

SUGAR SANDS CONDOMINIUM
RULES WE LIVE BY
Approved - 5/11/2010

Foreword

The “Rules We Live By” is more than just a title for the Sugar Sands rule book. It is, in fact, a succinct statement of the first principle of condominium living - the protection of all owners’ rights. A condominium community without rules is an invitation to chaos - a situation where no one’s rights are protected. On the other hand, a condominium community with too many or too restrictive rules can be an unpleasant place to live. At Sugar Sands we have attempted to obtain a happy medium to assure that our community remains a peaceful and pleasant, but orderly, place to live. The objectives of our rules are three: to insure that each owner can enjoy the use of his or her condominium with a maximum of peace, comfort and safety; to insure that all owners can enjoy the use of common areas and the recreation areas to the extent that is reasonably possible; and to protect and preserve the property values of each apartment and the entire condominium community. Your Association believes sincerely that the rules herein are reasonable, and that their observation by all owners, lessees and guests will result in assuring that these objectives are reached.

Sugar Sands is a designated 55 and older community.

The following rules and regulations were designed for the benefit and protection of all apartment owners and lessees. Owners are responsible for informing their lessees, and owners and lessees are responsible for informing their families and guests about these rules and regulations, and for insuring their compliance with same. Owners and lessees will be held responsible for the decorum of, and any infraction of rules and regulations by, their families and their guests.

Sugar Sands Condominium Association, Inc. reserves the right to deny use of the Clubhouse, pool, billiard room, tennis courts, shuffleboard courts, etc., to anyone at any time, if rules and regulations are willfully violated. If the Association Board of Directors considers legal action necessary in enforcement of these rules and regulations, the Association reserves the right to bring suit and recover all costs, including reasonable attorney’s fees, from the violator.

All persons using the docks and/or any part of the recreation area and its facilities do so at their own risk. The Association is not responsible for accidents or injuries.

Owners and lessees are responsible for any and all damage to the clubhouse and/or any part of the recreation area and its facilities resulting from the use of same by themselves, their families, or their guests.

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I. GENERAL REGULATIONS

A. The facilities of Sugar Sands are for the use and enjoyment of the following persons only:

1. Owners and their families.

2. Registered lessees and their families. (A lessee is considered “registered” when his lease has been approved by the Association Board of Directors as required by Section 12 of the Declaration of Condominium.)

3. A Registered House Guest of an owner or lessee is defined to mean any person occupying an apartment overnight with or without the unit owner or lessee present and who is not paying any consideration for such use of the apartment. (A house guest is considered “registered” when the Property Manager (Clubhouse office telephone number 844-5630) has been notified of his or her presence and a guest registration form has been completed.) Such persons may use Sugar Sands facilities without the owner or lessee accompanying them to the facilities.

4. “Visitor” is defined herein to mean any person visiting an owner or lessee who does not occupy the apartment overnight. Visitors may not use facilities unless accompanied by host or hostess; and owners or lessees may not lend visitors the keys to the Sugar Sands recreation area. Management reserves the right to limit the number of visitors admitted to common facilities at any one time and the frequency of any particular visitor’s use of same.

B. As stated previously, owners and lessees are responsible for the actions of their families, house guests, and visitors and must ensure that these regulations are brought to their attention. This will avoid embarrassment and more serious problems, as the Property Manager has been instructed by the Association Board of Directors to enforce all of these regulations strictly and impartially. The Board has the statutory authority to so act, and it will, where necessary, resort to legal means to do so. Normal procedure calls for the following steps in the event of a violation; if the violator persists, the next step is a formal registered letter from the Board giving a time after which legal proceedings will be begun; the third step is the obtaining of a court order, violations of which will constitute contempt of court.

C. Fines. In addition to the means for enforcement provided elsewhere, the Association Board of Directors has the right to assess fines against a unit owner, lessees or guests, as provided in Article 5.(m) of the By-laws

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for violations of the condominium documents. Such fines shall not exceed \$100.00 per day up to a maximum of \$1000.00 for each offense.

