

The Galleon



Rules and Regulations

May 13, 2019

PREFACE

The Galleon is a condominium, and as such, rules and regulations for the common good of residents exist to maintain the safety, health, and security of individuals. These rules protect property and eliminate annoying nuisances that are contrary to standards of good conduct.

The following rules and regulations are designed to make living in our condominium pleasant and comfortable for everyone. In living together, each of us not only has certain rights but also certain obligations to other Owners and/or residents. We must remember the restrictions we impose upon ourselves are for our mutual benefit and comfort. Our community is only as good as we Owners contribute to its success. Graciousness is a very delicate balance of consideration for others and being tolerant.

The following rules and regulations do not supersede the Declaration of Condominium Documents or any other legal obligations of the Owners of the Galleon Association, Inc. They are authorized by the Declaration of the Condominium and will be reviewed by legal counsel. Compliance of these rules by an owner, their family, guest or lessee is the responsibility of the owner. Disagreements concerning violations will be presented to and judged by the Board of Governors for proper action.

To maintain peaceful community living the Owners and their elected board of governors must maintain on-going, open communication. Therefore, all Owners should embrace their responsibilities to pay fees and maintenance on time; use the Common areas appropriately; provide access to units; do not make any structural alterations without approval; comply with rules and regulations; attend and participate in meetings; vote annually as this is your opportunity to make changes; volunteer to be involved or serve on committees or the Board of Governors; familiarize yourselves with the documents and by-laws and address your suggestions to the Board.

VIOLATIONS OF RULES and REGULATIONS:

Residents should report any violations of the rules and regulations, misbehavior, nuisances and questionable or suspicious actions to the Manager or to the security desk in the main lobby. Security personnel and/or the Manager if in a position to personally observe infractions of the rules will intercede.

Official response to the rules violations is as follows:

Explanation of the rule involved and a written warning.

If the offense is repeated, the action is reported to the Board of Governors and may result in fines and/or legal action. Further infractions of the rule will result in legal proceedings.

When a violation is observed it should be directed to the security guard or the Manager in a timely manner so appropriate action may be taken. Do not report violations to Board members.

Violations serious enough to warrant Board action should be presented in writing to the Manager's office. The names of those making the complaint(s) will not be disclosed to those persons to whom the complaint refers, unless required by legal action.

If necessary, the Board of Governors may amend these rules and regulations from time to time and notice of any such change shall be given - in writing -to the Owners. Each unit Owner and/or Lessee must sign a form acknowledging acceptance and receipt of the rules and regulations.

Table of Contents

RULE # 1	ABSENCE OF RESIDENT.....	3
RULE #2	ANTENNAS.....	3
RULE # 3	APARTMENT MAINTENANCE	4
RULE #4	ATTIRE	7
RULE #5	BICYCLES.....	7
RULE # 6	BOARD of GOVERNORS MEETINGS and ANNUAL MEMBERSHIP MEETING.....	7
RULE # 7	BUSINESS OFFICE	8
RULE # 8	CONTRACT SURVEILLANCE	8
RULE # 9	DELIVERIES	9
RULE # 10	DOOR LOCKS- RIGHT OF ENTRY INTO APARTMENTS IN EMERGENCIES	10
RULE # 11	ELEVATORS.....	10
RULE # 12	EXTERIOR APPERANCE	11
RULE # 13	FINES	11
RULE # 14	GARAGE CAR WASH STATION	11
RULE # 15	GUESTS.....	12
RULE # 16	HALLWAYS AND ELEVATOR LOBBIES	13

RULE # 17	HURRICANE SHUTTERS.....	14
RULE # 18	KEYS.....	14
RULE # 19	LEASING OF APARTMENTS.....	15
RULE #20	MOVING	16
RULE # 21	NEW TILE I MARBLE I GRANITE I STONE I WOOD FLOORING.....	16
RULE #22	NUISANCES.....	16
RULE #23	PARKING.....	17
RULE #24	PASSAGE WAYS	18
RULE #25	PETS.....	18
RULE # 26	POOL / SUNDECK / BEACH AREA.....	19
RULE # 27	PROPERTY DAMAGE RESPONSIBILITY	21
RULE # 28	RECREATION.....	21
RULE # 29	RESALE OF APARTMENTS.....	22
RULE # 30	ROOF GARDEN	23
RULE # 31	SAUNA AND EXERCISE ROOMS	23
RULE # 32	SECURITY & SAFETY.....	23
RULE # 33	SHUFFLEBOARD COURTS.....	24
RULE #34	SMOKING.....	24
RULE #35	SOLICITATION.....	24
RULE # 36	TRASH DISPOSAL	25
RULE # 37	USE OF LUGAR DE REUNION AND ARMADA ROOMS	26
RULE # 38	HURRICANE and/or TROPICAL STORM PREPARATIONS.....	28
RULE # 39	INSPECTION AND COPYING OF ASSOCIATION OFFICIAL RECORDS.....	30
RULE # 40	COMMON ELEMENT USAGE	33
	INDEX OF CONTENTS.....	34

RULE # 1 ABSENCE OF RESIDENT

- a. All residents who plan to be absent three (3) or more days from their apartments during hurricane season (June 1st to November 30th) must remove all furniture, furnishings and plants from their balcony and/or catwalks prior to departing from the building. See Rule RULE #38 for Hurricane and/or Tropical Storm preparations. (Board of Governor Revisions adopted 11114/2005)
- b. At other times of the year it is recommended that the same precautions be observed.
- c. Owners can place a work order with the office to have Management close hurricane shutters and clear balcony and doorways of any and all furniture, furnishings and plants at the prevailing hourly rate. The Galleon Association will not assume any liability for damages.
- d. The management office should be notified of Owner's departure and return dates.
- e. The management office must be informed in writing if the apartment is to be serviced during the resident's absence including the name of the service company and what service is expected.
- f. If an employee is requested by owner to remain in the apartment with the service company then the prevailing hourly rate will apply. The Galleon Association will not assume any liability for damages.
- g. It is strongly recommended that all Owners be made aware of water shut off levers in their utility room to prevent water damage in apartment.

RULE #2 ANTENNAS

- a. A satellite dish less than one meter in diameter may be installed within a unit or on a balcony. The installation of satellite dishes is prohibited on common elements such as exterior walls of the building, grounds, parking areas, roof, etc. Owners must repair any damage which is done to the common elements or limited common elements during the installation process. Satellite dishes must be removed from a balcony when a hurricane warning is issued. In the event of a storm or other event that dislodges the dish, the owner who has the dish is fully responsible for any damage done to persons or property by the dish. Any antenna erected on the common elements will be removed without notice.

RULE # 3 APARTMENT MAINTENANCE

- a. Owners are expected to maintain their apartments. Failure of air conditioners and of kitchen and bathroom appliances can cause great damage, not only to the pertinent apartment, but to other apartments and common areas as well. For the convenience of Owners, limited maintenance can be made available by the Manager for such purposes as: changing air conditioner filters, replacing kitchen fluorescent lights, cleaning kitchen and bathroom drains, simple plumbing repairs, inspection of apartments during owner's absence, opening and closing of apartments for arriving or departing members, or other simple short term jobs. The prevailing hourly rate will apply.
- b. All work performed by maintenance employees must be approved by the Manager, who will maintain records of services performed, showing the nature of the work, apartment number and the charges. This service is provided for residents between the hours of 8:00am -4:00pm and prevailing hourly rates will apply.
- c. Maintenance personnel have been instructed not to accept verbal requests for service other than through orders by the Manager. There will be no deviation from this procedure
- d. Maintenance of appliances that require specialized skills, tools or spare parts, should be accomplished through commercial services.
- e. It is suggested that a Fire extinguisher be purchased and installed by each owner. The front desk or security guards must be notified at once in case of fire.
- f. No Owner shall allow hallway doors to remain open for any purpose other than for immediate ingress or egress.
- g. The Owner must provide a completed Form # 3 to Security prior to authorizing person's entry to his apartment during his absence. Form #3 is available at the office. Galleon Condominium Apartments, Inc. will not be held responsible for any damages.
- h. The Galleon Association will not accept responsibility for any material furnished or for the quality or reliability of the work performed. Any criticism of a building employee's work or conduct should be reported to the Manager in writing. No Owner or guest should direct or reprimand any Galleon employee or any tradesman working under the direction of the Manager.
- i. The Owner must provide a completed Form # 4 to Security prior to authorizing the Galleon personnel to perform routine scheduled services. Form #5 is available at the office. Galleon Condominium Apartments, Inc. will not be held responsible for any damage. The prevailing hourly rate will be charged.

