

Subject: CHATHAM BUILDING RULES AND REGULATIONS

April 19, 2021

All Owners and Resident of Chatham Building,

Enclosed is a copy of the latest edition of the Chatham Building Rules and Regulations, which were amended by the Chatham Board of Directors on April 19, 2021. Please discard all previously issued Rules and Amendments to the Rules that may be in your possession. It is recommended that you place this document in your Blue Book, along with your copy of the Declaration, Bylaws, and Articles of Incorporation.

Why Have Rules and Regulations?

Condominium ownership is different from single-family home ownership. It is a cooperative venture in which the rights of one owner may have significant impact on the quality of life of other owners. Because of this, it is necessary to have various rules, standards and safeguards designed to foster an environment in which ALL unit owners and residents can live together in harmony.

Rules can also be a useful tool for the Board in fulfilling its obligation to maintain the appearance, safety, and cleanliness of the property.

The Chatham Building Governing Documents (i.e. the Declaration and Bylaws included in your Blue Book) include a number of use and occupancy restrictions in addition to those cited in these Rules and Regulations. Owners are encouraged to review those documents as well.

Subject to the provisions of Florida Statute, as well as Chatham Building Governing Documents, the Board has prepared these Rules with an eye toward reflecting, to the maximum extent possible, the collective will and interests of ALL owners.

Please be mindful that not all owners will agree on all issues, and that the Board is legally obligated to enforce whatever Rules, Regulations, Bylaws, and provisions of the Declaration may currently be in force.

The good news is that a condominium is, in essence, a democracy. If there is a particular rule with which you may disagree, or which you may find objectionable, there are means by which such a rule can be changed, just as legislations can be changed in local, state, and federal government. The means by which such rules may be established or changed are defined in the Governing Documents.

Yours truly,

CHATHAM BUILDING BOARD OF DIRECTORS – April 19, 2021

CHATHAM BUILDING RULES AND REGULATIONS

Amended April 19, 2021

1. **KEYS:** F.S. 718.111 (5) and Section 20 (d) of the Chatham Building Declaration requires that owners allow the Board or its surrogates access to their Units for emergency and maintenance purposes. Accordingly, each owner is required to furnish to the Board a set of key(s) to their unit. Only board members will have access to these keys, and their use by the Board or its surrogates will be restricted to those maintenance or emergency issues in which the owner is unable to provide access personally. The Board shall maintain a "sign out" ledger, on which Board members must sign in and out when these keys are used. Board members are required to have a least one witness present when entering a unit. Board members shall promptly advise unit owners of the use of such keys by whatever means is appropriate to the occasion (e.g. in person, telephone, email, mail, etc.).
2. **STORAGE AREA:** Residents who wish to store personal items in any area of common element do so AT THEIR OWN RISK. The Board shall not be held liable for any owner's personal item that is not stored within the confines of his or her unit. Residents are assigned a small storage area for personal use. These bins are located in storage rooms that are located on the second, third, and fourth floors. The Board maintains a listing of storage bin assignments for each unit. Residents who do not know the exact location of the storage bin assigned to their unit may ask any Board member. Personal items are to be kept in their own assigned area and NOTHING is to be left on the floor as this could cause a hazard to others accessing their own area. Residents who wish to store personal items in a storage bin other than the one that is assigned to their unit must first obtain permission from the resident or other responsible entity (e.g. an estate, property manager, etc.) to whose unit that storage bin is assigned. Permission must be delivered to the Board by the responsible resident or entity in writing, prior to storage of any items.
Residents who use another person's storage bin must label each stored item with their name and unit number, so that the items may be identified and/or removed by the Board in the event the resident associated with the borrowed storage bin changes, and the new resident wishes to make use of it. Residents may not store personal items in the Association Office (located on the fourth floor).
3. **PARKING:** The parking lot is divided into both numbered parking spaces and guest parking spaces. Each unit is assigned one parking space from among the numbered spaces. The Board maintains a record of each unit's numbered space assignment, and its location within the parking area. Owners, residents, or guests may not park any vehicle in any numbered space that is assigned to another owner's unit unless they obtain permission from the resident or other responsible entity (e.g. an estate, property manager, etc.) to whose unit the space is assigned. Permission must be delivered to the Board by the responsible resident or entity in writing, prior to any other resident making use of that space. Spaces labeled "guest" are available for use by building residents on a first come, first-served basis, with no resident claiming a "guest" space for their exclusive use. Residents are NOT permitted to lease or otherwise allow someone else to park in their assigned space while parking their own vehicle in a "guest" space.
4. **PERMITTED USES OF PARKING AREA:** Types of vehicles permitted to be parked at Chatham are defined in Section 20(i) of the Chatham Declaration New Amendment December 2020. Aside from vehicle parking, entry, and egress, permitted uses of the parking area include rinsing of vehicles (not washing – NO SOAP!) at the car rinsing area at the northeast corner of the building, waxing and minor maintenance (e.g. jump-starting, windshield wiper replacement) of vehicles in that area or in the vehicle's assigned space. No major or potentially messy maintenance (e.g. oil changes) is permitted. Cars must remain on pavement (NOT on the grass) at all times. The car rinsing station at the northeast corner of the building is intended for use by Chatham Residents ONLY, between the hours of 8:00 a.m. and 6 p. m.. Non-residents, including guests and non-resident landlords, are NOT entitled to use this facility.