II. APARTMENT AND BUILDING REGULATIONS

A. Occupancy

1. Each apartment shall be occupied as a single family private dwelling by the owner and his family, a lessee and his family or the registered house guest of the owner or lessee. As stipulated by the Declarations of Condominium, children under 18 years of age may not reside in Sugar Sands apartments except during visits not to exceed 30 days, cumulatively, during any calendar year.

2. Registered house guests, without the presence of the host owner or lessee, may not stay in any apartment more than 30 days, cumulatively, during any calendar year.

3. In the absence of the owner or lessee, their house guests may not have other house guests of their own.

4. House guests may not bring their own pet or pets to Sugar Sands, nor may they bring visitors to use the Sugar Sands facilities and/or recreation area.

5. Each apartment shall have an "Apartment Watcher" whose job is to inspect the apartment weekly in the owner's absence. The name and contact information of the apartment watcher must be supplied to the office for the emergency file.

6. Owners are required to shut off all water valves when they will be absent from their unit for any period in excess of (15) days.

7. Each building shall have its own building representative who is the liaison to the Office and the Board.

B. Alterations

1. No alterations may be made to units without prior review by the Design & Architectural Committee and prior written approval by the Board Of Directors. Required applications for interior and exterior alterations may be obtained at the Sugar Sands Office.

2. Tile / Hard Surface Flooring Installation must be approved by the Association. All First Floor apartments may install Tile / Hard Surface Flooring with written notice to the Association. The following

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buildings may install in any room Tile / Hard Surface Flooring that includes sound proofing per Sugar Sands specifications on the second and third floor: Buildings 1025, 1030, 1050, 1051, 1070, 1071, 1131, 1160, 1170, 1190, 1201, 1251, and 1252. All other Buildings are limited to such installation only in the foyer, kitchen and bathrooms.

3. Carpeting is absolutely not allowed on patio / balcony on 2nd and 3rd story units. Tile is permitted with the appropriate water proofing membrane.

C. Sales and Leases

1. The restrictions on ownership and/or tenanship set out in A, 1. above, are specifically contained in the Declaration of Condominium; thus an owner is prohibited from selling or leasing his apartment to a family which has a child or children under 18 years of age in residence with them or to a corporation, etc. An owner may not lease his apartment for a period of less than three months.

2. The Declarations of Condominium require that the written approval of the Association Board of Directors be obtained by the owner prior to executing any sale or lease of his apartment. This approval certificate is recorded with the sale in Palm Beach County records, and a seller cannot pass clear title to a buyer unless it is so recorded. An unauthorized lease (one which has not received the approval of the Association Board of Directors) can be voided by the Association.

3. Generally, No lease may be approved for a unit nor may a unit be leased unless the unit owner carries insurance as required by the Declaration of Condominium, and unless the tenant also carries liability insurance coverage not to be less than \$100,000 USD. The Association requires the owner and tenant to provide proof of such insurance as part of any approval process as a pre-requisite to approval of any proposed tenant.

D. Conduct of Occupants

1. All Sugar Sands residents have a right to a peaceful and comfortable use of its facilities and their apartments. No owner, lessee, or guest shall make, or permit to be made, any noise or disturbance or activity which interferes with the rights of others. This rule is most stringently applicable between the hours of 11 P.M. and 8 A.M., but the principle, which is a restatement of City ordinances, is always in force, and it can be the subject of a misdemeanor charge by the local authorities.

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2. All residents have a responsibility for the care and proper use of the common areas, including those of their particular building. Littering and other such abuses are strictly forbidden; this includes the use of common areas for private storage.

3. All persons using the laundry rooms shall leave all the equipment clean and ready for the next user; this includes wiping of water and soap splatter from the machines' interior and emptying of lint traps in the dryer. Hours of operation are 8 A.M. to 10 P.M.

