
INFORMATION AND GUIDE TO CASTEL DEL MARE CONDOMINIUM

PLEASE KEEP THIS GOOD NEIGHBOR POLICY IN YOUR UNIT FOR REFERENCE

We the Management and Board of CDM would like to welcome you to our community. We believe that CDM offers our residents a beautiful place to live. It is conveniently located and enjoys a top rated beach. This is a residential community. We have a diversity of residents; owners, full time and part time snow birds, guests and renters. Please understand this diverse nature and behave in a manner that values and respects it.

In keeping with the nature of this diverse, residential population, there are certain standards we should all be aware of and practice. First, we must acknowledge that all owners here at CDM have consented to abide by the governing documents of the Association, the "DOCS" if you will. Second, a number of policies have evolved over the years. These together with the DOCS form the basis for how we get along here at CDM. How we manage. How we make sure that all residents get the most out of CDM.

With that said, we present this informational guide covering the Rules and Policies of CDM. “A Good Neighbor Policy” if you will.

Each owner is a member of the Association. The Board of Directors is given the authority to manage the affairs of CDM. Under the terms of the Declaration, each owner is pledged to “abide by all rules and regulations promulgated by the Association concerning occupancy and use of the condominium units and common elements and areas.”

Unit owners are responsible for compliance with the following Condominium Rules and regulations by lessees, guests, and gratuitous occupants of their units. Cooperation with the Association in abiding by these rules will help everyone be a happy resident and a good neighbor.

REGISTRATION

All residents (owners, renters, and guests) must be registered at the Manager’s Office. Registration information helps us handle emergencies, incoming calls, mail, and vehicle identification as well as identification of individuals using pool and tennis facilities.

Every vehicle must be registered at the Manager's Office. Vehicle identification will be established for the security of each resident, renter, and house guest.

UNIT AND FACILITIES USAGE

No resident may run a business of any sort in which business traffic goes in and out of the complex, deliveries are made and/or merchandise is picked up. (*Declaration of Condominium Article 12*)

PETS

No pets of any kind are allowed at Castel Del Mare. (*Declaration of Condominium Article 12.14*) This applies to everyone including, residents, guests, and gratuitous occupants. No one is permitted to have pets on the condominium property at any time regardless of the duration of their stay. The Association will make reasonable accommodations for disabled/handicapped people with the appropriate notification to the CDM Manager.

TENNIS

Tennis schedules are posted on the bulletin board next to the Manager's Office. Please observe a one and one-half hour limit per resident per day.

All local area guests must be accompanied by a resident when playing. House guests may play without a resident after registering with the Manager.

Proper tennis attire, with shirt tops, and tennis shoes must be worn. No one is permitted on the court with street shoes, bare feet, or jogging shoes.

Courts are to be used for tennis only.

Children under twelve (12) years old must be accompanied by an adult.

RECREATION HALL (Clubhouse)

To reserve the Clubhouse for private gatherings, a reservation must be made with the Manager. A deposit of one hundred fifty dollars (\$150) is required and will be refunded after the premises have been cleaned and returned in good order. This reservation can only be made by a resident for a function that

the resident attends. The room cannot be used for an activity for profit or potential profit.

RESIDENT CHILDREN

Residents must accompany their children under the age of twelve (12) on the premises at all times.

Children are encouraged to use the “green belt” areas for their activities. A “green belt” is an open area of grass which does not include the tennis court and shuffleboard areas. Ball and Frisbee throwing are prohibited in the courtyards between buildings.

The boardwalk, swimming pools, and shuffleboard facilities may be used by children under 12 only when supervised by an adult.

APPEARANCE OF THE COMMON ELEMENTS

To enhance the overall appearance of your community and eliminate fire and safety hazards, do not store bicycles, toys, or other personal property on the stairs, entrance ways, walkways, or carports. This is for everyone's safety and per order of the Sarasota County Fire Marshall. Balconies, patios, walkways, and railings are to be kept free at all times of clotheslines, banners, signs, towels, bathing suits, rugs, etc. Plants or other ornamental items may not be placed on or hung from an external feature of the buildings.

Under no circumstances are residents permitted to alter any landscaping or to plant in the common areas.

Fire Department regulations preclude personal barbecue grills being used anywhere near the buildings, including balconies and screened lanais. Personal propane gas grills and propane tanks are also prohibited. The Association has two (2) grills provided on the property on a first come, first serve basis.

Cable T.V. service is provided for your convenience and eliminates the need for any wire, aerials, antennas, etc. on the exterior of the buildings.

In order to maintain the uniform architectural integrity of our buildings and grounds, no additions or modifications may be made to the exterior portions of any building or to the landscaping.