5. **TOWING OF UNAUTHORIZED VEHICLES;** The Board may, at its discretion, authorize the towing of vehicles deemed not entitled to park in the Chatham parking area. These would include, but are not limited to,
 - a. vehicles that do not conform to Section 20(i) of the Chatham Documents
 - b. vehicles improperly parked as defined in :Paragraph 3 PARKING” of this document.
 - c. vehicles observed to have been left by non-residents who make use of the boat docks.

6. **BICYCLES AND PERSONAL SHOPPING CARTS:** Owners who wish to store bicycles or personal shopping carts outside his or her unit do so AT THEIR OWN RISK.
 The Board shall not be responsible for the safety or integrity of any owner’s bicycle or personal shopping cart that is not stored within the confines of his or her unit.
 A personal shopping cart is defined as a two-wheeled cart.
 Bicycles and Personal shopping carts may be stored and secured ONLY BY OWNERS WITH COVERED PARKING SPACES, subject to the following restrictions:
 Owners with covered parking spaces must secure their bicycles and/or personal shopping cart to an inboard support stanchion, not one that fronts the driveway. Bicycles/carts must be secured n such a way that they do not protrude or extend beyond the bounds of their own parking space, with the exception that they may extend into the median area that separates the north and south parking space rows. Owners are personally liable for any damage their bicycle/cart might cause to any vehicle parked in an adjacent space.
Strong Wind Advisory/Absentee Owners: Owners are directly responsible for the removal and storage of bicycles and/or personal shopping carts during strong wind advisories and/or hurricanes. Absentee Owners (e.g. vacationers and “:snow birds”) must remove their bicycles from the covered parking space prior to leaving Chatham. The Board shall not be held liable for any bicycle/cart left in the covered parking space during extended absence by its owner, and any bicycle that must be removed by security or the Board during a strong wind advisory and/or hurricane is subject to confiscations.

7. **MAXIMUM NUMBER OF RESIDENTS IN A UNIT:** As per Article X (A.1) of the Chatham Association Bylaws, the maximum number of people to live in a single unit is as follows:
 : One Bedroom: Two people Two Bedroom: Four people

8. **LIMITATION ON GUEST STAYOVERS:** With owners present guests are allowed to stay overnight in your unit for a maximum of 30 days with the exception of a Spouse or Partner (not considered Guest). Any guest whose duration of stay exceeds 30 days will be considered by the Board to be a permanent resident, subject to the same INTERVIEW process as prospective owners and renters, and subject to the maximum number of residents allowed to live in a single unit, as defined in (7) above.

9. **GUEST OF ABSENTEE OWNERS:** If a unit is to be used while you are away, you MUST notify a board member before your guest(s) will be arriving and leaving. Guest are limited to a maximum overnight stay of 30 days per year. Paperwork MUST be given to the Board before arrival. Thirty (30) days defined as one guest for 30 days per calendar year or 30 guests one day per calendar year for a total of 30 overnight stays per calendar year, see Amendment November 27, 2017.

10. **PERSONAL ITEMS IN EXTERIOR WALKWAYS:** Doormats may NOT be placed at the foot of a unit’s front door.

Personal items placed in exterior walkways (e.g.) walkways that front the north side of the building) MUST be removed when NOT in use. These would include, but are not limited to, CHAIRS, PLANTS, WALKERS, WHEELCHAIRS etc. Personal items are NOT permitted to be left unattended in exterior window sills or on the deck. Personal items such as chairs are NOT permitted to be set in front of another resident’s unit unless explicitly invited by that unit’s resident, and MUST be removed when their use is ended. Package deliveries should be taken in as soon as possible, if you are away please arrange to have someone pick up your packages. If left unattended the Board may, at its discretion, REMOVE them.

11. **STRONG WIND ADVISORY:** During strong wind and/or hurricane advisories, all personal items left in any area of common element must be removed or secured by its owner as appropriate. This would include awnings on those units that have them, and anything on their patios. Owners will be held liable for any damage such personal items may cause during a storm.
12. **MODIFICATION TO UNIT EXTERIORS:** Consistent with Section 20(g) of the Chatham Declaration, the Board MUST APPROVE any and all modification to a unit's exterior.