4. All barbecuing will be confined to the recreation area. No fires of any kind are permitted on apartment patios or balconies or in the common areas of any building, including grounds.

5. Residents must place all trash in the receptacles provided. For sanitary reasons, and in compliance with the City health code, all trash except newspapers, boxes, and other clean paper goods, must be put in plastic bags and tied securely before being placed in trash receptacles.

6. Recycling:

a) Blue Bin – Aluminum –cans –foil – pie pans, steel cans, glass –bottles - jars, plastic containers #1-#7, drink boxes, milk and juice cartons.

b) Yellow Bin - Newspapers and inserts, brown paper bags, corrugated cardboard boxes (flattened and cut to 3' by 3 maximum), magazines, catalogs, phone books, school/office paper.

c) No plastic bags or Styrofoam in recycle containers.

7. The 15 mph speed limit should be observed on all roads in Sugar Sands.

E. Appearance of Apartments, Building and Area.

1. No owner or lessee may change the outside appearance of his apartment, or of the common areas of his building or of Sugar Sands, without the prior written consent of the Association's Board of Directors. All questions regarding any such changes should be directed to the Property Manager for referral as necessary to the Board. These will include, but not be limited to, such items as screens, shutters, awnings, burglar alarms, aerials, trees, shrubbery, plantings, and patio or balcony enclosures of any kind.

2. No clothing, towels, surfboards, beach equipment, etc., are to be hung or stored outside apartments, or on apartment patios or balconies, or in common areas of buildings. They must be kept inside the apartment or in the storage locker provided for each apartment. Nothing is to be attached to balcony railings of apartments, temporarily

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or permanently, except the United States flag or holiday decorations, and these only at appropriate times and firmly attached. Nothing shall be hung from window sills or shaken from windows or balconies. No sweeping of balconies onto area below is permitted. No plants, receptacles or any moveable objects shall be placed or maintained on balcony railings.

3. Types of vehicles parked overnight (10pm - 7am) on Sugar Sands property must comply with the following:

a) Must be passenger vehicles with windows all around, seating throughout and must park in designated spaces.

b) Maximum length 19 ft.

c) May not contain 'live in' facilities such as beds, toilets, sinks, etc, e.g. campers.

d) No lettering, signs, (including for sale signs) or artwork are allowed.

e) Examples of vehicles that do not comply: Pick-up trucks, motorcycles, boats, any type of trailer or commercial vehicle and any passenger vehicle designed for and/or used for carrying exposed cargo.

f) Repairs or maintenance to any vehicle other than washing, polishing, or emergency service are not permitted on Sugar Sands property.

g) Owners, lessees or guests in the owner's absence are not allowed to park in a guest space at their building if their assigned space is vacant.

h) No unregistered vehicles are permitted on Sugar Sands property.

4. Bicycles - only three may be stored under each stairwell or in building utility rooms as long as they do not impede the free passage of residents or hinder the required functions of maintenance employees. Bicycles may not be stored in areas visible from the street or side or rear of buildings without the permission of the Association Board of Directors. All bicycles must be in working order and identified with owner's name. Those bicycles not in working order and or not identified with owner's name will be ticketed and removed and disposed of if not brought into compliance within three (3) days.

5. All draperies, curtains, shutters, blinds, or other such window or door coverings shall be lined with a white material so that all windows and door openings shall appear white from the outside of the building.

6. Realtor lock boxes are permitted on front doors.

7. No realtor's, Open House or advertising signs are permitted on Sugar Sands property.

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F. Pets

1. No apartment shall be occupied by any pet animal except a single dog not exceeding 24 pounds, two cats, tropical fish, or birds in cages. Owners or lessees who have a dog are responsible for proper observance of City ordinances (Chapter 4, Article II, Sections 4.21,4.22,4.23 of the Riviera Beach Code) which require that dogs be on a leash whenever they are outside the owner's apartment, and that the owner be responsible for the removal of dog excreta on any public or private premises. Pets should be walked along the roadway and not around the buildings. Offensive pets which create a nuisance or unreasonable disturbance anywhere in Sugar Sands shall be permanently removed from Sugar Sands property upon three days written notice by the Association Board of Directors. Such removal will be accomplished in coordination with the Riviera Beach authorities.