DATE _____

TO THE GALLEON CONDOMINIUM APARTMENTS. INC.

I,_____,THE OWNER OF APT._ IN THE GALLEON CONDOMINIUM APARTMENTS, INC., 4100
GALT OCEAN DR., FT LAUDERDALE, FLORIDA, HEREBY **AUTHORIZE**_____
TO ENTER MY APARTMENT DURING MY ABSENCE FOR THE FOLLOWING PERIOD OF
TIME:_____TO____

I, HEREBY EXONERATE AND HOLD HARMLESS THE GALLEON CONDOMINIUM APARTMENTS,
INC., AND/OR IT'S SECURITY OFFICERS AND/OR EMPLOYEES FROM ANY AND ALL LIABILITIES
RESULTING FROM THIS ENTRY.

OWNER

SECURITY OFFICER ON DUTY

APARTMENT #

FORMN0.4

DATE _

(Sample Form)

TO THE GALLEON CONDOMINIUM APARTMENTS. INC.

I, -----'THE OWNER OF APT.RULE #. _____

IN THE GALLEON CONDOMINIUM APARTMENTS, INC., 4100 GALT OCEAN DRIVE, FT LAUDERDALE, FLORIDA, HEREBY AUTHORIZE GALLEON PERSONNEL TO ENTER MY APARTMENT DURING MY ABSENCE FOR THE PURPOSE OF ROUTINE SCHEDULED SERVICES.

PERIOD OF **TIME**:----- **TO**-----

I, HEREBY EXONERATE AND HOLD HARMLESS THE GALLEON CONDOMINIUM APARTMENTS, INC., AND/OR IT'S SECURITY OFFICERS AND/OR EMPLOYEES FROM ANY AND ALL LIABILITIES RESULTING FROM THIS ENTRY.

OWNER

SECURITY OFFICER ON DUTY

APARTMENT#

RULE #4 ATTIRE

Owners, their families and guests entering or using the lobby or community rooms shall wear proper street clothing.

Footwear must be worn at all times when Owners and their guests are outside their apartments.

Bare feet will not be permitted at any time in common areas including garages.

Persons wearing wet bathing suits are not permitted in the building. No uncovered bathing suits are allowed in the building. Towels are not considered proper body covering

Persons with dry bathing attire should have proper over garments and footwear when using elevators or going to the mailroom.

RULE #5 BICYCLES

Bicycles of Owners and Lessees must be kept in the garage in the designated area when not in use.

It is recommended that they be chained and locked to the rack.

Bicycles are not permitted in the elevators or in stairways.

Bicycles must be registered in the manager's office. A decal will be issued which must be affixed to the bicycle.

The Galleon Condominium Association will not be responsible for theft or damage to a bicycle or parts of the bicycle while on the property.

RULE # 6 BOARD of GOVERNORS MEETINGS and ANNUAL MEMBERSHIP MEETING

- a. Board of Governors meetings are normally held on a bi-monthly basis in the Armada Room or as otherwise determined by the Board.
- b. Board meeting agendas are posted in the elevators and mailroom.
- c. A summary of the board meeting is circulated to all Owners **in the form of a newsletter.**
- d. The Annual meeting of the Membership of The Galleon Condominium Apartments, Inc. is held on

February 1st of each year for the purpose of electing members of the Board of Governors, voting on the waiver of reserves and such other business as may be lawfully conducted. If February 1st is on a Sunday the meeting will be held on February 2nd.

- e. A letter with the notice of Annual Meeting, Ballot for election of Governors and Proxy for reserve vote will be mailed to each owner.

RULE # 7 BUSINESS OFFICE

- a. Office hours are Monday through Friday 8:00am- 12:00 noon & 12:30pm- 4:00pm.
- b. All telephone calls should be made to the security desk at (954) 563-2497 and then forwarded to the office.
- c. All notices to be posted on any bulletin boards must be approved by the Manger. Unauthorized notices will be removed. All notices will be posted by the office.
- d. One storage bin is deeded with each apartment. Extra storage bins are available for rent on an annual basis by adding Owner's name to a waiting list. The extra storage bin rentals will terminate upon change of apartment ownership.
- e. Quarterly Assessments and Maintenance Work Orders are to be promptly paid on the first day of each quarter. If payment is not received within 20 days it will be referred to an attorney for collection.
- f. Common Area Party Rooms are to be reserved in the office.
- g. The Barbeque grill is reserved by advising the office or front desk.
- h. The Galleon's Building Certificate of Insurance instructions can be obtained in the office.
- i. A phone roster of unit owners is available at the office.
- j. An annual waiting list for additional parking spaces is available in the office on a first come basis.
- k. Bridge tables and chairs and one folding table may be borrowed for 24 hours and must be signed for with the security guard at the front desk. They cannot leave the building.

RULE # 8 CONTRACT SURVEILLANCE

- a. The Manager must be notified in writing if any Owner contracts with an outside service provider for apartment and/or surveillance maintenance. Any keys involved shall be obtained from the office and must not be permitted to leave the building.
- b. All domestic and service personnel must be cleared through security. They must be identified, sign in (and out) and must be announced to resident before being allowed to enter the elevator.
- c. Except for emergency repairs, service personnel will be permitted from 8:00 am to 4:30 pm Monday through Friday and 8:00am to 12:00 noon on Saturday. Service vehicles are to be parked **on the designated deck area**.
- d. No admittance will be granted to service personnel on Sundays and legal holidays except in cases of emergency.
- e. Owners and/or Lessees will be responsible for any loss or damages caused by their domestic or service personnel. It is the Owner's responsibility to inform the Service Company or contractor of the Galleon rules and regulations.
- f. All contractors, service and delivery persons, must remove their trash, any old appliances, carpeting and etc. No construction materials should be put down the trash chutes nor left on the premises. Any contractor breaking this rule will be charged for all expenses and repairs. In addition, he will be restricted from doing any more business at the Galleon. The Owner will be responsible for the conduct of the contractor and financially responsible for any unrecovered costs from the contractor.
- g. It is recommended Owners contact the City of Fort Lauderdale's Building & Zoning Department to secure License and Bonding information on their contractor prior to service.
- h. The manager will require that all service personnel and contractors secure license and insurance prior to service.

RULE # 9 DELIVERIES

- a. If you are not at home when a delivery is made, goods and packages (except heavy and bulky items) will be accepted and kept in the Receiving Room in the basement. The resident will be informed of their arrival. The Galleon Association shall not be responsible for any loss or damage to such property. However, normal care and surveillance will be accorded them while they are in our custody.
- b. The Receiving Room entrance will be closed on Sundays and Holidays and at 4:00pm daily and at 12 noon on Saturdays.
- c. The Association will charge the prevailing hourly rate to bring large deliveries or boxes to apartments.
- d. After security desk notifies resident, it is the resident's responsibility to retrieve their delivered package within 24 hours.

- e. Owners must notify the manager or security desk in advance of any significantly large delivery.
- f. C.O.D. deliveries are prohibited

RULE # 10 DOOR LOCKS- RIGHT OF ENTRY INTO APARTMENTS IN EMERGENCIES

- a. In case of any emergency, originating in or threatening any residence, regardless of whether the owner is present at the time of such emergency, the Board of Governors of the association, or any other person(s) so authorized by said Board, shall have the right to enter such dwelling for purpose of emergency or abating the cause of such emergency. Such right of entry shall be immediate. The owner of each dwelling, to facilitate such entry, shall have necessary keys on deposit with the Manager at all times. The Galleon Condominium Association will not be responsible for loss or damage resulting from entry in the event that emergency access is required.
- b. No apartment owner shall alter any locks or install a new lock or knocker on any door of the premises without the written consent of the Manager.
- c. In case such consent is given, the apartment owner will provide the Manager with an additional key for use by the association, pursuant to the right of access.
- d. Keys deposited with the Manager will only be surrendered to guests, service or domestic personnel when directed, in writing to do so by the owner or lessee. The Galleon Condominium Association will not be responsible for any loss or damage resulting from surrendering said keys.
- e. Each owner must provide to security at the front desk a key for their apartment doors and their automobile(s).

