides comfort or support to an individual with a disability. Under the FHA, ESAs are not considered pets and may be exempt from pet restrictions when properly documented.

3. Documentation Requirements

Residents requesting ESA accommodation must provide reliable documentation from a licensed healthcare professional stating: (a) the resident has a disability as defined by the FHA, and (b) the ESA alleviates one or more symptoms or effects of that disability. The Association will not require certifications, registrations, IDs, or disclosure of diagnoses, and will not charge pet-related fees or deposits for approved ESAs.

4. General Access

ESAs are permitted in: (a) the resident's unit; (b) common areas necessary for ingress and egress (e.g., hallways, elevators, lobbies); and (c) other areas where residents have a right to be, unless restricted under Section 5 for health or safety reasons.

5. Restricted Areas (Health & Safety)

For health and safety compliance, ESAs are not permitted in the following areas: (a) inside the fence surrounding the swimming pool; (b) The Patio Room kitchen; (c) The Fitness room; (d) common area laundries, and (e) on the pier beyond the access gate, these having been identified by the Association as presenting health and safety hazards. Restrictions shall be based on objective health/safety standards and applied consistently.

6. Species and Reasonableness Policy

The Association will not impose arbitrary limits on ESA species. Each request will be evaluated individually based on reasonableness. Approval depends on whether the animal: (a) is necessary for the resident's disability; (b) can be reasonably accommodated without posing a direct threat to health or safety, causing substantial property damage, creating an undue financial or administrative burden, or fundamentally altering the nature of the housing. Examples: Common household animals such as dogs, cats, small birds, and rabbits are generally reasonable. Large livestock (e.g., pigs, horses) in multi-unit buildings, animals prohibited by local law, or those posing sanitation or safety hazards (e.g., venomous reptiles) may be denied. The Association will comply with all applicable state and local ordinances regarding animal species.

7. Behavior Standards

The following governs animals as described above:

- a. All animals covered by these provisions must be registered with Building Management.
- b. Animals of visiting guest that qualify as a Registered Service Animal are permitted on the premises, but must be pre-cleared with Management prior to the animal given access to the property.
- c. Maximum of one animal per unit, unless a the licensed healthcare professional specifically prescribes that multiple animals are required to address the diagnosed disability.
- d. Animal owners are responsible financially and legally for any damage to the Bayshore condominium property attributed to the animal.

- e. Animals must be in an authorized carrier or tethered whenever the animal is out of the residential unit and in the common areas.
- f. Animal owner is responsible for keeping animal hair out of the hallways and laundry rooms.
- g. Laundering animal bedding or other animal material is prohibited in the common laundry facilities.
- h. Animal owner will remove animal hair from all personal clothing, bedding, and bath articles before using the common laundry facilities.
- i. Animals may only utilize the designated area for urination and bowel relief. Animal litter must be wrapped in an airtight bag and deposited directly in the dumpster.
- j. Animals shall not be aggressive or otherwise threaten other unit owners, other animals, tenants or guests of the Bayshore.
- k. Animals shall not make excessive or continuous noises, create odors, create a health or safety issue, or otherwise trespass or intrude upon the rights and privacy of other residents of the condominium.

Violations of these Standards are subject to fines and penalties as set forth in Section 21 of these House Rules, and may result in expulsion of the ESA from the property, as allowed by law.

8. Vaccination and Health Requirements

Purpose

To protect the health and safety of all residents and comply with applicable laws, the Association requires that Emotional Support Animals (ESAs) and Service Animals meet reasonable vaccination standards.

Policy

Required Vaccinations

- **Dogs:** Rabies (as required by state law); Distemper, Parvovirus, and Bordetella strongly recommended.
- **Cats:** Rabies (as required by state law); Feline Distemper (FVRCP) strongly recommended.
- **Other Species:** Must comply with any applicable state or local health regulations.

Proof of Vaccination

- Owners must provide **documentation from a licensed veterinarian** showing compliance with required vaccinations.
- Documentation must be updated as required by law (e.g., rabies renewal schedule).
- Proof of vaccination must be submitted **before the animal is approved for accommodation** and updated upon expiration.
- If a veterinarian certifies that a vaccination is medically contraindicated for the animal, the owner must provide written documentation and may be required to implement alternative safety measures.