2. Under no circumstances are pets of any kind permitted in the recreation area of Sugar Sands.

3. Registered guests and/or visitors are not permitted to bring pets into Sugar Sands.

G. Insurance Requirements

1. Apartment owners shall obtain casualty coverage at their own expense for all portions of the building and improvements upon the condominium located within the unit which are not insured by the Association pursuant to chapter 718, Florida Statutes, as same may be amended from time to time, and all unit owners shall carry at all times liability insurance covering the premises comprising their unit within the condominium with coverage not to be less than \$100,000 USD.

H Miscellaneous

1. In case of any emergency originating in or threatening any apartment, regardless of whether or not the owner or lessee is present, the Property Manager shall have the right to enter such apartment to remedy such emergency. This right of entry is immediate; and to facilitate it each owner should deposit a key to his apartment with the Property Manager. These keys are maintained within a security system, and owners deposit therein will eliminate the possible necessity of a door or window break-in which would be at the owner's risk and expense.

2. All apartment doors and windows should be locked whenever the apartment is not occupied. Each owner who plans to be absent for an extended time, especially during the hurricane season, must prepare his apartment prior to departure by removing everything from

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the patio / balcony, common area and designate an apartment watcher to care for the apartment. The name and contact information of such person must be reported to the Property Manager for the emergency file.

3. Because of insurance and City Fire Marshall regulations, volatile liquids, paint thinner, paint remover, paint brush cleaners, Non-Latex paints and lacquers must not be placed in the storage lockers assigned to apartments. Nor may grilling or cooking take place on your patio / balcony or any other common area of the building.

4. Owners, lessees, or registered guests should direct requests for maintenance or landscape work, to the Property Manager.

5. It is the responsibility of owners, lessees and registered guest to report in writing to the Property Manager any and all infractions of these rules and regulations. Wherever possible they should bring these rules to the attention of violators who may not be aware they are in violation; such notice should be offered as friendly information.

III. RECREATION AREA REGULATIONS

A. General

1. The leased facilities of the Sugar Sands Recreation Area are for the use and enjoyment of the following persons only:

- a) Owners and their families.
- b) Registered lessees and their families.
- c) Registered house guests of owners and lessees.
- d) Visitors of owners and lessees when accompanied by their host or hostess.

2. Owners and lessees are responsible for the safety, decorum, activities, and where applicable, the damage, of their families, guests and visitors.

3. No pets, animals of any kind and no roller blades, roller skates, or riding of bikes are permitted in the clubhouse, the pool area, the tennis area, or anywhere within the recreation facilities of Sugar Sands.

4. All lights and fans in pavilions must be turned off after pavilion use.

5) Children under 14 must be accompanied by an adult while in Recreation Area – Unless otherwise stipulated.

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6. Management reserves the right to refuse use of the facilities as they deem necessary.

B. Clubhouse Regulations

1. Owners and lessees may reserve the Clubhouse main room or card room on a "first come, first served" basis for personal social functions in accordance with the rules and fees schedule posted in the Property Manager's office. The pools, pool side pavilions and the billiard room are not reservable except for Association functions. No guest or visitor may reserve any part of the above recreational facilities nor may any owner or lessee reserve them in his or her name for the use of an outside person. No one may reserve or use the Clubhouse rooms or facilities, including the pool side pavilions, for outside groups such as social or service clubs, religious organizations, business presentations, political meetings, etc., without prior written authorization of the Association Board of Directors. The hours for general use of Clubhouse and pavilions are 9 A.M. to 11 P.M.

2. No property belonging to Sugar Sands Condominium Association may be removed from Clubhouse or Pool Area without written permission of the Property Manager.

