



Rules and Regulations



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Bicycles

1. Bicycles may be stored in the bicycle storage area located on the north side of the garage.
2. All bicycles are stored at the Unit Owner's risk and shall be secured with a lock.
3. All bicycles must be registered with the Association's Office and labeled with either the Unit number or the Unit Owner's name. Bicycles without name tags are assumed to belong to non-Unit Owners and are subject to removal from the property.
4. When leaving the bicycle storage area, you must ensure the storage area's door is securely closed and locked.

Bird Feeding

The feeding of birds is not permitted in the Common Areas of the Association.

Common Areas

1. No towels, clothing, or items of any kind are to be hung over the balcony walls or left in the walkway/balcony areas.
2. Balconies are NOT to be obstructed by furniture, bulky/obstructive doormats, or any plants. The Sarasota County Fire Department will cite the Association for hampering access to the Units and balconies.
3. Personal belongings are not to be stored or left unattended in any of the Association's Common Areas, other than in the Unit's assigned storage area. In accordance with the Governing Documents of the Gulfstream Towers (GST) Association, personal property cannot be stored or otherwise kept in the Common Areas, other than in the Unit's assigned storage area or, if the item is a bicycle, in the Association's Bicycle Room.
4. In instances where it is noted that a Unit Owner or Tenant or his or her Guests or Invitees have left personal property unattended in the Common Area, or are storing personal property in the Common Area, the process listed below will be followed until such time as the item(s) is no longer in the Common Area:
 - a. If the item owner is known by the Association, a Notification Letter will be forwarded to the Unit Owner, advising him or her of the Rule violation and request removal of the item, no later than a specified date or time.
 - b. If the item is not removed by the specified date or time, the Unit Owner will be fined at a rate of no less than \$10/day per violation. If the item is large or poses a risk to other Unit Owners, Guests, Association Staff, or Invitees, the fine will be considerably higher, up to \$100 a day.
 - c. The Unit Owner will bear all associated liability responsibility for any damage or situation that may arise from the item left in or stored in the unassigned Common Area.
 - d. In addition, the Board of Directors reserves the right to have the item(s) removed from the Common Area and stored at the Unit Owner's expense and risk. The Association assumes no responsibility for damage or loss of the item(s) while they are moved or stored.

Decorations (Seasonal)

1. Seasonal decorations that can be seen from the window may be displayed up to one month before and should be removed no later than one month following the date of the holiday.
2. December holiday lighting cannot be turned on after January 1 and must be dismantled before January 31.

Disaster Preparedness

1. During severe storms, there may be water leakage around doors and windows of each Unit. Unit Owners, Tenants, and other Occupants should take precautions to prevent leakage and to protect personal property. Generally, insurance does not cover damage because of water leakage unless there is breakage of existing barriers. Hence, any loss under these circumstances shall be the responsibility of the Unit Owner and/or Tenant.
2. A GST Disaster Preparedness Plan has been established, and a copy is available on the website.
3. GST is located in the AE flood zone, which means when an evacuation is mandated, everyone must evacuate.
4. In the event of a disaster, if there are no electricity and internet services, the only way to keep abreast of the emergency activities will be via the website. Floor Captains will be utilized prior to the evacuation. They too will be required to leave GST as part of GST's evacuation.
5. Monitoring of the storm or disaster will be the responsibility of each Unit Owner and Tenant, their Immediate Family Members, Guests, and Invitees.

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A generator is only utilized for the emergency lighting of both stairways, the lighting of the second-floor common area, kitchen and bathrooms, the Office, and one elevator. Because of the cost and logistics involved, the generator will most likely not support both of the elevators. If the emergency persists for more than a few days, GST will likely not be able to maintain the generator due to lack of available gasoline.

Doors

1. The Association owns the Units' entrance doors. The door's hardware is the Unit Owner's responsibility and cost. The hardware is to be of brushed nickel. Painting of the interior door and doorway surfaces is the responsibility of the Unit Owner. Painting of the exterior surfaces is the responsibility of the Association.
2. Any Unit Owner wishing to replace his or her Unit's entrance door shall obtain prior written Board approval. The door to be installed must comply with the standards specified by the Board and be Building Code compliant and windstorm/hurricane resistant/proof.
3. The Unit Owner is responsible for the purchase and installation of the Board-approved door and all associated costs, including permitting.
4. Any installation of a door in conflict with this policy may result in the Unit Owner being required to remove the noncompliant door and replacing it, at the Unit Owner's expense, with a compliant door. If not replaced within 10 days of the date of such an Association request, a fine will be imposed of \$100 per day if not corrected. The Board reserves the right to replace the door at the respective Unit Owner's expense.

Elevator (Deliveries & Moves)

1. A key is required to hold the elevator doors open and may be obtained from the Association Office.
2. Unit Owners moving large articles in or out of GST by themselves, by movers, by delivery, or by installation personnel are responsible for notifying the Association Office before using the elevators—preferably two (2) business days' advance notice prior the desired delivery or move date. The elevator pads must be used when moving items. They are located in the lobby storage closet that also contains the shopping carts.
3. The hours for deliveries or moves of large articles are between 8:00 a.m. and 4:30 p.m., Monday through Friday. Neither deliveries nor moves are permitted on weekends or holidays. An exception to this rule may be requested of, and be granted by, the Manager or by a Board Member, by way of an email exchange.
4. Unit Owners, their movers, or their delivery or installation personnel are responsible for putting up and removing the protective elevator pads prior to use of the elevators.
5. To ensure security and compliance with applicable rules, a person designated by the Unit Owner shall be present in the lobby when moves or deliveries are made.
6. Empty moving boxes shall be flattened and placed in the recycle bins together with all recyclable wrapping materials located in the southeast end of the garage. They may not be left in the laundry room area or in other Common Areas of the Association. Further, because of the limited size of the recyclables' bins, the flattened boxes may also need to be folded and further flattened prior to placing them in the bins.
7. Construction and demoed material, including carpet and tile, and any replaced appliances and fixtures shall be removed from the premises right away by the Contractor, Subcontractor, appliance installer, or Unit Owner and not disposed of in the building dumpster or discarded down the trash shoot.
8. For a fee, the Contractor or Unit Owner may arrange for special trash pickups by the City or third parties.

