

OFFICIAL RULES AND REGULATIONS

Revised June 2022



I. I.D. TAGS - OWNERS: Each owner at Town Shores is issued four (4) permanent tags, including two (2) owner tags and (2) guest tags. Residents are required to carry these tags whenever using the common elements or participating in a Master Association function or activity.

Any owner purchasing replacement permanent I.D. tags must provide proof of ownership (e.g. current utility bill, current cable bill).

When an owner rents his/her unit, he or she no longer has the use of the I.D. tags or the amenities of Town Shores for the duration of the lease. The use of these tags and the amenities of Town Shores is transferred to the renter.

Renters purchasing replacement permanent I.D. tags must provide a notarized letter from the owner with full remittance.

Renters requesting replacement permanent I.D. tags in exchange for broken tags must provide proof of rental (e.g. copy of lease or a notarized letter from the owner).

Owner and guest permanent I.D. tags are replaced at no charge if they are turned in broken. However any owner requesting replacement I.D. tags must provide proof of ownership (e.g. current utility bill, current cable bill).

Only valid owner and valid guest permanent I.D. tags are available for replacement. Blue, white, black and green I.D. tags have not been valid since January 1, 2017 and are not exchangeable for current valid owner and guest permanent I.D. tags.

II. I.D. TAGS - GUESTS: All guests must have a guest tag from the host resident. The guest tag must be visible while a guest is using the common elements or participating in a Master Association function or activity. Additional guest passes are valid for thirty (30) days and can be purchased from the Management Office at \$5 each. All temporary card fees will be deposited into the Pool Supply Expense Operating Account.

Unit owners are responsible for the conduct of their guests. Guests fourteen (14) years of age or under do not need a guest tag and, therefore, must be accompanied by a tag-carrying adult.

III. PARKING:

A. RV/Camper/Boat Trailer Parking: Parking for these vehicles is available in the Master Association parking lot near the gazebo in the spots marked "Camper". The vehicle/boat trailer must have a temporary parking permit displayed in the windshield. The permit is available from the Management Office Monday through Friday during office hours and may be used by RV/camper/boat trailer owners for a maximum cumulative two-week period in any three-month period of time. The RV/camper/boat trailer may not be utilized as living quarters while on Town Shores premises. No boats without trailers, commercial service trailers or semis are allowed to be parked or stored overnight on the Master Association property. Vehicles without permits will be towed at the owner's expense. "Tow Away Zone" signs constitute legal posted notice. All vehicles parked on Master Association property must display a current registration. Any unit owner/guests parking a vehicle without a current registration will be asked to have tag current within twenty-four (24) hours or the vehicle will be towed at the owner's expense.

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B. Motorcycles, Motorized Bicycles, Segways And Mopeds: These vehicles are not allowed on Master Association property and will be towed at the owner's expense.

C. Event Parking: Parking at the Clubhouse is limited and is on a first-come first-serve basis. These spaces are utilized by all residents using the Clubhouse regardless if they are attending a function or not. There is a minimal number of overflow parking spaces available in the employee parking lot. Organizers should recommend carpooling to their function attendees. Parking in areas designated for individual buildings is prohibited without written permission from the building's Board of Directors. Those parking without permission from the Board are subject to towing at the owner's expense.

IV. MARINA: Rental is available to any resident of Town Shores on an availability basis for vessels titled in their names. The rental agreements and rules and regulations for the marina (see Appendix A) are available at the Management Office. Boat owners shall provide a copy of their current liability insurance and current registration to the Management Office at each renewal. Rental and/or renewal shall be at the option of Master Association. Invoices for monthly rentals are due on the 1st day of the month being paid.

V. KAYAK STORAGE: Kayaks can be stored on the racks next to the shuffleboard courts, and an annual fee is charged. Kayaks can be launched at the kayak launch on the South dock.

VI. BOCCE: Bocce courts are available to residents whenever they are not scheduled for use by the Bocce Club. The schedule is posted on the bulletin board at the courts. A key to unlock the equipment shed can be obtained in the clubhouse office. The key for the inner lock is located in the shed.

VII. SHUFFLEBOARD: Shuffleboard courts are available to residents whenever they are not scheduled for use by the Shuffleboard Club. The schedule of game times is posted on the bulletin board by the courts. The key to unlock the equipment is located in the room next to the billiard room.

VIII. BILLIARDS: The billiards room is available to residents whenever it is not scheduled for use by the Billiards Club. All residents are welcome to attend their weekly meeting on Saturdays at 9 a.m. Equipment is available in the billiard room.

IX. PING PONG: Ping Pong is available to residents in the clubhouse auditorium. Equipment is available in the clubhouse auditorium.