Non-Discrimination

- These requirements apply uniformly to all animals covered under this policy and are based solely on health and safety considerations.

9. Complaint & Enforcement Process

(a) Documentation: The Association will document complaints or violations with dates, times, locations, and witnesses when available. (b) Notice & Opportunity to Cure: Residents will receive written notice of alleged violations and a reasonable opportunity to correct the issue (e.g., training, increased supervision, use of restraints). (c) Interactive Process: The Association will engage in a good-faith interactive process to explore reasonable solutions or alternatives. (d) Progressive Measures: If violations persist, the Association may apply non-discriminatory enforcement measures available under the governing documents (e.g., fines that apply to all residents for rule violations). (e) Revocation: Where an ESA presents a direct threat that cannot be mitigated through reasonable measures, or repeatedly violates community rules despite documented opportunities to cure, the Association may revoke the accommodation after an individualized assessment and written determination.

10. Non-Discrimination

No resident shall be denied housing or otherwise discriminated against for having a qualified ESA. The Association will not charge pet rent, pet deposits, or other pet-related fees for approved ESAs; residents remain responsible for actual damages caused by any animal.

11. Appeals

A resident may appeal any adverse determination related to an ESA to the Board within 15 days of notice. The Board will review the record, consider any additional information submitted, and issue a written decision.

12. References

- Fair Housing Act, 42 U.S.C. § 3601 et seq.
- HUD Office of Fair Housing and Equal Opportunity, Notice FHEO-2020-01 (Assistance Animals).
- HUD Fact Sheet on Assistance Animals (Jan. 28, 2020).
- Applicable state and local health codes regarding animals in pools, food areas, and other facilities.

13. Administration

This policy shall be incorporated into the Association's House Rules and Regulations and may be amended by the Board to remain consistent with changes in law or guidance.

Exhibit B – Hurricane Preparedness

Bayshore Condominium Association Hurricane Preparedness Policy

Supplemental Guide to the 2025 Escambia County FL Disaster Guide For Owners, Renters and Occupants

PURPOSE: Provide information to the residence within the Bayshore Condominium of how to prepare and respond to potential Tropical Storms and Warnings as well as Hurricane Alerts and Warnings during Hurricane Season

SCOPE: Covers the Bayshore Condominium Owners and Residence to include renters with the guidelines provided by the Escambia County Disaster Guide Pamphlet [MyEscambia.com/Ready](https://www.myscambiacounty.com/ready) that is updated each year and provided by the Escambia County Emergency Management Team.

Personal Responsibilities

The Bayshore Board of Directors (BOD) and Management (property manager) will be dealing with the same storm preparedness and aftermath issues as owners/renters and occupants here and/or at their home. Specifically, the Management will ensure our condominium professional staff functions directly under the prescribed job description and direction of the Property Manager with specific expertise in safety, security and maintenance related to the condominium property, including the parking lot and common areas.

The Escambia County FL Disaster Guide is the main information source for hurricane and disaster

It is your responsibility as Owners, Renters and Occupants to prepare with your own preparedness plan. If a mandatory evacuation is ordered and you decide to remain behind, help may not be available from emergency services as well as the Association or Management until after the storm.

Handicapped and physically challenged occupants are encouraged to comply with evacuation orders.

Our condominium occupants are encouraged to look out for each other during and after a weather event. Our community is well known for active committee work and kind neighborly gestures that is the hallmark of who we are as a community.

Hurricane watch VS Hurricane Warning:(Escambia County FL Disaster Guide page 6)

Tropical Storm Watch: An announcement that tropical storm conditions are possible within the specified area.

Hurricane Watch: An announcement that hurricane conditions are possible within the specified area. Outside preparedness activities become difficult once winds reach tropical storm force speeds. So, watches are issued 48 hours in advance of the anticipated onset of tropical storm force winds.

Tropical Storm Warning: An announcement that tropical storm conditions are expected within the specified areas.