Entering & Exiting the Building

1. Your Guests or Invitees may call you from the vestibule entry phone system, which is programmed to call either a landline or your cellphone. You shall then press "9" to open the lobby's sliding glass doors. NEVER let anyone in who you do not know!
2. For \$25, a fob is available for use to enter GST.
3. Guests and Vendors must sign in and sign out via the sheet placed in the first-floor lobby. It is up to the Occupants to remind and ensure their Guests and Vendors to complete the sign-in and sign-out process.
4. If you forget your fob, you can enter by using your two-digit code on the entry phone system or by scrolling up or down to one of the Unit's registered and linked cellphones, which can be used to buzz you in.
5. Fire Exit doors must not be used as an exit, except in an emergency. The Fire Exit doors shall remain closed, or the alarm will sound. Persons violating this rule for the first time are subject to a \$50 fine. Repeat violations will become a Higher-Class Violation.

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6. Only Unit Owners or Tenants may exit and enter the building via the rear lobby door. The rear lobby door is a fob-only door. This door will always be locked except in the case of a hurricane, as we will lock the front lobby door (for safety) and ask Occupants to enter and exit through the rear lobby door.

Equipment & Systems

1. All Common Area systems, including heating, ventilating, and air-conditioning (HVAC) and plumbing, are to be used only for the purposes for which they are designed and intended.
2. No Unit Owner may in any way interfere with the operations of these systems, nor may they use them for their personal purposes.
3. Only the Association employees, or Board of Directors may alter or adjust the settings of any Common Area systems or equipment.

Fireworks

1. The use of fireworks is prohibited on the property of GST.
2. GST's Association bears no responsibility or liability due to noncompliance of this regulation. Sole responsibility and liability rests with the noncompliant individuals and with the Unit's Owner. These parties will also bear responsibility for any legal costs incurred by GST's Association if a claim was made related to a noncompliance event.

Fitness Center

1. Unit Owners and/or Tenants must sign a waiver (located after this document) acknowledging they assume full responsibility for their own safety and that of their Immediate Family Members, Guests, and Invitees and understand and appreciate the risks involved in using the exercise equipment located in the fitness center owned and operated by GST's Association.
2. The completed waiver must be on file in the Manager's Office.
3. Anyone under the age of 14 must be accompanied by adult supervision.
4. Anyone who has a physical or a balance issue should be accompanied by someone able to assist them, in case of need.

Grills

1. Grills are available on the second-floor mezzanine.
2. No grills on balconies/walkways are permitted.
3. Persons using grills are responsible for cleaning them after each use.
4. There are four propane tanks. If you "hang" the last one, inform the Manager to ensure new tanks will be purchased for use.
5. Any problems should be reported by emailing the Office at: gulfstreamtowersmanager@gmail.com.

Guests

1. Unit Owners shall furnish authorization to the Manager, in writing, if anyone other than the Unit Owners will occupy the Unit, with the stipulation that their Tenants, and/or their Immediate Family Members, Guests and Invitees must be informed of the Rules & Regulations.
2. Unit Owners are responsible for the conduct of all their Unit's Occupants and Invitees and their compliance to the Rules & Regulations that apply to Unit Owners. Unit Owners shall be liable for any fines imposed on noncompliance with the Rules & Regulations, other Association documents, and State or Sarasota (City/County) laws and regulations, along with all costs incurred by the Association as the result of actions, omissions, or behavior by the Unit-Owner-authorized Occupants or Invitees to GST.

Hot Water Heaters

1. It is suggested that Unit Owners replace their hot water heaters every eight years as hot water leaks are one of the main sources for water leaks in the building and can cause damage to Units below the leak.
2. Unit owners must provide all pertinent forms including work order, permit, renovation form, and manufacture's label (that contains the serial number and date of installation) to the office.
3. It is suggested that Unit Owners ensure the vendor obtains a city permit to install a hot water heater during a renovation. This way the installation is reviewed by the city to make certain it has been professionally installed.

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4. Annual (if older than six years) and biennially (if less than six years) maintenance checks by your vendor are highly suggested per the Unit Owner's expense and schedule.

Insurance

Association

1. The Association insures the building structure and liability in the Common Areas. To access a copy of the Association's insurance, visit the website at: gulstreamtowers.org.
2. The Association also carries insurance to cover all the Common Area windows and doors. It also covers the windows and entrance doors of each Unit.
3. Wind Mitigation: The Association provides an affidavit to all Unit Owners regarding the wind mitigation for the roof. This form may be obtained on the GST website. When Unit Owners provide their insurance agent a copy of the affidavit, a savings may be reflected on the premium.

Unit Owners

1. Personal contents stored in the storage areas are the responsibility of their Unit Owner.
2. All Unit Owners are responsible for providing HO-6 insurance for their Units and contents, in accordance with the Declaration. Condominium Act 718, which states that any damage done within a Unit is the responsibility of the Unit Owner, even if the damage is caused by the Unit Owner above, to either side, or even below.
3. If a Unit Owner or Tenant is negligent in not repairing known defects within his or her Unit, then the Unit Owner is responsible for any damage to any other Unit, Common Area, or Limited Common Element that arises as a result of his or her negligence.
4. At all times, Unit Owners are responsible for their own personal property, including automobiles. Unit Owners are advised to obtain their own personal property insurance. A copy of the current liability and vehicle insurance should be on file with the Association.
5. Tenants may be required to provide proof of Tenant insurance to the Unit Owner. It is suggested that Unit Owners require their tenants to provide proof insurance.

Keys and Locks

1. Unit Owners shall provide a copy of the Unit's front door key(s) to the Manager. If the lock(s) is changed, a copy of the new key(s) is to be promptly delivered to the Manager.
2. If any of these locks is a combination lock, the related PIN number must be provided to the Manager, preferably in a sealed, small envelope, identified with the Unit number. Each time the PIN is changed, the Manager is to be notified and supplied with the new PIN.
3. Mailbox keys and locks on storage lockers are the responsibility of each Unit Owner.
4. The main deck entrance door and pool access door are locked from 9:00 p.m. to 7:00 a.m. The pool area access door may be accessed via a Common Area fob.
5. Fobs for Common Area are available from the Office for a refundable fee of \$25 per fob.
6. Unit Owners are responsible for supplying their Tenants and any other Occupants with Unit keys, fobs, and/or mailbox keys.
7. Any additional locks added to a Unit door shall be approved by the Manager and, insofar as practical, be of the same color as the door's current hardware. If used during the Unit Owner's absence from the Unit, a copy of the key must be provided to the Manager.

Kitchen

1. Reserving the Common Area kitchen for a large party requires a refundable deposit in the amount of \$250.
2. The kitchen is available for private use. Please obtain the reservation form via the website.
3. A key will be provided at the time of deposit. The kitchen may only be locked for the duration or part of the approved private-usage time frame.
4. As soon as the private event is over, the Unit Owner who reserved it will clean the entire kitchen and wash all used

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Association items.