RULE # 11 ELEVATORS

- a. Do not push any call button more than once nor hold it. The elevators pick up the calls in unaltered sequence. Do not push both up and down buttons at the same time.
- b. Children under seven (7) years of age are not permitted in the elevators alone or to operate them at any time.
- c. In case of power failure, the auxiliary generator will handle only one elevator on each bank of elevators and certain emergency lights. Your elevator will stop at the next available landing.
- d. Do not hold elevator doors open for an extended period of time, either by standing in the doorway or placing an object in the doorway. This may cause the elevator to shut down and require service.

- e. Movers, contractors, delivery persons and owners needing to hold the service elevator will be required to leave a deposit with security for an elevator key.
- f. The left elevator on each bank of elevators is the service elevator from 8:00am to 4:30pm Monday thru Friday and 8:00am to 12:00 noon on Saturdays. (Excluding holidays) No deliveries or movers will be permitted to use the right elevator on each bank of elevators.
- g. IN THE EVENT OF A FIRE- DO NOT USE THE ELEVATORS.

RULE # 12 EXTERIOR APPERANCE

- a. To maintain a uniform appearance to the exterior of the building, no awnings or projections shall be attached to the outside walls, windows, or to the balcony. This includes any type of screen or umbrella. Balcony floors may be painted or tiled. Standard exterior colors shall not be altered.

All exterior painting, except balcony floors, is the responsibility of the Galleon Condominium Association.

- b. For safety reasons, no objects (i.e. windsocks, wind chimes, hanging plants) shall be hung from balconies or windowsills. No cloth, clothing, rugs or mops shall be hung or shaken from windows, doors, balconies or terraces.
- c. Objects including cigarettes may never be thrown from balconies.
- d. Only tempered or safety glass is permitted on balconies.
- e. Waterproof containers must be used on all potted plants on balconies and catwalks.

RULE # 13 FINES

- a. The association may levy reasonable fines against a unit owner or lessee to comply with any provision of the declaration, the by-laws or the rules of the association. Unit Owners and lessees are responsible for violations by their guests. No fine may exceed \$100.00 per violation per day with the aggregate not to exceed \$1,000.00.
- b. Before the fine may be levied, the owner must be given notice and an opportunity for a hearing.

RULE # 14 GARAGE CAR WASH STATION

The following rules are for the use of the designated car wash area in the lower garage.

- a. Only licensed and insured car wash/wax services are allowed to perform services for the Galleon residents on

the property.

- b. Car washing/waxing is limited to residents' vehicles only.
- c. Car washing/waxing can be done in the designated washing area and must be hosed clean of all soap and all debris disposed of before leaving.
- d. Any treatment to tires/wheels must be applied so as not to be excessive and leave residue on facilities.
- e. Security is in charge of enforcing the rules and responsible to report violations by anyone using facilities.
- f. The Board of Governors reserves the right to prevent a car wash/wax service from working or coming on the property at any time.

RULE # 15 GUESTS

- a. No guest, other than immediate members of the owner's (s) family (i.e. parents, sisters and brothers, sons and daughters any of whom may be accompanied by their respective spouses and children) will occupy the apartment during the owner's (s) absence. Occupancy levels must be respected. All guests must be registered with the security guard at the front desk
- b. The occupancy levels for permanent residence are:
 - i. 2 persons in one bedroom apartment
 - ii. 4 persons in two bedroom apartment
 - iii. 6 persons in three-bedroom apartment
- c. Prior to apartment occupancy by guest during the owner's (s) absence, the owner(s) will furnish the Manager with the names of guests, time of their arrival and the length of their stay.
- d. Any guest occupant who brings a vehicle onto the property must register the vehicle with security. A vehicle identification card will be issued.
- e. Owner(s) must inform their guests of the rules and regulations, with special attention to those pertaining to attire and conduct in, and utilization of common areas, and prohibitions on pets and nuisances. Owners will advise their guests that their stay will be terminated if the rules and regulations are violated. The owner will be liable to the Galleon Association for any attorney fees and costs, which may be incurred by enforcing these rules and regulations against a resident or guests.
- f. All persons using the Galleon facilities are subject to being questioned by the Manager or security guard to determine if they are properly registered.
- g. All guests must inform the security guard when departing.

- h. Overnight occupancy of any apartment including guests is limited to two (2) persons per bedroom plus two.

RULE # 16 HALLWAYS AND ELEVATOR LOBBIES

- a. Hallways and elevator lobbies on individual floors may be redecorated, repaired or replaced according to plans approved by a **majority** of Owners involved, and by the Board of Governors. Application forms for Board approval are available at the office. Applications include:
 - i. Plans for redecoration
 - ii. Decorator or contractor
 - iii. Commercial grade carpeting is required
 - iv. Cost quotations
 - v. Certification of availability of funds
 - vi. Signatures of approving apartment owners
 - vii. Contractors must be licensed and insured
- b. Repair or replacement of surfaces or decorator items of redecorated hallways and elevator lobbies on individual floors are a responsibility of the Owners involved with that hallway or elevator lobby (Apartments RULE #1 - RULE #6 are for the catwalk lobby; Apartments RULE #7 - RULE #14 are for the east hallway and lobby).
- c. Owners are requested to use either the lower or garage level or the two entrances at the east end of the building when bringing in golf clubs, golf carts, shopping carts.
- d. No one shall add to, alter, modify or decorate in any fashion with any ornaments and/or articles or other devices the hallways and any of the common property of the Galleon Condominium Apartments, Inc. without approval of the majority of Owners involved. If necessary, the Board will resolve any issues that may arise.
- e. Apartment door openings on hallways must be closed at all times to conform to fire department regulations.
- f. All Fire Doors are for exiting the building in an emergency use only. Owners are not to use Fire Doors for ingress or egress for security reasons.
- g. Apartment door openings to hallways may not be modified in any way without written consent of the Board of Governors.
- h. No bicycle, scooter, baby carriage, stroller or any item that would obstruct egress or ingress is allowed to stand in hallways or corridors.
- i. Fire extinguishers are located at strategic locations on all floors. Residents observing anyone tampering with unit must report incident to security immediately.
- j. All walkways, storage areas, entrances, hallways, corridors and stairwells shall not be obstructed or used for any purpose other than ingress to and egress from the apartment units.

- k. Proper street clothing and footwear is required in all lobbies, garages, halls and corridors.
- l. NO uncovered bathing suits are allowed in the building.

RULE # 17 HURRICANE SHUTTERS

Hurricane shutter regulations are listed below:

- a. "Hurricane shutter" shall mean any device, installation, equipment or appliance, which is permanently affixed or attached in an appropriate manner to any portion of the apartment or the exterior of a building used, either directly or indirectly, as its main purpose or incidental to its main purpose, as protection against storm damage, water penetration by driven rain or rising water, wind damage or damage from physical objects or projectiles carried by wind or storm. Any such installation must be in accordance with the specification approved by the Board of Governors.
- b. The Board shall promulgate acceptable specifications for hurricane shutters from time to time.
- c. All hurricane shutters to be installed on any apartment shall be of a white color only." Off whites" are not acceptable. The style and color restrictions are to ensure the continuity of the building appearance is not disrupted. The owner will be responsible for maintaining shutters in operating condition.
- d. These shutters shall be mounted directly over windows and doors only. Enclosing of any portion of the balcony is not permissible.
- e. For those apartments with their front and kitchen doors on the outside walkway and who choose to install shutters, such shutters must be mounted directly over the door and window areas only.
- f. The unit owner carries the onus of advising the bidding or installing contractor that they must contact the Manager prior to arriving on the job in the order to ensure proper installations.
- g. Any improper installations will have to be corrected at the expense of the unit owner.