RENTALS

In order to maintain the high quality of this residential condominium and to prevent it from becoming a lodging or transient facility, no unit shall be leased, rented, or occupied by other than the unit owner (exclusive of immediate family) more than three (3) times in any calendar year. Entire units may be rented for a period of not less than thirty (30) days (28 days in February) and no individual rooms therein may be rented or sublet. A lease covering the latter part of one calendar year and carrying over into the next calendar year shall be treated as a onetime lease only in the year it commences. *(Declaration of Condominium Article 12.12)*

Gratuitous Occupants (other than the owner's immediate family members) will be limited to not more than three (3) times in any calendar year. **All occupants are required to register with the Association office in a timely manner.**

An application for approval to lease or occupy, accompanied by the appropriate application/screening fee, must be submitted to the Castel Del Mare Manager prior to occupancy. Upon approval of the application, a copy of the lease, along with the required fee must be furnished to the Castel Del Mare office. Please note that any lease or transfer which is not authorized pursuant to the terms of the Declaration of Condominium shall be void unless subsequently approved in writing by the Association. There may be no subleasing of a unit without the Board of Directors' approval. Owners must provide renters with a copy of the Condominium Rules and Regulations and renters must agree to abide by them.

During the time a unit is leased or occupied by other than the unit owner, the unit owner gives up the right to use the common elements and facilities except when accompanied by lessee or a unit owner in residence.

MAINTENANCE REQUESTS

Residents who have suggestions for maintenance are requested to put these in writing on a "Maintenance Request" form these can be obtained in the Manager's office. Residents, who wish to arrange for personal service of a CDM employee, must make arrangements through the Manager's office. This would be provided only after normal work hours. The owner is also responsible for payment

to the employee and obtaining the proper insurance coverage.

RECYCLING

Sarasota County has mandated a recycling program as of October 1991. The Association has provided appropriate recycling containers in various locations for this purpose. Do not place plastic bags into recycling containers. **See recycling insert for proper disposal.**

We solicit your help in keeping your community clean. For sanitary reasons, garbage must be put in plastic bags. All large cartons must be broken down before placing in dumpsters or in recycling containers. Do not throw large items such as TV's, large furniture, appliances, etc. down the trash chutes or place by outdoor dumpsters without the approval of the CDM Manager.

LAUNDRY ROOMS

Laundry rooms should be a clean place and we request that you help us keep it that way. Kindly notify the office if you find it is not clean or a machine is not working. Please remember to clean the lint filters in the dryers. A dirty filter cuts down on efficiency and is a fire hazard. Please consider your neighbor by removing your clothes promptly.

Laundry rooms in the two story buildings are locked at 10:00 p.m. every night and opened at 7:00 a.m. every morning.

NOTICES

By State Statute, there is one official notice board for all condominium business. It is the locked glass case located next to the Manager's office.

Other notices of general interest will be posted on the bulletin boards which are located across from the office, in each of the garden laundry rooms, and by the directories in the four story buildings. All bulletin boards are for CDM business and Association activities and therefore all items must be

approved and placed there by the CDM office.

There is a notice board for C.D.M. residents use across from the Manager's office. Size is limited to a 3X5 index card which is provided for you at the board.

VEHICLES

There is one assigned parking place for each unit. Second vehicles are to be parked in guest parking.

No boats, boat trailers, trailers, or recreational vehicles may be stored or parked on condominium property without prior written approval.

Golf carts, mopeds, motorcycles, and other miscellaneous motorized vehicles are not permitted, except the golf carts owned by the Association for maintenance and office use.

All of the following listed vehicles shall be parked along and facing the wall on Stickney Point Rd. regardless of their length of stay at Castel Del Mare;

- Trailers *
- Commercial Vehicles (or those with commercial markings and signage)
- Trucks – including any and all pick- up trucks
- Recreational Vehicles *
- Vans (except those with seats behind the driver, and with windows front and back)
- Inoperable or unlicensed Vehicles
- Unsightly or deteriorated vehicles of any type

* only after prior written approval.

No “verbal” approvals will be granted.

Castel Del Mare reserves the right to tow any vehicle that is in violation of these rules after a reasonable notification.

Please respect all fifteen (15) minute parking areas and disabled parking areas. They are for the convenience of all residents. No parking is allowed at the yellow painted curbs. It is imperative that residents inform visitors of the guest parking locations and restrictions.

Any vehicle which is illegal, inoperable, or not currently licensed for use on the highways, or so deteriorated as to be unsightly in the opinion of the Board of Directors, will, at the discretion of the Board or Manager, be towed away.

Washing of vehicles is permitted only in the designated area at the north parking area which is located by Building 7 laundry room. CAUTION: Periodically there are county mandated restrictions for usage of water. C.D.M. is not responsible for notification of either of these restrictions or any fines incurred by violations.

Owners, renters, and visitors are responsible for complying with all regulations and parking in their designated spaces. These assignments are for your convenience and safety, cooperation among all residents will make the plan successful.

PEST CONTROL

Pest control service is provided by the condominium on a regular schedule. Interior pest control is done twice a year. Exterior pest control is done on a monthly basis. The service is contracted to be here once a week for specific pest control problems. Forms are located in the office to request such service as needed.

POOL AND POOL AREA

The pool areas are designated **non-smoking** areas.