5. If any aspect or item of the kitchen is damaged, stained, chipped, or broken, the Reserving Unit Owner is to file a written Kitchen Incident Report, sending it to the Association Manager's email at: gulfstreamtowersmanager@gmail.com.
6. The Occupant that reserved the kitchen is responsible for the cost of damages.

Laundry Rooms

1. Modern, no-impact washers and dryers are provided on each floor. The Association owns them, and the use of them is free.
2. The laundry facilities are to be used exclusively for washing and drying personal belongings of authorized Unit Owners/Tenants and Guests.
3. The washers require use of high-efficiency (HE) detergents. Use of non-HE detergent will lead to low-quality cleaning and may damage the washers.
4. Excessive amounts of detergents will cause backups.
5. Powder detergents are prohibited due to the cast-iron pipes.
6. Lint from the dryers must ALWAYS be removed, and any soap residue from the washers must be cleaned. Please be considerate of the next person doing laundry.
7. Clothes MUST NOT be left in the machines longer than necessary. The devices indicate the length of time of the washing or dryer option selected. The washer will take a minute or so to display the time because it must sense the volume of and weight of the washer's contents and relate it to the wash cycle selected. Consider using a time to remind you of the end of each washer or dryer cycle.
8. Any problems should be reported to the Manager, preferably by email at: gulfstreamtowersmanager@gmail.com.

Leaving GST for the Season or Vacation

The Leaving GST on Vacation or for an Extended Period Checklist form for leaving GST is located below this document.

Moving

1. Unit Owners shall notify the Office not less than seven (7) days prior to any person or major item moving in or out of their Unit. Moves shall be scheduled with the Office. The elevator key will be obtained and returned at the Office on the move-in, move-out, or delivery day.
2. Use of an elevator shall be scheduled with the Office at least seven (7) days in advance.
3. If the assigned elevator does not have elevator protection pads, they are to be put up and removed, by the Unit Occupant or his or her service-provider invitees. The pads are stored in the storage room, located on the first floor, to the right of the elevator doors.
4. Moving in or out of a Unit may take place only during the following days and hours:
 - a. Monday through Friday: 8 a.m. to 5 p.m.
 - b. Saturday and Sunday, holidays, and between Christmas and New Year's: No moves are allowed.
5. To maintain building security during moves or deliveries of large items, the Unit Owner moving or receiving the deliveries shall have a person positioned at the building entranceway being used. Entrance doors shall not be left or forced open and unattended.
6. If dollies are used, they shall have rubber wheels to prevent any damage to floors.

Noise

1. For construction- or maintenance-related noise, Common Areas and Renovations sections should be referenced for more information.
2. The volume of any television, radio, stereo, etc. should be at a level so as not to annoy Occupants in other Units. The same applies to musical instruments, singing, or conversations.
3. Dogs must not be allowed to bark or otherwise disturb other GST Unit Owners.

Parking

1. The Association bears no responsibility for the safety of the Unit Owners, Guests, or Invitees using or passing through the GST garage area. Nor does it bear any responsibility for the vehicle safety while parked anywhere on Association property. By requesting a parking spot and using the Association's parking facilities, the Unit Owners, Guests, or Invitees acknowledge they do so at their own exclusive risk and liability.
2. Parking spaces/spots (henceforth "parking spots") are not permanently assigned to a specific Unit Owner, nor are they part of the ownership of the Unit.
3. The Manager will assign an available parking spot to Units. The Manager shall use the Board-authorized parking spot assignment process.
4. GST has approximately 52 available parking spots to service Unit Owners of its 70 Units; therefore, the Association reserves the right to reassign spaces, as needed.
5. Tenants have similar parking rights to those of Unit Owners.
6. Parking spots shall be used solely for the parking of automobiles and motorcycles. Vehicles Permitted by GST On-Site: Vehicles must comply with the Association's Parking Rules & Regulations—for instance, be no larger than a full-size family vehicle (e.g., sedan, SUV, station wagon, or a regular size pickup or van). No extended pickups, SUVs or vans; no trucks, RV's, boats or trailers. The Board may authorize exceptions to this rule to accommodate vendors hired by the Association to carry out Association project or maintenance work.
7. Unit Owners and their Guests shall park no more than one automobile and, if the space of the parking spot is sufficient, one motorcycle, or then two motorcycles, in any single parking spot assigned to them by the Manager.
8. Unit Owners and their Guests or Invitees are prohibited from parking on the Association premises except in parking spaces allocated to such Unit Owner's Unit.
9. Any vehicle, except those approved by the Manager, parked unattended in any place other than a designated parking spot will be towed at the vehicle owner's or Unit Owner's expense. The Association is not responsible for any damage to the vehicle caused by the towing or storage of the vehicle.
10. Parking or storage of campers, recreational vehicles, heavy equipment, and commercial vehicles on Association premises is prohibited.
11. No automotive repairs may be performed in parking areas. Motor oils, other engine fluids, and auto parts may not be disposed of on the premises. It is a federal crime to dispose of motor oil down the sewer, in the rubbish, or on the grounds.
12. If someone is parked in your space without your permission, the Office or Manager should be contacted.
13. Any nonregistered car parked for more than 10 days will be towed, even if it is parked in a parking spot assigned to the Unit's Owner.
14. Due to garbage collection and water-line issues, there is to be no stack or piggyback parking in front of or anywhere near the dumpsters.
15. GST reserves the right to reassign spaces, as needed. We only have 52 spaces available.
16. If a Unit Owner's parking space will be vacant, the Office should be provided with a seven-day notice.
17. The washing of cars is not permitted on the premises.
18. Electric Vehicle-Charging Facility: The on-site parking facility does not accommodate charging facilities for electric or hybrid vehicles; the off-site parking facility may or may not provide it. For those who need a charging facility, they may find them in the Marina Jack public parking lot or elsewhere in Sarasota.

Pest Control

1. Common Areas are sprayed for pests every quarter by a professional service hired by the Association.
2. If a Unit Owner or Occupant discovers an infestation of pests in his or her Unit, the Office shall be notified immediately, in writing, preferably by email at: gulfstreamtowersmanager@gmail.com. The Association's pest control company will be dispatched at the Unit Owner's or Occupant's expense.