3. Bathing suits and/or bare feet are not permitted in the Clubhouse, at any time, other than in the locker rooms.

4. Sauna room hours are the 9 A.M. to 10 P.M. The use of saunas is at the user's own risk and it is recommended that persons consult their physicians prior to use, for their own protection. Use of saunas is subject to the observance of rules posted thereon.

5. No smoking allowed in Clubhouse.

6. Electric appliances must remain in Recreation Area.

7. All lights, air conditioners and electronic appliances must be turned off at the end of any Clubhouse use.

C. Pool Regulations.

1. The pools are unattended and are subject to certain common sense rules as well as the City Health and Recreation regulations; the posted rules are a combination of these requirements.

2. Posted Regulations are as follows:

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- a) Pool hours 9 A.M. to ½ hour before sunset.
- b) Pool furniture cannot be reserved.
- c) Bathing load of pool is 83 persons at one time.
- d) Bathers using lotion must cover furniture.
- e) Children using pools must wear bathing suit.
- f) Shower before entering pool.
- g) No food or drink in pool or on pool deck.
- h) No animals in pool area or Recreation Area.
- i) No scuba gear, swim fins, rafts, or Styrofoam articles allowed in big pool.
- j) No Frisbees, skates, skateboards, balls, etc., permitted in pool or Recreation Area.
- k) Pool facilities used at your own risk.
- l) The Association reserves the right to deny the use of pool to anyone at any time.
- m) Radio and cell phone volume should be kept to a reasonable level.
- n) Children, not toilet trained, are not permitted in large pool.
- o) No diving or jumping into pool.

3. Miscellaneous

- a) All persons must shower and remove perspiration, body oils, suntan lotions, and/or tan before entering pool at each instance. Locker room showers and own personal soap are to be used for cleaning: soap cannot be used at pool deck shower.
- b) All cigar and cigarette butts, ashes and matches must be placed in sand filled receptacles in the pool area.
- c) Persons having skin diseases, sore inflamed eyes, colds, nasal or ear discharges, or any communicable disease will be excluded from the pool.
- d) Persons having open blisters, cuts, or skin abrasions are warned that these may become infected and are advised not to use the pool.
- e) There will be no glass containers of any kind in the pool area including pool deck.
- f) Excessive noise, splashing, or any cannon-balling or running is not permitted and shall be cause for eviction from the pool.
- g) First aid kit and CPR device located in Clubhouse kitchen.
- h) First aid kit located at tennis court sign-up area.
- I) When you are finished using the grills make sure the gas is turned off both at the grill and the base of the grill.

D. Billiard Room Regulations

- 1. Use of billiard room equipment is limited to persons over 18 years of age who are otherwise qualified to use recreational facilities. Persons under 18 years of age may use only when accompanied by an

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adult owner, lessee, or registered guest, and then only up to 7 P.M. in the evening.

2. Use of tables and equipment is limited to one hour when others are waiting.

3. No food or drink may be carried into, placed in, or consumed in the billiard room.

4. It is the responsibility of the users to replace equipment neatly, cover tables, turn out lights, etc., when finished.

5. Bathing suits and/or bare feet are not allowed in billiard room.

6. Smoking is **not** allowed in the Billiard Room.

E. Tennis Court Regulations

1. Courts for use of owners, lessees, registered guests, and by visitors accompanied by owner or lessee host.

2. Court use by reservation only, according to procedures posted on board outside office.

3. Proper tennis attire must be worn, including tops; no street clothing is permitted.

4. Tennis shoes only shall be worn on courts. (Street shoes or cleated shoes will break surface finish of courts).

5. Maximum playing time is one hour when others are waiting. No doubling or switching to extend playing time is permitted when others are waiting for a court.

6. No excessive noise permitted at any time.

7. No smoking within the tennis court enclosure.

8. Tennis courts are for tennis use only.

F. Table Tennis Regulations

1. At the end of play all equipment is to be returned to the table tennis storage box and the table is to be pushed back in the corner against the office wall.