RULE # 18 KEYS

- a. Two special security keys have been issued to each apartment. It is the responsibility of a seller to provide the buyer with their two security keys. These keys cannot be duplicated. They should not be left where they can be picked up by others.
- b. The beach gates and all common area doors must be closed after ingress and egress. Propping doors and gates open or allowing unknown persons to enter is strictly prohibited.
- c. Lost or stolen keys will be replaced by the office at a charge determined by the Board of Directors only upon

verification that the loss or theft **has been reported to the police**. Deposit checks on borrowed keys will be held until three days after date of promised return. Check will be-deposited if keys are not returned.

- d. The Galleon Association requires a duplicate key to all apartments and cars for use only in an emergency. Apartment owners shall not alter their apartment entrance door lock or install a new lock without supplying the office with a duplicate key. Emergency keys must be signed out when taken.
- e. The Galleon Association will not be responsible for loss or damage resulting from surrendering any apartment key.
- f. The Galleon staff will not give out any apartment key without written permission from owner.

RULE # 19 LEASING OF APARTMENTS

- a. An application for lease must be filed by applicants with the Board in sufficient time to enable the Screening Committee a minimum of 30 days to verify and check references.
- b. A fee per applicant must accompany each application. Such fee shall not exceed the highest amount allowed under the law, as it may be amended from time to time. If the ownership is to be in the name of more than one person (other than husband and wife), the fee will be per person. This fee is not refundable.
- c. Copy of the executed lease must be filed with the office with the application for approval.
- d. No apartment may be leased during the first year of ownership.
- e. After the first year of ownership, apartments may be leased one time per year for a minimum term of three months.
- f. No potential lessee is to occupy any apartment prior to approval of Screening Committee.
- g. No approval will be given to the lease of any apartment unless maintenance fees and assessments are fully paid.
- h. No apartment may be sub-leased by a lessee.
- i. Parking spaces may be leased to an owner or lessee of any apartment in the Galleon and then only to the extent of any such ownership or lease. A record of said lease must be made with the building manager. An owner with a car on premises may not rent his/her space.
- j. The association prohibits dual usage of association property and common elements by a unit owner and a tenant.
- k. Owners/Lesseees are financially responsible for any damage caused by their children or guests.

RULE #20 MOVING

- a. The office must be notified at least one week prior to moving in or out of the building to allow for **scheduling use of the elevators.**
- b. **A minimum deposit of \$150 dollars is required to cover any damage to the building which will be returned when the move is completed and the building is inspected.**
- c. On moving out day: Identification stickers must be removed from your vehicle.
- d. On moving in day: Identification stickers must be placed on your vehicle.
- e. Moving furniture or personal belongings in or out of the building is restricted to the hours of 8:00am to 4:30pm Monday through Friday and 8:00am to 12:00 noon on Saturday.
- f. No moving will take place on Sundays or legal holidays.

RULE # 21 NEW TILE / MARBLE / GRANITE / STONE / WOOD FLOORING

- a. Owners must use soundproofing material before installing new tile, marble, granite, stone or wood flooring in any apartments. Owners must have approval of the Manager for the type of soundproofing.
- b. Flooring must be installed with proper sound proofing materials and the Manager must approve documentation of the installation. Once soundproofing material is installed management must be contacted for inspection.
- c. Installation of the soundproofing must be photographed and a copy of the photograph to be kept in the apartments records in the office.
- d. Carpet is not allowed on any balconies.
- e. All changes to balcony flooring must be with tile with a minimum two-inch baseboard and with management approval.

RULE #22 NUISANCES

- a. No owner, lessee, guests or other occupants shall make or permit any disturbing noises in the building or the common property by himself, his family, servants, employees, visitors, and licensed vendors, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other apartment owners.
- b. Owners must not work or have work performed that can be heard by neighbors except between the hours of 8:00am to 4:30pm on weekdays, and between 8:00am to 12:00 noon on Saturdays. Work cannot be performed on Sundays and holidays.
- c. Open houses, garage sales, etc. are prohibited.
- d. No improper, offensive or unlawful use shall be made of any apartment, balconies, and garages or of the common property; and all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction of the Galleon Condominium Apartments shall be observed.

RULE #23 PARKING

- a. Owners, or a person designated by them, should use their designated numbered parking spaces.
- b. Guest parking is for automobiles only. Guests are to park in parking spaces that are not numbered on the South side of lobby area and West side of the building.
- c. Residents are to park in parking spaces that **are not numbered** on the North and South Sides.

RESIDENTS ARE NOT TO PARK IN AREAS DESIGNATED FOR GUESTS OR ON THE CIRCLE.

- d. Unauthorized vehicles or vehicles improperly parked will be towed away at the expense of the owner.
- e. Security guards will enforce posted speed regulations in the garage and on parking decks.
- f. Assigned car vehicle spaces are intended for car parking only and must not be used for any other purpose, including parking of mobile homes, trailers, commercial vehicles, boats and trailers for any purpose. The Manager may assist in finding appropriate storage or parking areas.
- g. All guest vehicles must be registered with security.
- h. Overnight guest vehicles must display a temporary parking permit obtained from security.
- i. Owners or lessees shall promptly register with the security desk the license tag **RULE** #, make of each vehicle(s) and receive a parking permit(s), which must be affixed to the left front and right rear bumpers.

- j. No objects of any kind are to be placed on or around your assigned parking space.

RULE #24 PASSAGE WAYS

- a. The sidewalks, entrances, passages, elevators, vestibules, stairways, corridors and halls must not be obstructed or encumbered, or used for any purpose other than ingress and egress.
- b. All grocery carts must be taken back to their original location immediately after they are unloaded. They must not be allowed to set in passageways or be pushed unattended onto elevators.
- c. Objects that present a hazard and also hamper cleaning operations must not be placed outside doors in corridors or walkways. It is not acceptable to drape or hang anything from windows, balconies or walkways.
- d. No shaking of rugs, mops, tablecloths, etc. from windows, balconies, or catwalks is permitted. Clotheslines or drying racks of any description are not to be employed on balconies or catwalks for the purpose of airing or drying clothes. Throwing any objects or sweeping dirt or water from balconies is not permitted.
- e. Baby carriages, velocipedes, bicycles, or roller skates are NOT allowed to stand in passageways, corridors and catwalks.

RULE #25 PETS

- a. The Galleon is a no pet building. Only Service Animals and approved Emotional Support Animals are permitted for owners.
- b. All Emotional Support Animals must be either on leashes not more than six (6) feet in length or in containers while outside of the units. The leash must be held by the Owner at all times while the emotional support animal is outside the unit.
- c. Owners must immediately clean up after their Emotional Support Animal and repair any damage caused by their emotional support animal.
- d. Any Emotional Support Animal which is disorderly, not on leashes, or not in containers may be reported to the Property Manager without notice to the Owner.
- e. Emotional Support Animals are limited to dogs, domestic cats, tropical fish and caged domestic (household type) birds.
- f. Emotional Support Animals are not permitted in the Pool or any area having food.
- g. Emotional Support Animals are to relieve themselves off Galleon property. The Galt Mile has various “poop” stations that provide bags and disposal for Emotional Support Animal waste.
- h. The Board of Directors has the right to fine and/or require any Owner to remove an Emotional Support Animal from the unit and the condominium property if the Emotional Support Animal is deemed a nuisance as a result of the Emotional Support Animal owner violating the Rules concerning Emotional Support Animals three (3) times in any 12 month consecutive period. Examples of nuisances include but are not limited to:
 - a. Not picking up and disposing of emotional support animal waste or allowing your Emotional Support Animal to relieve themselves in common areas or lobby
 - b. Continued lack of control
 - c. Excessive or constant noise (barking, growling, whining, etc.)

- d. Aggressive behavior and/or biting

RULE # 26 POOL / SUNDECK / BEACH AREA

All Galleon Security Guards have the authority to ask anyone to leave the pool/sundeck/beach areas who does not comply with the rules set forth herein or as rules are publicly posted.

The Galleon Condominium will not be responsible for injuries or drowning sustained in or about the swimming pool, sun deck or the beach and beach area.

The Galleon Condominium does not provide lifeguard service; you swim at your own risk.