Pets

1. Unit Owners may have one small pet with a maximum weight of 30 pounds.
2. No pet shall be maintained for breeding or other commercial purposes.
3. If walked, pets shall always be on a short leash length.
4. Pets are only allowed to be transported or walked to and from the Unit Owner's Unit and the GST main entrance doorway(s) by the most direct route.
5. The person walking the pet shall remove all pet defecation waste from/on the Association property.
6. Any accidental elimination by a pet in the building shall immediately be cleaned up by whoever is handling the pet. The cleanup should include sanitizing the affected area with an acceptable sanitation product. The cost of any additionally needed cleaning and/or deodorizing due to a pet's elimination shall be charged to the Unit Owner who owns the pet or the Unit Owner or Occupant who permitted the pet to be in GST.
7. Unit Owners who own pets are fully responsible for any property damage or personal injury or disturbance caused by their pets.
8. All pets must be licensed, insured for liability, and have the proper vaccinations as mandated by the State of Florida and the County and City of Sarasota. Proof of license, insurance and vaccinations must be provided to the Manager.
9. Pets that cause injury to any person or other animal on Association property, continuously disturb Unit Owners, cause damage to a Unit Owner's property or the Association property or does not comply with other restrictions may be permanently removed from the property by direction of the Board of Directors. If a Unit Owner's pet violates repetitively or allows the pet to violate repetitively these rules, then the pet may be permanently removed from Association premises, and the Unit Owner and/or whoever owns the pet may be fined and/or suffer other consequences.

Pool

1. There will be no Association-provided Lifeguard at the pool. Risks and responsibility of use of the pool are exclusively that of the Unit Owner or Tenant or of his or her Immediate Family Members and/or Guests and Invitees.
2. Pool usage is only permitted for Unit Owners or their Tenants, their Immediate Family Members, or their Guests or Invitees.
3. Guest pool users shall be accompanied by an adult Unit Owner or Tenant of at least 18 years of age.
4. When using the pool or its surroundings, Unit Owners shall have their fob available to them.
5. Children under 14 years of age shall be accompanied by an adult Unit Owner at least 18 years of age. Such adults are responsible for ensuring the children they accompany comply with pool rules and can handle possible pool-usage emergencies.
6. This rule is a firm requirement to meet directives of the requirements for a healthy, nonbacterial environment for swimming enjoyment:
 - a. Children or adults in diapers, or otherwise not toilet trained or incontinent, are absolutely not allowed in the pool.
 - b. Air mattresses, floats, balls, or other toys are not allowed in the pool with the exception of floatation devices used specifically by young children learning to swim, and only when closely supervised by an adult.
7. Loud noise (at a level that becomes bothersome to other Unit Owners and their Guests), excessive splashing (including onto the deck area), running, or otherwise excessive roughhousing is not allowed; foul or abusive language or conduct is not allowed.
8. Pool hours are 7:00 a.m. to 9:00 p.m. However, the pool may also be closed at any time during this period to meet periodic or emergency maintenance requirements when unavoidable. Note that these hours allow for appropriate chemical treatments for pool maintenance, during which no one is allowed to use the pool.
9. Absolutely no glass bottles, jars, glasses, etc. are allowed in the pool. Glass items are also not allowed anywhere on the second-floor deck area.
10. Animals are not permitted anywhere on the second-floor deck area.
11. Swimming is permitted in bathing suits only; no shorts, cutoffs, etc. are allowed.
12. Smoking is not allowed in the pool area or in the pool.
13. Cover-ups, shirts, and footwear must be worn while traveling in the building. If clothing is wet, precautions shall be taken to

avoid wetting the inside of the building.

Recycling

1. Special blue-bin containers, located in the back alley of the building next to the brown trash bins, are to be used for recycling.
2. Cardboard boxes must be broken down and, as needed, folded so as to properly fit into the recycling bins.
3. Food-delivery boxes are generally not recyclable.
4. The recycling bins in the laundry rooms are to be used solely for small items. Whenever possible, please take your recyclables to the recycling bins.
5. All recyclable containers, bottles, or cans must be washed or thoroughly rinsed before placing them in any of the recycling bins.
6. Styrofoam is not recyclable.
7. The City of Sarasota's recycling website provides more information: sarasotafl.gov/government/city-manager/sustainability/recycling.

Renovations

1. Construction and remodeling are permitted during the following hours only: Monday–Friday: 8:00 a.m. to 4:30 p.m.
2. All Contractors must sign in and sign out on the Lobby Registry every day that they are on the premises.
3. Any Unit alterations or drilling that breaks a wall, ceiling, or floor or involves significant plumbing or wiring shall be done by a licensed Contractor. It is required that proof of insurance from both the Contractor and the Unit Owner shall be submitted to the Board for review no less than 30 days prior to the start of construction.
4. Before construction begins, the Unit Owner shall submit to the Board of Directors a refundable check for \$500 payable to "Gulfstream Towers Association" to serve as a damage deposit. This deposit will be credited against damages of whatever nature to the building, which may be incurred as a result of construction. If no damages are incurred, upon inspection after construction is completed, the entire deposit shall be returned to the Unit Owner. The Unit Owner shall be responsible for all damages incurred to the building in excess of the damage deposit.
5. The Unit Owner is responsible for fire alarms; if the fire department is deployed, the Contractor will be liable for the fee.
6. If necessary, the cost for professional consultation regarding Unit construction or alterations incurred by the Association will be the responsibility of the Unit Owner.
7. Owners shall request all Contractors to check with a maintenance engineer before undertaking any plumbing or electrical work. All such outside Contractors shall be licensed and have obtained all Sarasota City/County permits required, if any. If any risers are to be shut off, notice shall be given to the Manager at least seven days in advance so Unit Owners may be notified.
8. If new hard-surface flooring is installed, sufficient layers of soundproofing materials shall be installed below such flooring so as to meet soundproofing specifications. Flooring plans shall be approved by the Manager prior to installation.
9. The Unit entrance door shall be kept closed during the remodeling process. Any work being done that involves excessive amounts of dust (i.e., plastering, floor sanding, or demolition) will require the Unit entrance and Common Area ventilation systems within the Unit to be sealed with plastic tarps so as to minimize dust affecting other Unit Owners.
10. All construction debris, carpeting, appliances, and the like shall be removed from the premises at the Unit Owner's/Contractor's expense right away. Association waste containers shall NOT be used for disposal of debris. If delivery of adumpster is required, its placement and day's on-site shall be approved with the Manager prior to its delivery.
11. Workmen shall clean up after themselves when bringing materials in or out of the building. Any failure to comply with regulations that necessitates that the building staff clean up Common Areas will result in a charge to the Unit Owner of \$50 per hour paid to the Association.
12. Failure of any Contractor to comply with these regulations, after having received notice, will result in the termination of access to the Unit in question until such problems are resolved.
13. The Unit Owner shall be responsible for ensuring that Contractors and tradesmen working in his or her Unit are familiar with and comply with these rules. The Unit Owner is liable for any damage to the Common Elements or to any other Unit that may

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occur because of construction, alterations, additions, improvements, or drilling. The Association may take whatever remedial action it deems appropriate, including legal action. All costs and expenses, including reasonable attorneys' fees, shall be charged to and paid by the offending Unit Owner.