X. XBOX: Xbox is available to residents in the clubhouse auditorium whenever a tournament is not scheduled. Access to the game and instructions can be attained at the machine.

XI. BEAN BAG TOSS: Bean bag toss is available to residents at the shuffle board courts.

XII. TENNIS/PICKLEBALL: Tennis/pickleball courts are available. Residents and their guests may borrow or purchase the tennis court key from the Management Office. If the key is borrowed and not returned, a lock charge fee will be charged. Information pertaining to the key is available from the Management Office. See Appendix C for tennis/pickleball rules.

XIII: DOG PARK: The Town Shores dog park is located on Shore Blvd. and 59th Street South. Residents should have a pooper-scooper or plastic bag to pick up any excrement. Violators will be fined a clean-up fee of \$300 for failure to pick up after their pet.

XIV: CLUBHOUSE FACILITIES: Only owners are entitled to rent the Clubhouse facilities. Table seating in the auditorium should not exceed ten (10) people per table with a Fire Marshall maximum of 325. Seating only with chairs has a Fire Marshall maximum of 550. Maximum seating in the lounge should not exceed four (4) people per table with a maximum of 64 people total. Once the staff completes the set-up,

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tables and chairs should not be moved. This will ensure floors, carpeting and/or equipment will not be scratched or damaged.

A. Use of Auditorium and Lounge: These rooms at the Clubhouse are available for use by any owner for a personal function. Personal functions are defined as resident birthday parties, anniversaries, etc. An application is required and must be approved by the Management Office. A refundable cleaning fee, a rental fee and/or a deposit must accompany an application. Sale of tickets for a private function is prohibited. Town Shores ticketed events, based on the complexity of the issues and planning involved, will NOT be moved to accommodate memorials. There is no charge for memorials.

B. Library: The library is open to all residents. Books are available on a self-serve basis.

C. Clubs/Groups/Building Use of Facilities: The Clubhouse facilities are available for use by Town Shores clubs, groups or buildings. Request for use of the facility must be submitted to the Management Office (up to 12 months in advance) to ensure the date of the function is available. Once the date is available, an application is provided to the club/group/building to complete. Application approval by the Management Office is required along with a refundable cleaning fee. Applications submitted to the Management Office are approved within 24 hours. Any application that is denied may be appealed to the Officers of the Board for a reversal. Any application denied by the Officers of the Board may be appealed to the full Board of Directors at its next regular meeting.

All room cleaning, excluding the kitchen, must be completed before 8 a.m. the morning after the function to allow other residents to utilize the facilities. The kitchen must be completely cleaned by 10 a.m. the next morning.

D. Fees: Club and committee events in either the auditorium or lounge carry no fee. Applicable fees for the Clubhouse facilities are as follows:

	Non-Refundable Rental Fee	Refundable Cleaning Fee
Auditorium	\$200	\$100
Lounge	\$100	\$100
Stove		\$110*

* Includes a \$10 non-refundable gas/maintenance fee. Checks should be made payable to Town Shores Master Association.

To accommodate everyone equally and fairly, the priority in which facilities are booked will be as follows with the Management Office assigning either the lounge or the auditorium for the event:

1. Building Annual Meetings
2. Building & Master Board of Directors Meetings
3. Building and Master Committee and Business Meetings
4. Building Association Interview Meetings
5. Memorial Service for Unit Owners
6. Authorized Club Functions and Meetings
7. Activity Events
8. Private Parties for Unit Owners

E: License/Insurance: Any function serving food by a catering service must have the caterer's current proof of insurance and a current license to serve food, both of which must be submitted with the application.

F. NOTES:

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1. Responsibilities for Organizers of Functions:

- a) All garbage is to be placed in bags in the designated trash receptacles.
- b) The cleaning fee will be returned only if the room is returned to its original condition. A member of the Management Office and maintenance will inspect the facility after the function and return the deposit if the above has been completed.

2. Clubs/Groups/Individuals Who Utilize the Lounge:

- a) The pool area, lanai and billiard room are not to be used by those using the lounge.
- b) No glass can be taken beyond the lounge doors leading to the pool.

3. Usage Exceptions:

- a) November is Annual Meeting month for most of the buildings in Town Shores. Use of the auditorium will not be allowed Monday through Friday in order to accommodate these meetings.
- b) December is set aside for the remaining buildings' Annual Meetings and/or committee functions. The lounge is open to reservations providing no event in the auditorium is scheduled for the same day or evening.
- c) Any club/group/individual holding a function on a weekend before a Monday meeting may be charged a fee, not to exceed \$100, for maintenance to rearrange the room for the Monday meeting .