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2. No excessive noise permitted at any time.

3. No smoking within any portion of the building alcove where the table is located.

IV. DOCK AND CANAL REGULATIONS

A. Use

1. Entering upon and using the docks are the exclusive right of dock licensees and dock lessees, and their families and guests.

2. Dock licensees and dock lessees are responsible for the observance of all regulations as applied to their docks and persons using those docks.

B. General Regulations

1. Dock licensees and lessees are responsible for a shipshape appearance at all times of their boats, their docks and the marina and canal in general. Hanging of clothes and towels for drying, and miscellaneous gear left in view is not permitted. Sails may be dried, but must be stored immediately after drying. An orderly arrangement of electric lines, water hoses, etc., must be maintained.

2. Dock licensees and lessees, their families and guests shall not make or permit at any time any noises disturbing to apartment residents. Exhausts are to be muffled, and there shall be no revving of engines. Radio and TV volumes are to be kept at a low level, and loud parties are prohibited. Quiet between the hours of 10 P.M. and 7:30 A.M. will be strictly observed on the dock and canal areas.

3. A boat proceeding under motor power shall make no wake. A speed limit of 5 MPH is to be observed at all times in the Sugar Sands waterway. Boat operators shall keep engine noise at a minimum at all times and shall avoid excessive warm-up periods.

4. A boat owner, while enjoying the license of storing his boat at a specified docking space may install at such space a small tool chest or storage locker, flush with the edge of the dock walk. This locker shall not exceed 60 inches in overall length, 24 inches in height, or 18 inches in depth. It must be kept in good repair at all times and must be white.

5. Living aboard or sleeping overnight on any type of boat docked in Sugar Sands canal is strictly prohibited

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6. Dock licensees, lessees, their families or their guests may not park their cars in any apartment parking space other than their own, nor in the guest space of any building other than their own.

7. Dumping, draining, throwing or pumping of any material other than clean water, or fish cleanings as set out below, into the Sugar Sands canal is prohibited. Owners and lessees are advised that U. S. Federal Law, a fine up to \$5,000 can be imposed if fuel is spilled when topping tanks, or oily bilge is pumped overboard. Sugar Sands dockage and canal privileges can also be forfeited for such action.

8. Cleaning and dressing of fish is permitted only on the licensees' or lessee's dock, and they are responsible for the appearance of the water in that vicinity. Proper cleaning procedures should be used; these include puncturing eyes and air or stomach sac to insure cleanings will sink to the bottom.

9. No washing, cleaning or maintenance of boats is permitted in any parking lot.

10. Boat lifts are not allowed.

11. Kayaks owned by dock owners or their licensees must be registered with the office. The kayak, when not in the slip may be stored in front of their slip on the "B", "D", and "F" Dock, or along the bulkhead in front of their slip on "A", "C", and "E" Dock.

C. Sales and Rentals

1. Docks may be owned or leased only by Sugar Sands apartment owners, and all sales and leases must have the prior written approval of the Association Board of Directors. This requirement is a specific part of the covenant under which all dock licensees own their docks.

2. When a dock licensee sells his apartment and leaves Sugar Sands he is no longer qualified to own or to use a Sugar Sands dock, and in accordance with the license agreement of sale, he must sell his dock to a Sugar Sands apartment owner. This sale also requires the prior written approval of the Association Board of Directors.

3. All boat slips and docks are limited as to size of boat to be accommodated. The maximum length and beam on each dock has been determined by the Board of Directors and this information is available in the Association records.

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4. When a unit owner leases their unit, their associated dock **unless otherwise leased** is automatically transferred with the unit.

V. Enforcement

Rule violations will be handled in the following manner: after one (1) written notice has been sent to violator, and the violation continues, the matter will be reviewed by the Fining Committee at a duly posted meeting at which the violator will be given opportunity to attend and defend his or her actions.