14. The Association reserves the right of entry to the Unit to inspect and review the installation of plumbing, electrical, and all special and regular equipment and fixtures, as may be required by applicable building codes or during preventative maintenance.
15. Contractors shall not park their vehicles on the property unless a parking space was assigned by the manager in advance.
16. No washer or dryers are allowed within the Units.
17. Construction and decorating materials may not be stored in the Common Areas.
18. When construction materials and tools are being brought into the building, the elevator shall be padded. See the [Elevators section](#). Contractors must put up and take down protective pads.
19. Renovations shall be completed within 90 days of the start date of work unless an extension is granted in writing by the Manager.

Renting of Units

1. The Association permits a **maximum of 14 leased or rented** (henceforth "leased") Units at any time, 20% of the total number of GST residential Units.
2. Units may not be leased by corporate rental services or for hotel or transient purposes.
3. All leases shall be for a minimum of three months and not more than one year, and renewal may not exceed one year.
4. Subleasing of Units is not permitted.
5. Any Unit Owners who rent their Units for a period of six months or less are subject to a 7% tax. If your Unit is homesteaded, you would lose that exemption for the year you lease it.
6. Any Unit Owners who rent their Units are subject to review by the State. If the State reviews the leases on file and you have not paid the 7% tax, you will be subject to fines and penalties as well as the tax.
7. Unit Owners interested in leasing their Unit shall first find out from the Manager if fewer than 14 Units are currently leased and if there is a Leasing Waitlist.
8. Unit Owners must submit their written Lease Request to the Manager ASAP. Lease Requests will be given priority based on the date and time the Unit Owner's request is received by the Manager. Use of an email addressed to the Manager (gulfstreamtowersmanager@gmail.com) is the safest way of ensuring your request can be date and time tracked by the Association and the requesting Unit Owner.
9. If all 14 Units are currently leased, the Lease Request will be placed on the Lease Waitlist by the Manager in the order of its reception date and time.
10. Once the Unit Owner's lease opportunity is available, the Manager will notify the Owner by email or other acceptable written means. The Owner will then have 30 calendar days in which to submit to the Board of Directors, via the Manager, the following written information. All the required information must be received by the Association at least 30 days prior to the beginning of the lease. If there are multiple roommates, this information shall be submitted for each of them:
 - a. Completed application forms (available from the Association's website)
 - b. A nonrefundable check in the amount of \$100 payable to "Gulfstream Towers Association" for processing the background check
 - c. A copy of the proposed lease

All lease agreements governing the lease of any Unit shall be a standard condominium lease agreement (available from the Association's website) and shall contain the following language:

 - a. The Lessee(s) agrees to abide by and comply with all the provisions of the Association's Declaration and Bylaws, henceforth "the Documents," and the Rules & Regulations, henceforth "the Rules," which should be provided to them by the Unit Owner.
 - b. The Lessee(s) agrees that their Spouse or Domestic Partner and Immediate Family Members will be registered with the Board, by way of a written notification to the Manager, with a copy of each Immediate Family Member's document establishing the family relationship. The definition of Immediate Family Members is in the Rules Glossary

and in the Declaration.

- c. As defined in the Declaration Article XII – 12, the one-bedroom Units may have no more than two (2) individuals overnighting in the Unit; this includes Guests. The two-bedroom Units may have no more than four (4) individuals overnighting in the Unit; this includes Guests.
 - d. The Lessee(s) acknowledges receipt of a copy of these documents.
 - e. The Lessee(s)' Spouse or Domestic Partner and Immediate Family Members are bound by the same requirements of the Documents and Rules that apply to the Lessee(s) and other Unit Owners of GST.
11. The Unit Owner shall give the Lessee a copy of the Association's governing documents, including the Rules & Regulations, which are available on the website gulstreamtowers.org.
 12. All Lessees are subject to and shall abide by all the terms and conditions of the Declaration, the Bylaws, and the Rules & Regulations governing the Association and are subject to the payment of established fines and actual damages arising from the violations of these Rules & Regulations. Unit Owners remain ultimately responsible for such fines and actual damages assessed as a result of the actions of Lessees of their Units. This includes any Association administrative costs and/or legal fees incurred by the Association in enforcing its requirements or in collecting the amounts owed to it.
 13. The Manager shall have notification of all lease renewals at least 30 days prior to the new term. If the renewals are not for the same Lessee(s), renewal authorization is not automatic.
 14. Any Unit Owners who lease their Units shall supply the Association with their current address and phone number as well as the current address and phone number of anyone hired by them to administer their Unit.
 15. Unit Owners forfeit the use of Common Elements and other facilities associated with their Unit when they lease it, including the parking space. The forfeiture lasts for the duration of the lease period. Unit Owners become Guests at this point, with normal Guest restrictions.
 16. For applications, screening, leases, and the interview process, the Association's Rules & Regulations allow the Association to run credit, tenant, and criminal background checks prior to approving any tenant to move into a Unit. Applications are available on the website and must be submitted with an application fee for processing. Once the application has been reviewed, an interview will be scheduled. The Board of Directors will provide the applicant with an approval or denial letter.
 17. Tenants are allowed to have one pet. It must conform to the restrictions and limitation requirements of the Declaration of the Rules and Regulations.