INTERIOR WORK MODIFICATIONS: ALL work MUST have APPROVAL APPLICATION FORM COMPLETED and APPROVED BY TWO BOARD MEMBERS BEFORE ANY ALTERATIONS BEGIN. Forms may be obtained from the Board of Directors. We must have documents from Contractors and Insurance Co. before approval. Any construction is limited to 7:00 A.M. to 5:00 P.M., Monday through Friday. Do not DRAG anything heavy across the walkways or allow any of your workers to do so. Washers and Dryers are NOT allowed at the Chatham House.
13. **LAUNDRY ROOM HOURS:** Permitted hours of use: 7:00 a.m. to 10:00 p.m., seven days a week.
14. **BIRD FEEDERS:** Bird feeders are not allowed at Chatham House.
15. **OCCUPANCY OF RENTAL UNITS:** Chapter 718, Florida Statutes (e.g .718.106(4)) states "When a unit is leased, a tenant shall have all use rights in the association property and those common elements otherwise readily available for use generally by unit owners and the unit owner shall NOT have such right except as a guest...". Accordingly, unit owners who lease their unit to a tenant relinquish all privileges (aside from voting rights) associated with that unit. These privileges now belong to the tenant, and such unit shall not be occupied by anyone other than the ORIGINAL TENANT for the duration of the lease.
16. **GUEST AND NON-OWNERS AT BOARD MEETINGS:** Non-owners are permitted to attend Board meetings ONLY AT THE INVITATION OF THE BOARD. Owners who wish to invite guests to attend Board Meetings MUST seek prior approval by the Board. Any guest who appears at such meeting may speak only at the invitation of the Board, and may, at the Board's discretion, be asked to leave at any time.
17. **DELIVERY / REMOVAL OF FURNITURE:** Delivery or removal of furnishings is permitted ONLY between the hours 7: a.m. and 8:00 p.m. Notify your van lines of the requirements. You will be responsible for any damages caused by moving in or out of the building. You must provide a check in the amount of \$100.00 made out to Chatham House #202 it will be returned if no damage occurs.
18. **CHATHAM IS A 55+ COMMUNITY:** At least one resident in any unit of Chatham must be 55 years of age or older, and no one under 18 years of age is allowed to take up permanent residence. (Section 20(f), Chatham Association Declaration).
19. **ASSOCIATION RESOURCES AVAILABLE FOR BORROWING:** The Association maintains a small inventory of resources such as ladders, dollies, walkers, and carts, which may be borrowed by owners from time to time. Inquire with any Board member for the nature and availability of such items.
20. **PETS:** As specified in Article X(J) of the Chatham Bylaws, pets are limited to "ONE pet, 20 pounds or less". Guest are not permitted to bring pets. All animals outside of their units are to be leashed or caged. Use designated pet walking areas and all residents MUST immediately clean up their pets' waste. Chatham House follows the Florida Statute regarding Emotional/Support Animals. You MUST have a support form filled out every year and give to the Board.
21. **SMOKING:** Chatham House supports and adheres to the Florida Air Act Statute 386.
22. **PROPER COVER-UP:** Proper cover-up (e.g. shirts and bathing suit covers) and shoes are required in common areas.

- 23. EMERGENCY CONTINGENCY:** Owners MUST notify the Board of any plumbing problems, mechanical problems or other malfunctions in your unit IMMEDIATELY.
- 24. RULES ENFORCEMENT POLICY:** It is the sincere desire of the Board that active enforcement of Rules described here or elsewhere in the Chatham governing documents should never become necessary. On those rare occasions in which it DOES become necessary, and with the exception of an immediate safety or emergency issue or the enforcement defined in Paragraphs 5 and 10 of this document the Board shall pursue the following course of action
Upon receipt of a complaint by the Board, of a Rules violation, an officer of the Board shall first determine the validity of the complaint.
Should the Board determine the complaint to be valid, the Board shall issue a letter to the presumed violator, informing them of the nature of the complaint, and affording them a thirty-day window to comply.
If, after thirty days, the presumed violator fails to comply the Board shall retain legal counsel who will then send the violator a "last chance letter" to comply. This letter shall inform the presumed violator if he (or she) fails to comply, they will be sued for a permanent injunction by court order, with the presumed violator responsible for the association's attorney's fees as well as his own attorney's fees. If, upon receipt of the "last chance" letter, the presumed violator fails to comply or continues with the violation, the Board may, at its discretion, proceed with the court action described above.
- 25. DENIAL OF USE RIGHTS TO COMMON FACILITIES TO OWNERS WHO ARE DELINQUENT IN THEIR CONDO FEES AND ASSESSMENTS:** As approved by the Town Shores Master Association on October 19, 2010, building associations within Town Shores have been granted the power to deny use rights to facilities owned and maintained by the Town Shores Masters Association. These would include, but are not limited to, the Town Shores Clubhouse, all four swimming pools, tennis court, bocce court, shuffleboard court, and boat docks.

Accordingly, any owner who is delinquent in their monthly maintenance, special assessments, or late fees for a contiguous period of more than ninety (90) days will be barred from the above facilities and will be asked to surrender their tags