XV. NEW CLUB AND APPROVED CLUBS PROCEDURES: Any group wanting to form a club must submit a completed application to the Management Office. New clubs will not be approved if found to be in direct competition with an existing club. All clubs are required to submit a copy of their financial statements with invoice specifics to the Management Office on an annual basis. Clubs are under the auspices of the Master Association and must abide by the Not-For-Profit Federal and State laws. Failure of any club to follow these laws will result in the club's being disbanded, and funds left in the treasury will be reimbursed equally to its members. All clubs formed must benefit all members equally and fairly.

XVI. POOLS: There are four (4) pools in the complex. See Appendix B for pool rules.

XVII. SHIRTS AND/OR COVER-UPS AND SHOES: Residents and guests must wear shirts and/or cover-ups and shoes at all times when outside the confines of a unit except on the pool decks and marina docks. Cover-ups and shoes are required when in the Clubhouse. Proper, non-skid pool footwear, often called water shoes, are recommended in the pool area. Proper footwear should be worn on the marina docks. Rules and regulations regarding the use of the pools are posted at each pool and are strictly enforced.

XVIII. GRILLS: Residents may reserve the use of the gas grills through the Management Office. A refundable deposit for the use of the valve key and clean-up is required plus a nominal fee for the gas. No other individually-owned grill of any kind is permitted on Master Association property. There is a charcoal grill and two picnic tables next to pool #4. This area can be used until sunset; however, there is no available parking.

XIX. PET WALKING AREAS: Pet owners are required to walk their pet in designated pet walking areas. Residents should have a pooper-scooper or plastic bag to pick up any excrement. Violators will be fined a clean-up fee of \$300 for failure to pick up after their pet.

XX. FEEDING OF WILDLIFE/STRAY ANIMALS: Feeding birds or stray animals is prohibited on Master Association property. Violators will be fined a \$300 fee. The fee may be appealed before the full Board of the Master Association Directors.

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XXI. VIOLATIONS AND PENALTIES:

A. Any unit owner may bring a written Complaint of Violation of the Rules to the Officers of the Board of the Master Association . The violator shall have the right to appeal an unfavorable decision by the Officers to the full Board of Directors of the Master Association . The Officers of the Board and/or the Board of Directors may deny future, partial or full use of the facilities for a period of time or they may decide the complaint is not justified.

B. Any violation of the Master Association rules and regulations is subject to the following penalties:

1st Offense: Master Association warning for the violator to abide by the rules and regulations and correct the violation. In the event there is a club or activity violation, the Master Association has the right to cancel a pending function. The Master Association will set a timeframe for the correction of the violation.

2nd Offense: Same as 1st Offense plus a \$25 fine.

3rd Offense: Same as 1st Offense plus a \$50 fine.

4th Offense: Same as 1st Offense plus a \$100 fine.

XXII. BULLETIN BOARDS: There are eight open bulletin boards and three glass-enclosed bulletin boards in the Clubhouse lobby.

The three glass-enclosed bulletin boards are for Master Association minutes, agendas for official Master Association meetings and official rules and regulations.

The bulletin board located on the right side of the corridor toward the rear of the lobby is for community functions.

The bulletin board on the left side toward the rear of the lobby is the unit owner classified board. Any unit owner may submit a notice to the Management Office to be posted on the classified board after it is approved. Unit owners can use this bulletin board to sell items, rent or sell their units if they are renting or selling without the use of a professional or licensed agent. Notices will be posted for 30 days. Commercial notices and notices from other than Town Shores are prohibited.

The bulletin board located in the center of the hall is "Information Station" for use by the Communications Committee only.

The three bulletin boards located on the right side of the hall upon entering the Clubhouse are for daily activities, clubs and group/special event notices. The two bulletin boards located directly outside the

Management office are for licenses, permits, and certificates pertaining to the Master Association and committee meetings/event notices.

XXIII. COPIES/FAXES: Unit owners can have copies made in the Management Office at a cost of twenty five cents (\$.25) for a black/white copy and fifty cents (\$.50) for a color copy per page. Faxes can be sent or received within the United States at fifty cents (\$.50) for the first sheet and ten cents (\$.10) for each sheet thereafter. Blue Book copies (Master or individual buildings) are \$30 each.

XXIV. NOTARY: Notary service is available in the clubhouse office during regular business hours at a cost of five dollars (\$5).

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XXV. SOLICITATION/COMMERCIAL SIGNAGE: No outside commercial solicitation is permitted on Master Association property. No commercial signage may be posted or placed anywhere on Master Association property.