Safety

1. Under no circumstances shall any person attempt to remove, dismantle, disconnect, or otherwise disable smoke detectors, emergency lighting systems, fire sprinkler systems, fire extinguishers, fire hoses, or other life-safety equipment in Common Areas or within their Units.
2. No person shall use any Common Area fire extinguishers (located by the stairwells) or fire hoses except in emergency situations. If used, the user must promptly notify the Association Manager in writing, preferably by email, at: gulfstreamtowersmanager@gmail.co. Please specify the device used and its location.
3. It is suggested that each Unit Owner should have an A/B/C fire extinguisher in their Unit.
4. All electrical wiring in Units shall conform to all applicable electrical codes. Electrical outlets shall not be overloaded. Due to limitations of the FPL-delivered electric power to GST, each individual GST Unit's main fuse box (located in the Electric Room of your Unit's floor) has a total of 100 AMPs. This includes the electrical circuit of the HVAC compressor, located outside the Unit. Further, many Units have dated electrical wiring sizes, often 20 AMPs or less. This limitation must be considered when intending to use the existing wiring or circuits for new electrical appliances or devices, in particular water heaters and HVAC air handlers and/or compressors. You must request that the electricians and/or electrical appliance installers carefully verify the related circuit's wiring size, and the AMPS available to it, at the applicable Circuit Breakers Panel of the Unit. For instance, the current Sarasota Code for electric water heaters of 4,500 WATTS is 30 AMPs with wiring and circuit breaker, and for 3,500 WATTS, it is 20 AMPs. Nontank water heaters usually require higher-level WATTS.
5. Except for reasonable quantities of ordinary household products, no hazardous materials may be stored in a Unit or storage area. This includes but is not limited to flammable liquids, explosive, corrosive, biohazardous, poisonous, noxious, or radioactive materials. No firearms or ammunition may be stored in a Unit unless the Unit Owner has an appropriate firearm's permit or is a commissioned Law Enforcement Officer.

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6. Fire alarm pull stations are located at each emergency exit on every floor, at the north and south ends of the walkways/balconies.
7. Annunciators and smoke alarms are in each Unit. The Association is not responsible for replacing the smoke or CO2 alarms. The Association performs an annual inspection of the annunciators. Your cooperation may be sought.
8. If the alarm sounds, ELEVATORS MUST NOT BE USED. Instead, USE THE STAIRS TO EXIT GST, located at the north and south ends of the walkways/balconies.
9. Any person tampering with or attempting to remove any Common Area fire safety equipment will immediately be fined \$1,000. Any insurance increases or fines levied against the Association by Governmental Authorities will also be billed to the offender. Additionally, if anyone is injured or any property is damaged as a result of such tampering, the offender may be subject to severe civil or criminal penalties and/or liability claims.
10. Smoke alarms: These are 120 voltage; some are hardwired, and some are battery operated. They are the responsibility of the Unit Owner and Unit Occupant.
11. Annunciators: These are the speakers in the Units and are the responsibility of the Association. These are tested by the fire alarm company annually.

Sales of Units

1. The 2011 Florida Condominium Statute 718 requires that the seller of a condominium Unit shall furnish the buyer with the following documentation:
 - a. Governing documents
 - i. Declaration of Condominium
 - ii. Articles of Incorporation
 - iii. Bylaws
 - iv. Rules & Regulations
 - b. The current annual budget as well as any expected special assessment
 - c. A current Question & Answer sheet (available from the website)
2. Unit Owners interested in selling their Unit shall submit to the Manager the following information at least 30 days prior to closing:
 - a. A completed application forms (available from the website)
 - b. A check in the amount of \$50 (nonrefundable) payable to "Gulfstream Towers Association" for the processing and handling of the documents regarding the sale
3. Rules for open houses:
 - a. Notify the office one week in advance.
 - b. Signs for the open houses are not allowed to be posted on the building premises.
 - c. Two realtors must be onsite (one in the lobby for greeting viewers and one inside the Unit).
 - d. The realtors and the viewers must sign in and out via the form in the lobby.
 - e. Open houses can be held between the hours of 10:00 a.m. and 4:00 p.m. (Monday through Sunday) and must not exceed three hours.
4. All assessments and all debts shall be paid in full prior to the closing of the sale.
5. If any Unit Owner who permits a prospective buyer to move into the Unit without abiding by the above procedures, they will be assessed a fine as per the association documents.
6. A signed buyer's acknowledgement of having received and read the Association's governing documents and Rules & Regulations must be noted and provided to the Association (available from the website)
7. GST has a policy that states that no individual or entity may purchase or own more than two Units.
8. New Unit Owners must wait two years after the purchase of a Unit to be eligible to rent it to others. They must follow the procedure for renting Units listed under Renting of Units.

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9. A new Unit Owner is interviewed by at least two Board members. This “interview” provides the new Unit Owner with all governing documents and a review of the overall Rules & Regulations. During this interview, a welcome packet is provided that includes where to find all the governing documents on the website.

Security

1. Entrance doors and gates to the property shall never be left unlocked or propped open. If a Unit Owner notices an entrance door in such a state, he or she should immediately close and lock the door and notify the Manager of the incident.
2. All delivery individuals, including food delivery persons, shall be met at building entrances. They are not permitted to gain entrance to the building through the entry phone system and shall be escorted by a Unit Owner at all times when on Association premises.
3. When having a social event or open house, Unit Owners shall meet anyone they do not personally know at the entrance to the building. They shall not let unknown people gain entrance using the entry phone system.

Smoke Alarms

1. Smoke alarms have 120 voltage and are electrically hardwired. These are not wired to the fire panel and are the responsibility of the Unit Owner.
2. If renovating your Unit, the City of Sarasota may ask you to relocate the smoke alarm to comply with code. This is done by an electrician and is the responsibility of the Unit Owner.

Smoking

1. Gulfstream Towers is a non-smoking building.
2. No smoking is permitted in any Common Area, including the balconies, the second-floor lounge, the lobby, the parking garage, the patio, and the pool area.

Solicitation

No solicitation is allowed in the building by any person, including solicitations by Unit Owners on behalf of others. A Unit Owner who identifies someone soliciting in the building should notify the Manager immediately.

Storage Areas

1. The Manager will assign each Unit one (1) storage area. Storage areas are Common Elements and are located in the north, center, and south ends of the building.
2. All storage areas will be identified with their corresponding Unit number.
3. Unit Owners using a storage area other than the one designated may be opened, and their contents may become the property of the Association or destroyed, at full cost to the property's Unit Owner.
4. Storage of items outside the areas is not permitted, including without limitation, bicycles.
5. No flammable liquids should not be stored in storage areas.
6. The Association is not responsible for the damage or loss of any item stored in a storage area.
7. The Unit Owner shall provide their own lock.

Trash

1. The GST Association has trash pickup service on Monday, Wednesday, and Friday.
2. There are trash chutes on each floor.
3. All garbage shall be securely bagged in leak-proof plastic bags or containers before being transported from Units or being deposited in the trash chutes on each floor. If using store or grocery bags for trash, the bags must be doubled.
4. Trash chutes shall NOT be used to dispose of large boxes, rugs, brooms, and other large or bulky items. These items shall be deposited directly into the dumpsters located on the ground floor outside of the garage.
5. Unit Owners are prohibited from disposing of diapers and similarly noxious-smelling items except in bags or containers that contain such odors, which shall be transported down to the dumpster.