- a. No children under twelve (12) years of age will be allowed in the pool unless accompanied by an adult of at least 18 years of age.
- b. For anyone incontinent or for a non-toilet trained child a swim diaper with rubber pants covering must be worn in the pool at all times to protect against fouling. If the pool becomes fouled and demands draining & refilling, the Owner/Lessee is financially responsible for all costs related to its occurrence.
- c. Nudity of **persons of** all ages in the pool area is prohibited.
- d. Pool will be open from 6:30AM to 10:00PM.
- e. When using patio furniture in bathing attire, underlying toweling must always be used in order to keep the surfaces clean for the next user.
- f. No objects of any kind including rafts, tubes, floats, flippers, snorkels, games, toys, and any other equipment are permitted in the pool except swimming goggles, noodles and small float aids. Plastic play pools are not permitted on the deck or pool area level.
- g. It is against the Board of Health and is forbidden for anyone with a communicable disease; skin, nasal, ear or other bandaged infections to enter the pool.
- h. No loud talking, screaming, shrieking, or yelling at pool, sundeck or beach will be tolerated.
- i. No running, roughhousing, pushing, jumping, playing games, Frisbee throwing, roller skating, skate boarding, bouncing a ball, remote cars allowed at the pool deck or sundeck areas.
- j. GLASSWARE is prohibited. Food products are permitted at the ocean sundeck and pool garden areas only. All waste

is to be placed in receptacles provided.

- k. Galleon owned chairs, tables or chaise lounges are NOT to be taken to the beach or roof garden unless management approves.
- l. Number of bathers occupying pool must meet county code.
- m. No pets of any kind are allowed in the swimming pool area or sundeck areas.
- n. A Security key is required to enter and exit at the following areas: pool level restrooms in the exercise room; all pool gates to and from the sundeck; the pool lobby and beach.
- o. Do not open any security gate for anyone who does not have a security key. After your entrance through a gate be confident each gate is closed securely for building security.
- p. If an emergency occurs at the pool, sundeck or beach areas - Immediately call the Security Guard using remote call box at pool lobby door and/or a call box at the top of pool stairs.
- q. Sand and tar must be removed from the feet and body when leaving the beach area before re- entering the deck and building. The use of mineral spirits, paper toweling and running water are the supplies provided.
- r. Feeding birds such as seagulls, snipes, or pigeons is prohibited on the sundeck and at pool areas or from Owner's apartment balcony.
- s. Chairs, chaise lounges, and tables used daily are a first come-first served basis and shall not be reserved over long periods of non-use by placing towels or other articles on them.
- t. No diving is permitted.
- u. Beach chairs, rafts and other beach paraphernalia stored on the racks in the garage should be replaced after use, not on the sundeck. Above items must be identified with Owner's name and unit number.
- v. All Galleon umbrellas must be left closed on windy days as determined by the Security Guard.
- w. Radios at pool must be kept at low volume.
- x. Proper swimming attire is required at all times, cut-offs or dungarees are not acceptable. Owners and guests in swimming attire must always wear some type of foot covering and body covering at all times inside the building and elevators. Body covering does not include towels.

- y. Items should not be thrown from any apartment balcony to pool or pool areas.
- z. Pool steps must be kept clear at all times.
- aa. All disposal drink containers, trash, cigarette and cigar butts and refuse must be deposited in receptacles provided.

Barbecue Grill - Make your reservation **and obtain grilling tools** from the Front Desk and/or office. For safety, the Security Guard must be notified prior to and after use of the grill. Owners are required after usage to clean the grill, be sure gas is turned off, wipe tables, replace chairs and clean up all litter.

RULE # 27 PROPERTY DAMAGE RESPONSIBILITY

- a. Owners shall be liable for all damages to the building and/or common elements caused by any member of their family, guests, lessees, servants, contractors or by personnel delivering or receiving furniture or other articles to or from the building.
- b. Owners are responsible for any violations of the rules and regulations by any of their immediate family, visitors, contractors, lessees or guests. It is therefore, the Owner's responsibility to know that the above-mentioned are fully acquainted with all of the rules and regulations.
- c. Owners, lessees, guests, visitors and contractors shall not damage, destroy or remove any part of the building equipment or furnishings, including all outside furnishings. The responsible owner shall pay the cost of restoring the area or property affected and such replacement or restoration must be to the satisfaction of the Board of Governors.

RULE # 28 RECREATION

- a. No one is permitted to use the common areas except for the purpose for which they are intended.
- b. Roller skating, in-line skating, bicycle riding, skateboarding, running, ball playing of any kind and other forms of play are prohibited anywhere in the building and Galleon property, except as specifically provided for by the nature and use of the various rooms and common areas.
- c. Children under the age of twelve (12) will not be allowed in the pool, gym, sauna or roof garden areas unless accompanied by a person age eighteen (18) or over. Under no circumstances will children be allowed to congregate or run and play in the public rooms, corridors, elevators, stairways, recreational areas or parking garages.
- d. Children under six (6) years of age must be accompanied outside their apartments at all times by an Owner/Lessee or a person age eighteen (18) or over. Such children must be supervised at all times while in any recreational areas, lobby, hallways and community rooms.

- e. All persons must wear footwear at all times except at the pool, sundeck or beach.
- f. Parents and owners/lessees shall be responsible for the conduct of their children. Owners are financially responsible for any damage caused by their children or guests.
- g. Noise emanating from apartments shall be controlled so that other families are not disturbed at any time. Loud talking, noisy parties and activities and pounding floors or walls, disturb other people. A city ordinance prohibits excessive noise.

RULE # 29 RESALE OF APARTMENTS

- a. These transactions must be in accordance with the Declaration of Condominium. Reference is made to Page 12, Chapter V. "Use Restrictions"; Page 13, Chapter VI, "Conveyances"; and Page 22, Chapter XVII, "Judicial Sales."
- b. When an owner lists their apartment for sale or lease, they need to provide the Galleon office with the name of the listing agent.
- c. The office will provide a prospective new owner with an application for Galleon membership. It should be completely filled out and signed by the proposed new Owner(s), then must be forwarded **by the present Owner(s)** to the Board of Governors. A copy of the purchase contract shall accompany the application.
- d. No potential purchaser may occupy any apartment prior to approval of the Screening Committee and closing.
- e. All residents who will occupy the apartment must be interviewed personally by the Screening Committee unless otherwise specified in writing by the Board of Governors. No applications will be approved without these personal interviews. Interviews are scheduled in advance, at a prearranged date and time, convenient to both applicant and Screening Committee members, at The Galleon.
- f. It is a Florida State Law that the screening committee approves the selling or leasing of all apartments and those fees are involved to sell or lease an apartment. The screening committee will issue all approvals, etc. in writing.
- g. A fee must accompany the application. Such fee shall not exceed the highest amount allowed under the law, as it may be amended from time to time. If the ownership is to be in the name of more than one person (other than husband and wife), the fee will be per person. This fee is not refundable.
- h. New residents, before occupying apartments resulting from resale, lease or rental, must notify the Management upon arrival.
- i. An open house for the purpose of showing the apartment is strictly prohibited.

- j. The seller must give to the prospective purchaser a copy of the condominium documents, by laws, rules and regulations before membership application is submitted to the Galleon.
- k. The approved purchaser must furnish the office with a true copy of the deed as recorded in the public record of Broward County within thirty (30) day of closing.

RULE # 30 ROOF GARDEN

- a. Only food or beverages in plastic or paper containers are allowed in this area. All refuse is to be placed in receptacles provided.
- b. NO ONE IS PERMITTED OUTSIDE THE BOUNDARIES OF THE GUARDRAIL OF ROOF GARDEN.
- c. The roof garden is for sunning purposes and relaxation only and is not to be used as a playground for children.
- d. No children twelve (12) years or under are permitted unless accompanied by an adult of 18 years or older.

RULE # 31 SAUNA AND EXERCISE ROOMS

- a. The sauna bath and gym facilities are for the use and enjoyment of all residents and guests.

These facilities will be available at the following hours:

Gymnasium 6:30AM to 10:00 PM Saunas 6:30AM to 10:00 PM

- b. Children under 12 are not allowed to utilize the exercise rooms or sauna without adult supervision.
- c. Use of the exercise rooms is limited to residents and guests.
- d. There shall be no eating or drinking in the exercise rooms or sauna, with the exception of water, no glass allowed.
- e. Use of the sauna and the equipment in the exercise rooms is at the user's own risk. The Association will not be responsible for injuries resulting from the use of the sauna or exercise rooms.
- f. Lockers in exercise rooms are available on an assigned basis by the office. Owners are assigned one locker allowing one lock.