Hurricane Warning: An announcement that hurricane conditions are expected within a specified area. Outside preparedness activities become difficult once winds reach tropical storm force; therefore, warnings are issued 36 hours in advance of the anticipated onset of tropical storm-force winds. – National Weather Station and (Escambia County FL Disaster Guide page 6).

Hurricane Warning Actions (Escambia County FL Disaster Guide page 7)

- It is the responsibility of the Bayshore homeowners/renter/resident to stay prepared by monitoring local news and have your weather radio ready.

Weather Updates: newspaper/online News, Radio and TV; See your **Escambia County FL Disaster Guide page 3**).

Hurricane Preparedness

The Hurricane season begins on June 1 of each year and continues through November 30, with an essential Bayshore Condominium pre-planning beginning annually in April with the activation of the existing Hurricane Preparedness Committee.

A common annual threat of hurricanes and tropical storms should challenge our community of Owners, Renters and Occupants to be prepared, not complacent and create a continual lesson-learned mindset.

The Life Safety Committee has established an ongoing community partnership with the Escambia Emergency Management Coordinator for the purpose of on-sight training here at the Bayshore Condominiums and provide copies of the current ***Escambia County, FL Disaster Guide, MyEscambia.com/be ready***, which is the established guide for our residents and community.

The Board of Directors has added the following information as a supplemental guide specific to our Bayshore Owners, renters and occupants:

The Board of Directors requires the following, without exceptions:

If there is a mandatory evacuation or the Owner/renter/occupant is planning to be away during the storm:

- You are required to remove all unattached items off of your balcony
- You are required to close your hurricane shutters

Parking Garage. Upon notification by proper authorities that the area is about to go into 'Hurricane Warning' condition, the following guidelines are provided:

- --Upon notification by authorities that the area will reach 'Hurricane Warning conditions in two (2) days, the Bayshore Condominium Manager will issue a declaration that there will no longer be reserved parking in the garage. If you're moving a vehicle from a lower floor, the driver/owner may park wherever there is an open space in all the garage floors. /the last resort is to park on the roof of the parking garage.
- --Only cars belonging to owners and renters will be allowed to use the parking garage. Unauthorized vehicles from area neighborhoods are strictly forbidden in the garage. Vehicles belonging to owner/renter guests are also not allowed in the garage due to lack of availability.
- --Be advised that condo unit owners with autos parked in the lower parking deck of the garage can leave their vehicles in that lower deck if they desire. The owners must be aware, however, that in the case of a large storm surge, there is the possibility that the lower floor of the garage will be flooded.

Kayak Owners. Upon notification by authorities that a 'Hurricane Watch' will be issued in three (3) days, all kayak owners must remove their kayaks to the enclosed patio of the 100 unit. The kayaks cannot remain on the outside deck or the storage area where they are presently stored. This action is necessary in order to prevent the kayaks from becoming storm "missiles" and damaging the Bayshore building.

Use of flammable personal items prohibited from all condominium units and balconies as well as condominium common areas. This includes personal generators, charcoal grills, gas or propane grills as well as cadmium solar generators due to the fire potential of these batteries which cannot be controlled.

The Elevators will be brought to the 6th floor and shut down when mandatory evacuation orders are in effect for our area. Elevators will remain off until they are inspected and it is determined safe to restore power.

The property manager and communications staff will try to keep you informed,
ABOVE ALL, DON'T WAIT TO PREPARE!

The property manager may post updates to the Condo Control homepage to keep residents informed as best as possible.

The following are suggestions might be helpful to all Bayshore Condominium owners/renters/occupants as a supplemental guide in preparation for mandatory evacuation or if the occupants are planning to be away during the storm season:

- 1. Tell the Bayshore front desk courtesy staff** where you are going to be during your absence, with telephone numbers, email address, cell phone numbers, and location.
- 2. Wedge towels in the tracks of your [exposed] sliding glass windows/doors.** This will minimize wind-driven water coming in under the door.
- 3. If you plan on leaving your condominium, shut off your cold and hot water supply.**
- 4. Shut off your water heater breaker** and shut off the water supply valve.
- 5. Remove all perishable foods** from your refrigerator and freezer unless you will be here to monitor the power if the electricity is off for any significant period of time
- 6. Back-up important personal data** in your computer Unplug or turn off at the breaker your computer(s), your TVs or other electrical appliances before you leave. This type of equipment can be permanently damaged by unstable voltage.
- 7. Protect important documents** - Place your documents in waterproof containers and take with you or store at the highest, most secure point in your room or apartment.