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6. Used cat litter must be double bagged and transported down to the dumpster.
7. Unit Owners shall not dispose of any appliances, large furniture, construction debris, and carpeting in the garbage area. Such items shall be removed from the premises at the Unit Owner's expense.
8. No garbage is to be left in any of the chute rooms.
9. All flammable items must be removed (e.g., paint, paint thinners, ammonia, bleach, and pesticides) by taking such items to the Country Recycling Center. Do not use the chute for flammable disposal.
10. Trash bags shall not be placed behind vehicles or obstructed in any way to hinder accessibility to the trash collection crews.
11. Furniture, appliances, mattresses, bedding, etc. will not be removed as part of the trash service. Disposal of these items shall be arranged by and at the expense of the respective Unit Owner.
12. Waste Management should be contacted to inquire about special pickup arrangements.

Water Leaks

1. If a water leak or blockage is in the piping that only services a specific Unit, then that Unit Owner will be responsible for the maintenance and damages.
2. If a Unit is receiving waste from a drainage stack serving other Units as a result of a blockage that was not caused by misuse on the part of the Unit Owners of the affected Unit, then the Association will be responsible for resolving the blockage problem and associated repairs.

Windows

1. The Association owns all Unit exterior windows. Prior to initiating any modifications or replacement, the Unit Owner must first obtain the written approval of the Board. Windows must meet the exact specifications noted by the Board, and their installation must comply with applicable State of Florida Code and Sarasota regulations.
2. Posters, banners, advertisements, and signs shall not be displayed in Unit windows.
3. No Unit Owner may cover their windows with newspapers or magazines or any such material at any time.
4. The exterior visual portion of the window treatments must be of a light shade of beige or white.
5. All window frames and glass must withstand hurricane impact.

Additional Information

Purpose, Enforcement, & Responsibilities

1. Purpose of Document
2. Legal Terms
3. Enforcement of Rules & Regulations
4. Owner Responsibilities

Documents and Forms

1. Buyer's Acknowledgement Form
2. Fitness Center Waiver
3. Kitchen Reservation Form
4. Leaving Checklist Form
5. Parking Lotto Document
6. Renovations Document, Renovation Form, and Contractor Agreement Form
7. Question and Answer Sheet

1. Purpose of Document

- A. The purpose of this document is to provide the GST Association's (henceforth the "Association") Unit Owners with

the Association's "Rules & Regulations," henceforth the "Rules." The Rules are not intended as a substitute for the Association's "Amended and Restated Declaration of Condominium" or of its "Amended and Restated Bylaws," (henceforth the "Documents"). The Rules supplement and implement many of their requirements.

- B. These Rules are defined, implemented, and enforced by the Association under the authority vested in the Board, by the Association's "Amended and Restated Declaration of Condominium Article IX – Section 9.1 Board Powers (d) Rules and (i) Impose Fines" and by the Restated and Amended Bylaws Article IV – Powers and Authority of the Board of Directors Sections 4.4, 4.15, and 4.17.
- C. For purposes of compliance with these Rules, the term "Unit Owner" also applies to a Unit's Tenant, their Immediate Family Members, Guests, or Invitees. These and other terms of the Rules are defined in Article II – Definitions of the Association's Declaration of Condominium.
- D. It is the responsibility of the Unit Owners to ensure that their Tenants and their Immediate Family Members, Guests, and Invitees are familiar with and abide, at all times, by these Rules and also to all applicable requirements of the Documents. The Unit Owner and Authorized Unit Occupants are individually and jointly responsible for any noncompliance event and related consequences.
- E. The Association employs Management to see that Rules are complied with; to ensure the assets of the Association are protected; and to ensure that the rights of other Owners, Tenants, Immediate Family Members, and their Guests are also protected.
- F.

2. Legal Terms

The following terms are used throughout this booklet within the context of these definitions:

- A. Association Documents ("Documents"): Refer to the "Amended and Restated Declaration of Condominium, Bylaws, and Articles of Incorporation" of the GST Association.
- B. Contractor and Subcontractor: Refers to the person or persons hired or otherwise authorized by a Unit Owner to provide and supervise remodeling or maintenance work in a Unit.
- C. Guest: Refers to any person who is not the Unit Owner or a Tenant, or Immediate Family Members of theirs, who is physically present in—or occupies the Unit on a temporary basis—overnight, not to exceed 30 calendar days in any calendar year, at the invitation of a Unit Owner or legally authorized Occupant, without the payment of consideration. All Guests must be registered with the GST Association Office.
- D. Immediate Family Member: Refers to the Unit Owner or Tenant's Spouse, Domestic Partner, children, and the Spouse's or Domestic Partner's children. All Immediate Family Members must be registered with the GST Association Office.
- E. Invitee: Refers to a person or persons allowed entry to GST for the purpose of conducting business with the Unit's Occupant, or otherwise entering the Association's property, on a temporary basis, at the express or implied consent and full responsibility of the Unit Owner or Tenant. Service providers are included in this term. The Invitees are each to sign into the Guest Registry, located in the GST first-floor lobby area, at the start and end of each visit, or of each day's presence in the Association's premises.
- F. Occupant: When used in connection with a Unit, refers to a person who is physically present in a Unit on two or more consecutive days, including staying overnight for one night. All Occupants must be registered with the GST Association Office.
- G. Tenant or Lessee (henceforth, "Tenant"): Refers to a person, persons, or legal entity entering into a rental or lease agreement with the Unit Owner for the use of a Unit for a specified period of time. Prior to being effective, the Tenant and the related rental or lease agreement must be presented to the Association's Board by way of the Association's Manager (henceforth "the Manager") for the Board's prior review, verification, and authorization.
- H. Domestic Partner: Refers to a long-term, committed, and exclusive relationship where two individuals are financially interdependent. When used in connection with a Unit, it means a person who is living in the Unit, along with the Unit Owner. The state of Florida does not grant domestic partnerships or common-law marriages formed after 1968 the same status and rights of a legally married couple.