RULE # 32 SECURITY & SAFETY

- a. Management will maintain a sufficient staff of security personnel for your safety and protection. The standard of efficiency depends on the cooperation of the apartment owners. Please remember security personnel are here to protect you and your property and should not be reprimanded for challenging an unknown visitor. They are at your service for emergencies and to report accidents, sickness, fires, etc. Report to the security guard or Manager anything that appears to be out of order, or any action of a suspicious nature.
- b. Apartment owners expecting guests or workmen or movers should notify security in advance. Except in cases of emergency, workmen or maintenance employees (other than the Galleon regular employees) will not be permitted to have ingress to the building after 4:30 pm on weekdays and 12:00 noon on Saturdays, and at no time on Sundays or holidays.
- c. Outside doors must be locked at all times.
- d. Telephones at the security stations are for security & building business only.

RULE # 33 SHUFFLEBOARD COURTS

- a. Children twelve (12) years of age or under shall not use courts unless accompanied by an adult of at least 18 years of age.
- b. Courts may be used only between the hours of 9:00 AM and 9:00 PM.
- c. The equipment is located on the north wall of the pool garden area. Return equipment after use.

RULE #34 SMOKING

- a. Smoking is only allowed within the walls of your apartment or outside the building.
- b. The Galleon is a smoke-free building. Smoking is prohibited in all interior common areas, including garages, except designated employee smoking areas.

RULE #35 SOLICITATION

- a. Solicitations should be reported to the manager's office immediately.
- b. No apartment Owner, guest or any personnel shall be permitted (directly or indirectly) to solicit the sale or rental of services, goods, wares, merchandise, real estate or apartment units within the public areas or on the bulletin board

without the office approval.

- c. Conducting of any business (directly or indirectly) by an apartment Owner, guest of an Owner, lessee or any other person is strictly prohibited within such public areas or facilities. This provision is intended to prohibit a unit Owner, lessee or any other person from soliciting on the condominium property for the collection of funds for organizations or individuals or the selling of goods.

RULE # 36 TRASH DISPOSAL

- a. Trash chutes are ONLY to be used between the hours of 8:00AM- 10:00PM
- b. All soft garbage must be processed down the garbage disposal. A generous stream of cold water should flow into the disposal as it is being used. Do not put coffee grounds, eggshells, celery, banana peels and kitchen grease down disposal as they collect and clog your drain at your expense.
- c. All trash and refuse, which the kitchen in-sink disposal will not process, MUST BE SECURELY BAGGED AND TIED in heavy plastic bags and placed in trash chutes.
- d. All cardboard boxes, newspapers, bottles or glass objects that will not fall freely down the chutes, must be placed in area provided by the chute for pick-up by employees of management. Do not place any hangers, carpet or any large bulky items in chute.
- e. No garbage cans, supplies, milk bottles or other such articles shall be placed in the halls or on the staircase landings. Nothing shall be allowed to fall or drop from windows or balconies.
- f. All large cartons and cardboard boxes, must be disassembled and flattened and taken to garage dumpster.
- g. Do not shake or empty, dust cloths, mops, vacuum cleaner bags, etc. down the chutes.
- h. Any volatile waste or rags must be removed from the building and disposed of properly.
- i. Contractor's waste is NOT allowed to be disposed in trash chutes or trash room. Contractors and delivery persons must take all types of trash items with them. Contractors may have a dumpster outside of building for their trash.
- j. Management has provided newspaper and glass/plastic recyclable containers to comply with the building's obligations to the City of Fort Lauderdale.
- k. No furniture, clothing or any general household trash must be left in the trash room, as it is a fire and sanitation hazard.
- l. Discard any household items in the large metal dumpsters located near the entry ramp in the basement.

- m. A large sink is provided in the east trash rooms for utility purposes only.
- n. No one should store items or enter the Electric Meter Room off the trash room.
- o. Parking areas cannot be used for any type of personal storage, as this could become a fire hazard.
- p. All cartons, boxes or packing materials resulting from a move or delivery of goods must be removed from the premises by the movers or delivery company immediately. This is the Owner's responsibility at his own expense. Such materials are not to be left in halls or trash rooms.

RULE # 37 USE OF LUGAR DE REUNION AND ARMADA ROOMS

- a. Owners or Lessees must request a private party date in writing with a reservation form to the office. The office must approve the use, time and date. Time of the party is limited to 1:00 am of the following day. The office will confirm the reservation on a first-come, first-served basis so as not to conflict with other residents. The office will be responsible for making arrangements for use of the Lugar De Reunion and Armada Room. Food and beverages may be served in these rooms. No food or drink will be allowed outside the reserved room. No smoking is allowed in the building. The Manager or his representative together with the owner/lessee will inspect the room reserved before and after the function to determine the condition of the room. It will be the responsibility of the party who engages a room to leave it in a clean and orderly condition. There will be a charge for management assistance in preparing for a party or for any necessary cleaning required by the Management. A guest list must be furnished to the security prior to the event.
- b. These rooms are for the pleasure of the Owners/Lessees of the Galleon and to facilitate entertainment of their guests. However, boisterous noise and blaring music will not be tolerated.
- c. The Armada Room and Lugar Room are restricted to any number of people up to the maximum.
- d. No one may remove any kitchen equipment for his or her private use. Serving ware stored in the kitchen may not be used. The door to the kitchen will be locked. The key to the kitchen may be obtained at the security desk and must be signed in and out by Owners or Lessees only.
- e. Any activity sponsored by an individual or group that would involve the use of the common elements must be channeled through the office.
- f. The Association and its Board of Governors and Managers shall not be responsible for any liabilities, which may arise in relation to any party held in the reserved rooms including all social events sponsored by the Social Committee, or in relation to any items rented or borrowed from the Association.
- g. Scheduled parties or events are for Owners/Lessees invited guests only.

(Sample form)

GALLEON CONDOMINIUM ASSOCIATION RESERVATION FORM
LUGAR DE REUNION / ARMADA ROOM

OWNER/LESSEE _____

APT # _____ PHONE _____

ROOM: LUGAR:..__ARMADA.___KITCHEN_____

DATE (\$)_____

TIME _____

PURPOSE _____

NUMBER OF PEOPLE EXPECTED_____

A guest list must be submitted to Security prior to the event.

SETUP:

OWNER._____ GALLEON STAFF_____

Room will be inspected by staff and owner prior to and following the event. The room must be left in the same condition as when reserved or owner will be billed for cleanup. Staff set-up and clean-up charges are at a per man-hour prevailing rate. If tables are to be used, they must be covered with tablecloths.

Signed _____

Owner/Lessee _____

Date _____

Apt. # _____

Signed _____

Manager _____

Date _____

The Association and its Board of Governors and Managers shall not be responsible for any liabilities which may arise in relation to any party held in the reserved rooms. Please read the rules and regulations of the Galleon Condominium Association in relation to the reservation of the Lugar De Reunion and Armada Rooms.

Rule #38 Adopted by the Board of Governors on November 14,2005

RULE # 38 HURRICANE and/or TROPICAL STORM PREPARATIONS

- a. ALL residents who plan to be absent three (3) or more days from their apartments during hurricane season(June 1st to November 30th) are required to comply with the following:
 - Remove ALL items such as furnishings and plants from the balcony and/or catwalk prior to departing from the building.
 - Close and lock ALL windows and outside apartment doors.
 - Close and secure ALL hurricane shutters.
 - Notify Security of departure date and return date.
- b. ALL residents are to commence with storm preparations to the apartment when the National Hurricane Center announces a **Tropical Storm Warning** and/or a **Hurricane Watch** and/or as instructed by the Galleon Building Manager and/or Board of Governors.
- c. The Galleon staff may assist a resident during a **Tropical Storm Watch** to remove all items such as furnishings and plants from the balcony and/or catwalk and secure ALL hurricane shutters. A Service fee at the "**prevailing hourly rate**" is charged to the resident per unit at this time only.
- d. If a resident fails to comply with hurricane preparations, the Galleon management has the authority to enter the apartment to secure the hurricane shutters and balcony and/or catwalk. The Galleon Association will not assume any liability for damages. A **Service fee of \$100** will be charged to the resident per unit.
- e. Hurricane and/or Tropical Storm Procedures and Preparations as follows:

HURRICANE and/or TROPICAL STORM PROCEDURES and PREPARATIONS

A hurricane or tropical storm is the most devastating and natural phenomenon that oceanfront property owners face. The fact that we are members of a condominium high-rise community dictates that certain

standards of deportment be understood accepted and followed. The Galleon Condominium is in an evacuation zone. When an evacuation is ordered EVERYONE is expected to leave the building. Employees and residents are ALL expected to evacuate. The building will be closed, there will be no emergency services during a storm and authorities will not be available to help you. Procedures & preparations are less costly than learning through tragedy.