8. Leave the **A/C set at less than 80 degrees** (it may be advisable to have a portable dehumidifier as well)
9. Unplug (or turn off at the circuit breaker) **all appliances**, particularly hot water tank, TV, microwave and computer.

Returning home to the Bayshore Condominiums after the ALL Clear and Escambia County Emergency Management officials say it is safe:

- Continue listening to a **NOAA Weather Radio** or the local news for the latest updates.
- Once home, drive only if necessary and avoid flooded roads and washed-out bridges. If you must go out, watch for fallen objects in the road, downed electrical wires, and weakened walls, bridges, roads, and sidewalks that might collapse.
- Walk carefully around the outside of your home/area to check for loose power lines, gas leaks, and structural damage.
- Stay out of any building if you smell gas, if floodwaters remain around the building, And if the building or home was damaged by fire, or if the authorities have not declared it safe.
- Carbon monoxide poisoning is one of the leading causes of death after storms in areas dealing with power outages. Never use a portable gasoline generator inside your home.
- Use battery-powered flashlights. Do NOT use candles. Turn on your flashlight before entering a vacated building. The battery could produce a spark that could ignite leaking gas, if present

Exhibit C – Requirements for Unit Owner modifications / maintenance

Bayshore Condominium - Requirements for Unit Owner modifications / maintenance

Level	Project Scope	Requirements to self perform	Requirements to contract
I.	Painting Replace Countertops Replace plumbing fixtures Replace light fixtures Replace balcony screen doors Replace interior doors Replace interior door hardware Hang pictures and mirrors Install window treatments Change HVAC filters Replace kitchen appliances Replace baseboards Add new baseboards, crown moulding Remove replace window screens Replace breaker in electrical panel	No requirements	Contractor to be prequalified
II.	Replacing / New cabinetry Replace flooring New flooring Add tile to existing walls Install low voltage wiring in-wall Add kitchen appliance ANY WORK SCOPE NOT LISTED	Inform building manager Schedule meeting w/Project Review Comm.	Inform building manager Schedule meeting w/Project Review Comm. Contractor to be prequalified
III.	Replace Water heater Replace HVAC system components Replace plumbing valves Install new lighting (requiring wiring) Replace tub, showers Install new tub, showers	Self perform not allowed	Inform building manager Schedule meeting w/Project Review Comm. Contractor to be prequalified Contractor to have appropriate trade license * - if an emergency, inform building manager and use a prequalified contractor
IV.	Wall removal and construction Bathroom and Kitchen Renovations Related work in section V. Applies	Inform building manager Schedule meeting w/Project Review Comm. Submit plans to Project Review Committee Obtain permit from county Related work in section V. Applies REQUIRES BOARD APPROVAL	Inform building manager Schedule meeting w/Project Review Comm. Submit plans to Project Review Committee Contractor to be prequalified Obtain permit from county REQUIRES BOARD APPROVAL
V.	Electrical Wiring In-wall plumbing	Inform building manager Schedule meeting w/Project Review Comm. Self perform not allowed unless owner has an active trade license * - if an emergency, inform building manager and use a prequalified contractor REQUIRES BOARD APPROVAL	Inform building manager Schedule meeting w/Project Review Comm. Contractor to be prequalified Obtain trade permit from county * - if an emergency, inform building manager and use a prequalified contractor REQUIRES BOARD APPROVAL
VI.	Work to demising walls Work to corridor walls / doors Anchoring to concrete floors and ceilings Work to exterior walls of building Remove and replace windows Remove and replace exterior doors Remove and replace balcony railing Add floor covering to balcony floor Paint exterior walls of building Enclose balcony Paint balcony rails Remove or alter fire alarms Work to window components (locks, weeps)	Not allowed	Not allowed

Exhibit D – Fire Preparation and Evacuation Plan