3. Enforcement of Rules & Regulations

As permitted by Sections 18.4(h) and 18.4(i) Florida Statutes – Chapter 718.303 (1) & (3) of the Florida Condominium Act and the Declaration Article IX – Section 9.1 Board Powers (i through l), the Board of Directors has adopted the following procedure regarding the assessment of fines and/or suspension of some Unit Owner and Occupant rights due to noncompliance with requirements of its Documents and/or Rules. If an Owner, Management, or employee observes and reports conduct that violates the Declaration, Bylaws, or Rules & Regulations, the Board will use the following procedure:

- A. **GST Association Fines Committee** (henceforth "the Committee"): The Board will establish the Committee, made up of three (3) Unit Owners who are not Board Members or Unit Owners of a Board Member's household. It will determine whether the Board should proceed with assessing a fine(s) and/or suspension of some Unit Owner and Unit Occupant rights, defined by Florida Statutes Chapter 718.303 (3. a & b), (4), and (5) and Association Documents.
- B. **Infraction Report:** The Unit Owner or Unit Occupant or Association staff who observes the infraction(s) should present a written report of the incident to the Manager and/or Board of Directors. It shall be specific, signed, and dated and include details of the violation, plus the names of any other witnesses. The person making the complaint should be prepared to testify at the Committee hearing and other proceedings that may be necessary.
- C. The following is the protocol of the Association's communication:
 - a. **Letter From the Board of Directors:** At the direction of the Board, Management will send a Warning Letter, henceforth "the Warning," to the Unit Owner and, if applicable, the Unit Occupant, Licensee, or Invitee responsible for the violation of a requirement(s) of the Declaration, Bylaws, or Rules. The Warning will specify the provision that was allegedly violated and remind the parties that compliance is required and could involve financial and/or other consequences.
 - b. **Class 1 Violation or Re-Incident Letter From the Manager:** If the alleged infraction is not resolved to the Association's satisfaction, Management receives or initiates a second incident report, or the Board determines that the nature of the alleged violation was a Class 1 violation, as defined in the Schedule of Fines below, a Notice of Violation, which includes a Notice of a Fines Committee Hearing, may be sent to the Unit Owner, and/or the report may be sent directly to the Association's attorney.
 - c. **Committee Hearing:**
 - i. If the Unit Owner or other alleged infraction party does not appear before the Committee, on the convened hearing date, the Committee will consider the evidence presented to it by the Board and will make its determination on the merits of the report's details and evidence. The Board and Unit Owner will be informed, in writing, of the Committee's decision. If a simple majority of the Committee determines that a fine and/or rights suspension is not applicable, the Board may not impose them. If the simple majority of the Committee determines that an infraction has been incurred and that it warrants a fine and/or rights suspension, the Board may proceed with the necessary action to assess the fine and/or impose the suspension of Owner and Occupant rights.
 - ii. If the Unit Owner or other alleged infraction party appears before the Committee, on the convened hearing date, the Board Committee will hear and consider arguments, evidence, or statements regarding the alleged violation(s)—first from the person(s) signing the incident report, and then from the alleged violator, together with any witnesses testifying on the behalf of either party. The Board Committee will allow rebuttal testimony. Following the hearing, the Board Committee will consider the evidence presented. If a simple majority of the Committee does not agree, the fine and/or suspension may not be imposed. If it does agree, then the Board may impose a fine(s) and/or suspension of rights.
 - d. **Board's Assessment of a Fine and/or Rights Suspension:** Having complied with the aforementioned process by which the Unit Owner has not been absolved of the infraction, at an Open Meeting of the Board of Directors, the Board may assess a fine, reasonable legal fees, and any repair costs or other damages and also impose a suspension of some of the Unit Owner and Occupant rights, except for those rights defined in

Florida Statutes Chapter 718.303 (4). If a member of the Board has presented evidence and/or is the alleged violator or complainant, he or she will abstain from voting.

- e. Fines and/or Suspension of Rights Letter (henceforth "the Letter"): A letter will be issued to the Owner that contains the Association's Fines Committee decision and, where applicable, the Board's determination of the related fine(s) and cost assessment, which may include reasonable legal fees incurred by the Association related to this infraction proceedings.
- f. Assessment Payment by the Unit Owner: The assessment shall be paid by the Unit Owner within 30 calendar days of the Letter or Fines Committee Hearing Decision. If not paid, the Board may begin collection procedures. All costs related to the collection are the responsibility of the Unit Owner.

NOTE: Unit Owners are responsible for their conduct and that of their Tenant or of their Immediate Family Members, Guests, or Invitees permitted to enter a Unit or Association property.

Schedule of Fines

Class 1 Violations:

- \$250–\$1,000, plus legal and repair
- Class 1 violations include but are not limited to vandalism, unapproved or noncode construction, or actions that threaten the safety or welfare of Unit Owners, employees, or the general public.

Class 2 Violations:

- \$100–\$500, plus legal and repair costs
- Class 2 violations include but are not limited to noise, misuse of Association property, and littering the Common Areas.

Class 3 Violations:

- \$0–\$250, plus legal and repair costs
- Class 3 violations include minor violations not covered above such as part, bicycle, and parking violations.

4. Owner Responsibilities

- A. Unit Owners are responsible for property taxes and personal insurance coverage.
- B. Each Unit Owner shall provide the Association with a current address, email address, and daytime and evening phone numbers.
- C. Unit Owners shall sign a written disclaimer notifying the Association of what specifically can and cannot be publicized information to be included in the Unit Owners' directory.
- D. The Unit must be maintained in good condition and repair, including all interior surfaces within or surrounding the Unit such as floors, walls, and ceilings. The fixtures therein, including interior plumbing, appliances, and air-conditioning, must also be maintained and repaired, when necessary.

Hot water heaters should not be older than eight (8) years. Hot water heaters should be inspected and drained annually. The Unit Owner is responsible for the leaks in their own Unit and for the Units below. Whenever a hot water heater is replaced, evidence of this is to be presented to the Manager, by the Unit Owner or Occupant or Unit inspector, for compliance verification.

- E. When the Unit Owner or Occupant or Guest of the Unit is absent for a prolonged period of time, the Unit Owner shall hire a Unit inspector to ensure no problems with the plumbing, wiring, air-conditioning, or other items go undetected for a prolonged period of time. At each inspection, the inspector should add some water to each drainage trap—one is connected to each of the kitchen and bathroom sinks, bath tub, or shower—and also make sure the toilets have some water in the bowl. The inspector's name and phone number shall be provided to the Manager.
- F. For any extended absences, more than five (5) days, water shall be turned off at the two shut-off valves: one in the kitchen and one in the bathroom. Electricity shall also be turned off at the in-Unit's circuit breaker panel, except for

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- the air-conditioning air handler and refrigerator.
- G. All Owners shall furnish a set of keys or entrance door PIN number to the Manager to be retained for use during Association maintenance or emergencies.
 - H. Electricity and cable are the Unit Owner's responsibility.