ABSENCE OF RESIDENT:

ALL residents who plan to be absent three (3) or more days from their apartment during hurricane season (June 1st to Nov. 30th) are required to comply with the following rules and regulations:

- Remove ALL items such as furnishings and plants from the balcony and/or catwalk prior to departing from the building.
- Close and lock ALL windows and outside apartment doors.
- Close and secure ALL hurricane shutters. (Water entering one apartment endangers the entire Galleon building.)
- Notify Security of departure date and return date.

Failure to comply with these regulations above will necessitate the Galleon management to enter the apartment to secure the hurricane shutters and balcony and/or catwalk during a TROPICAL STORM WARNING or HURRICANE WATCH. A Service Fee of \$100.00 is charged to the resident per unit. Residents are financially responsible and liable for any damages to other apartments, common property or personal injury caused by their wind-blown personal property. While accepting no responsibility for oversights or nonperformance by residents, the Galleon staff may visually survey the balconies externally for compliance with this requirement. Any potentially hazardous articles detected on balconies may be moved inside the apartment and a service fee will be charged. The Galleon Association will not assume any liability for damages or for hazardous articles left on balconies. The Galleon Condominium Apartments, Inc. will not be held responsible for damages.

RESIDENT PREPARATIONS FOR STORMS:

TROPICAL STORM WATCH (*sustained winds from 39-74 mph within 36 hours*):

ALL residents are to commence to remove ALL items from the balcony and/or catwalk and secure hurricane shutters. The Galleon staff may assist a resident during a tropical storm watch to remove all items such as furnishings and plants from the balcony and/or catwalk and secure ALL hurricane shutters. The Galleon Condominium Apartments, Inc. will not be held responsible for any damages. A Service fee at the "prevailing hourly rate" is charged to the resident per unit at this time ONLY.

TROPICAL STORM WARNING (*storm conditions expected within 24 hours*):

ALL hurricane shutters must be secured and ALL items such as furnishings and plants removed from the balcony and/or catwalk. The Galleon staff may assist a resident during a tropical storm warning to remove furnishings and plants from the balcony and/or catwalk and secure ALL hurricane shutters. The Galleon Condominium Apartments, Inc. will not be held responsible for any damages. A Service Fee of \$100.00 is charged to the resident per unit.

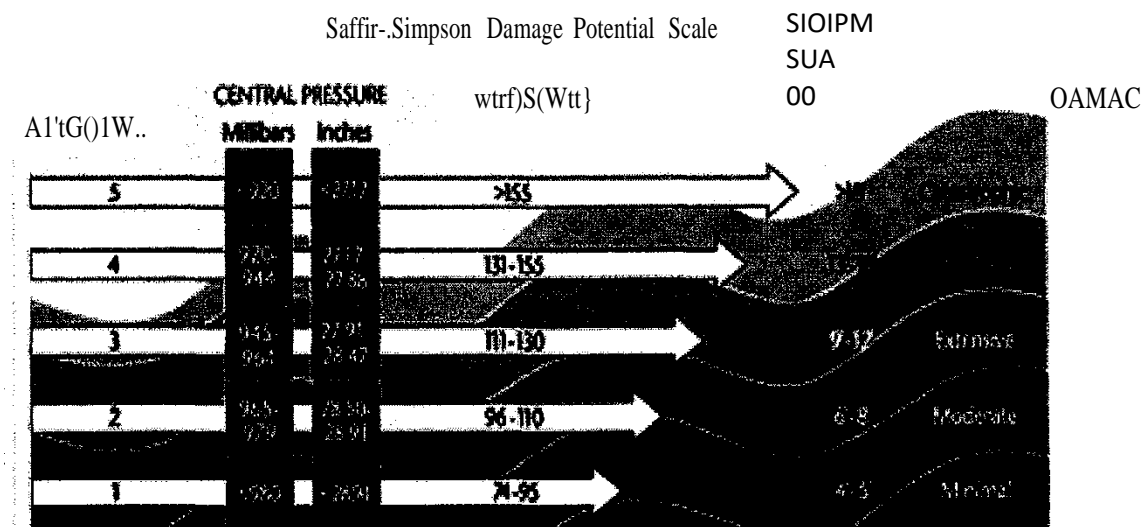
HURRICANE WATCH (*a threat within 24-36 hours to storm impact of 74 mph or greater to prepare to evacuate*):

ALL hurricane shutters must be secured and ALL items such as furnishings and plants removed from balcony and/or catwalk. If a resident does NOT comply, the Galleon management has the authority to enter the apartment to secure the hurricane shutters and balcony and/or catwalk. The Galleon Condominium Apartments, Inc. will not be held responsible for any damages. A Service Fee of \$100.00 is charged to the resident per unit.

HURRICANE WARNING (*a hurricane threat within 0-24 hours or less to storm impact, winds 74 mph or greater*):

If an evacuation order is given, you should proceed to a predetermined shelter or other inland non-coastal area. ALL property should be secured. Staff will leave the building. Once hurricane force winds start, DO NOT enter the main lobby.

ALL RESIDENTS ARE TO COMMENCE WITH STORM PREPARATIONS WHEN THE NATIONAL HURRICANE CENTER ANNOUNCES A TROPICAL STORM WARNING OR A HURRICANE WATCH. AND/OR AS INSTRUCTED BY THE BUILDING MANAGER AND/OR BOARD OF GOVERNORS.



RULE # 39 (Page 1 of 3) Galleon Rules and Regulations Adopted May 22, 2008

RULE # 39 INSPECTION AND COPYING OF ASSOCIATION OFFICIAL RECORDS

1. RECORDS DEFINED

The Official Records available for inspection and copying are those designated by Section 718.111(12) of Florida Statutes, as may be amended from time to time.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the unit owner's authorized representative, as designated by the unit owner in writing, shall have the right to inspect and/or copy non-confidential and non-privileged Official Records of the Association pursuant to the following rules.

3. INSPECTION AND COPYING

- a. A unit owner, or a unit owner's authorized representative, desiring to inspect the Official Records shall submit a written request to the office of the Association. The request must include the date and times when requesting party is available to review the requested materials during reasonable business hours, as set forth below, or at such other time as the Board may deem reasonable. The Association will make a good faith effort to accommodate such request, but cannot guarantee that the time and/or date requested will be available.
- b. No unit owner or authorized representative shall submit more than one (1) written request for inspection or copying in a thirty (30) day period.
- c. All inspection of records shall be conducted at the Association's office or at such other location within the state as designated by the Association. No unit owner or authorized representative shall remove original records from the location of inspection. No alteration of the original records shall be allowed. No unit owner may insert any documentation into the Official Records during such record inspection.
- d. Records shall be made available by the Association for inspection as required by Florida Statutes. This time frame may be extended by written request of the unit owner or authorized representative. In addition, this time frame shall be extended in the event records are so voluminous, in the hands of the Association's accountant for preparation of the periodic financial report or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the unit owner or authorized representative, by telephone or in writing, that the records are available and the time, date and place for such inspection. Inspection shall be made during normal business hours of a working day. For the purposes herein, the terms "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed.

For purposes herein "normal business hours" shall be the hours that the Association and/or management office, or the location where the records are inspected, is customarily opened. The records inspection may take place during the hours of 10:00AM- 3:30PM, Monday- Friday. The time for any record inspection shall not exceed four (4) hours in duration.

- e. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. In the interest of maintaining accurate and organized Official Records of the Association, such records shall not be substantially removed from their original locations or disarranged in any way. If the location of inspection has a functioning copy machine, then copies of the record shall be available within two (2) working days of the request, so long as payment was made with cash. Otherwise, if payment is made by check, records will be available immediately after confirmation of clearance of the funds through the bank collection process. Photographs or any other imagery of the Official Records other than that derived from a copier or photocopy machine shall not be permitted. If the location of inspection has no copy machine, then copies shall be made available upon return of the records from a copying service. In the event the above-referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as

soon as is practical.

- f. A unit owner or authorized representative shall pay the reasonable expense of copying in the amount of \$.25 per page or such other charge as may be levied by an outside copy service. Payment in advance of copying shall be required.

4. MANNER OF INSPECTION

- a. All persons inspecting or requesting copies of records shall conduct themselves in a quiet, respectful, businesslike manner. Any abusive or threatening language or behavior against Board representatives, Association employees or other persons present shall not be tolerated and will constitute sufficient grounds for termination of the inspection.
- b. Confidential and privileged records of the Association are exempted by Section 718.111(12) of Florida Statutes from inspection by the unit owner or authorized representative, and shall not be made available for inspection. Any attempt to copy or review confidential or privileged information, after one warning, shall, likewise, be grounds for termination of the inspection.
- c. Any and all electronic files or records maintained within the Association computers are exempt from inspection. Should the unit owner or authorized representative wish to obtain records from the Association computers, they will be rendered to hard copies and delivered as stated above.
- d. No inspection request is continuing in nature. Incomplete records, or records in the process of being created, are likewise exempt from inspection. Upon completion of preparation of such records, same may be inspected upon submission of a proper request to do so.
- e. All persons inspecting or requesting copies of records shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied.
- f. The Association office, or office of inspection, shall assign at least one person to monitor the inspection. All communications during inspection shall be directed to that assigned person.
- g. The Association shall maintain a log detailing:
 - i. The date of written request for inspection;
 - ii. The name of the requesting party;
 - iii. The date of availability of records for inspection or copying;
 - iv. The date of actual inspection or copying;
 - v. The signature of the person inspecting or copying acknowledging receipt of the records.

5. ENFORCEMENT OF INSPECTION AND COPYING RULES

- a. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.

- b. Any requests for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party.
- c. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine in the event fining is authorized by the condominium documents.

6. UNIT OWNER WRITTEN INQUIRIES

- a. Unit owner inquiries pursuant to Section 718.112(2) (a) 2 of Florida Statutes are limited to one (1) inquiry in a thirty (30) day period.
- b. For the purpose of this Rule, an "inquiry" shall consist of no more than three (3) questions, none of which shall contain multiple questions or imbedded sub-parts.

RULE # 40 COMMON ELEMENT USAGE 11/18/15

When planning a "Gathering or Party" in the common element spaces for more than ten non-residents, and not sanctioned by the "Social Committee", the following limits must come into place:

- 1. No more than 10 outside guests at one time using our Common Element spaces
- 2. Application for more than 10 outside guests must be made in advance and approved by Management.
- 3. Security and the Office must be made aware of the scheduled event.
- 4. Young children must be escorted through-out the building
- 5. No alcoholic beverages or food can be consumed in or around the pool area (Follow existing rules)
- 6. Clean up after the event.
- 7. Should approval be made for an event of more than 10 people utilizing an outdoor common element or other non-party room space, additional security might have to be hired at the event-givers expense?
- 8. All existing rules of The Galleon MUST be observed or the event will be cancelled.

Galleon Rules & Regulations
January 12, 2004

INDEX OF CONTENTS

Rule #

ABSENCE OF RESIDENT	1, 14, 15, 24, 38
ANNUAL MEMBERSHIP MEETING	6
ANTENNAS	2
APARTMENT DOORS	3, 10, 17, 18, 32, 38
APPLICATION FEE	19, 29
ARMADA ROOM	6, 37
AmRE	4, 15, 26
BABY STOLLERS	16
BALCONIES	1, 2, 12, 17, 21, 26, 38
BALCONY FURNITURE	1, 26, 38
BARBEQUE GRILL	7, 26
BARE FEET	4
BEACH AREA	18, 26
BEACH CHAIRS	26
BICYCLES	8, 16, 44
BOARD OF GOVERNORS MEETINGS	6
BULLETIN BOARD	35
BUSINESS OFFICE	7, 8, 35
CAR WASH	14
CARTS	16, 24
CATWALK	16
CHAIRS	7, 26
CHILDREN	11, 15, 19, 26, 28, 30, 31, 33
CIGARETTES, CIGAR & PIPE SMOKING	12, 34, 37
CONTRACTORS	8, 16, 17, 36
CORRIDORS	16, 24, 28
DAMAGE	1, 2, 3, 5, 9, 10, 17, 18, 19, 20, 27, 28, 38
DECORATIONS	16
DEUVERIES	9, 11, 8, 36
DEPOSIT	10, 11, 18, 20
DIVING	26
DOOR LOCKS	10
DOORS	3, 10, 11, 12, 16, 17, 18, 24, 32
DRINKS	26, 37
EATING	31
ELEVATORS	8, 11, 16
EMERGENCIES	8, 10, 11, 16, 18, 26, 32
ENTRY	3, 10, 36, 38
EXERCISE ROOM	26, 31
EXTERIOR	2, 12, 17
FEEDING BIRDS	26
FINES	13, 38
FIRE DOORS	16
FIRE EXTINGUISHERS	3
FLOORING	21
FOOD	26, 30, 37
FOOTWEAR	26
GARAGE	5, 14, 16, 22, 23, 26, 36
GARDEN AREA	26, 28, 30, 33
GLASS	12, 31, 36
GUEST PARKING	23
GUESTS	4, 10, 13, 15, 19, 22, 23, 26, 27, 28, 31, 32, 37

GYM	28,31
HALLS	16, 24, 36
HALLWAY	3, 16
HURRICANE SHUTTERS	1, 17, 38
HURRICANE & STORM PROCEDURES	38
INFECTIONS	26
INSPECTIONS	3, 21

KEY TO APARTMENT	10, 18, 26
KEYS	8, 10, 18
LEASE APPLICATION	19,29
LOCKERS	31
LUGAR ROOM	37
MAILROOM	4, 6
MAINTENANCE SERVICE	3,8,32
MAINTENANCE HOURLY RATE	1, 3, 9
MANAGER	3,5,8,9,10,15,17,19,21,23,32,35,37
MOVING	20
NEWSPAPERS, BOXES	36
NOISE	26, 2B
NOTICES	7
NUDITY	26
NUISANCES	15, 22
OCCUPANCY LEVEL	15
OCEAN SUNDECK	26
OFFICIAL RECORDS	39
PACKAGES RECEIVED	9
PARKING	2,7,19,23,28,36
PARKING SPACE	19, 23
PARTIES	28,37
PASSAGEWAYS	24
PERSONAL SERVICES	20, 29, 36
PETS	15, 25, 26
PLANTS	1, 12, 38
POOL FOUUNG	26
QUARTERLY ASSESSTMENTS	7
RECORDS	3, 21, 39
RECREATION AND PLAY	26,28
REPORT RULE VIOLATIONS	14, 16, 32
RESTRICTED AREAS	8
RIGHT OF ENTRY	10
ROOF	2,26,28,30
RUNNING	26,28
SAUNA	28, 31
SCREENING BUYERS	19,29
SECURITY AND SAFETY	26,32
SECURITY GATES	26
SECURITY GUARDS	3, 23, 26
SELUNG	29,35
SERVICE PERSONNEL	3, 8, 10, 32
SHOPPING CARTS	16
SHUFFLEBOARD COURTS	33
SKATE BOARDS	26
SMOKING	34,37
SOU CITATIONS	35
SPEED UMIT	23
STORAGE BINS	7
SUN DECK	26,28
SWIMMING POOL AREA .	26
TELEPHONE CALLS	7, 37
TEMPORARY VEHICLE PASSES	23
TILE	21
TOWING VEHICLES	23
TRASH	8, 26, 36

VEHICLES	8, 14, 23
VIOLATIONS	13, 14, 27
WATER SHUTOFF VALVE	1
WORK ORDERS FOR MAINTENANCE	1, 3, 7