The garden pool is located by the Clubhouse. The round pool is located by the bay front.

Bathers must shower before entering the pool per Florida Statutes. There is a shower located beside the Clubhouse at the garden pool and the restrooms at the round pool.

Local area guests must be accompanied by a resident when using pools. House guests may swim without a resident after registering with the Manager.

Swim at your own risk. Children under twelve (12) must be accompanied by an adult.

No furniture may be removed from the pool area. Please use a towel on the pool furniture when using sun tan oil. Pool furniture is available on a first come, first serve basis and may not be reserved for any reason.

Proper attire must be worn at pools; no cut-offs, T-backs, or nude bathing.

Drinks must be in metal or plastic containers; no glass is allowed around pools.

Skateboards, skates, or rollerblades are not permitted.

No running or wild play is permitted in or around the pools.

Electronic devices, cell phones, etc. should be used with earphones so as not to disturb others.

Noise level is to be kept at a minimum. Be respectful of the residential nature of CDM.

Pool hours are 7 a.m. to 10 p.m.

No dogs allowed except for CDM registered "Service animals" on a leash and controlled by the handicapped person.

MISCELLANEOUS

Smoking is prohibited in the elevators and by the pools. Cigarette urns are located on the first floor of each elevator foyer.

All vehicles must observe the 15 M.P.H. speed limit and all traffic signs posted within the property.

Skateboards and/or roller skates are not permitted on C.D.M. property.

No one will be given access to your unit unless the Manager has received prior notification in writing from the owner. The Manager will not accompany any such visitors or be responsible in any way.

All owners must notify the Manager prior to renting, selling, or gratuitous use of their unit by completing the appropriate application and paying the fee associated with it.

No unit shall be occupied on a regular basis by more than two residents per bedroom.

Advertisements, notices, or signs of any type are not allowed to be displayed in a unit or on common property.

No soliciting is allowed. Solicitors should be reported to the Manager and the Sheriff's Department for immediate action.

Monthly maintenance payments are due on the first of every month and are considered late after the tenth of the month. Late payments will be subject to a twenty-five dollar (\$25) penalty.

It is important for everyone's safety and the well-being of CDM property that CDM Management is always aware of who is on the property. To this end owners must notify the Manager's office of their tenants' arrival and departure in writing. It is also recommended that owners notify Management of their own arrival and departure dates. This also applies to any contractors or vendors that may be on the property.

All residents are asked to turn off the water supply valves inside their unit along with turning off the hot water heater whenever they go away over night or longer. Failure to do so may result in damage to your unit or those adjacent or below.

Owners wishing to install anything other than carpet in units above the first floor must use the approved sound deadening material with an impact insulation class of 55 or better between floorings and have their plans approved in advance by the Board of Directors. (*Declaration of Condominium Article 12.13*). No unlawful use shall be made of condominium property.

Owners must be sure tenants and guests have access to, read, and understand the rules and regulations. This is an owner's responsibility.

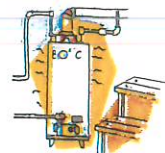
All construction must comply with CDM "Rules for Contractors". (See insert)

Enclosures:

1. SOP
2. Recycle Guidelines
3. Application fees
4. Rules for Contractors Owners, renters, and visitors are responsible for complying with all regulations and parking in their designated spaces. These assignments are for your convenience and safety, cooperation among all residents will make the plan successful.
5. Animal Policy



S.O.P. (Save Our Pipes)



Castel Del Mare is a great place to call home or to visit. Our community was built in 1975 and our plumbing is mostly original. Maintaining a high quality of life takes diligence and dedication by the residents, management and guests.

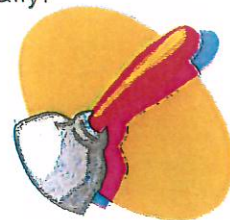
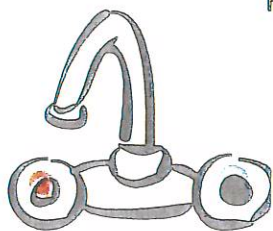
To help avoid plumbing emergencies we need everyone's participation. Please inform everyone that stays in your condominium of these suggestions.

- DO NOT FLUSH personal items down the toilets (ie: personal wipes, feminine hygiene products, paper towels, diapers) these items WILL cause back-ups.
- LESS IS BEST when using toilet paper. Tend towards the conservative side, using toilet paper that dissolves easily is recommended.
- When there is a problem use ONLY licensed professional plumbers
- DO NOT USE drain cleaners (Liquid Plumber, Drain-O, etc) as the chemicals in these products can harden and turn to a solid, causing more back-ups further down the pipes. They are also known to 'eat' through copper lines and cast iron pipes. Try your mother's remedy first, one (1) cup of vinegar monthly will assist in keeping the pipes clear. If you can't get the clog alone, call a professional.
- Use Garbage disposal properly (or have them removed). Small amounts of food at a time with cold water running constantly and for thirty (30) seconds after the disposal is turned off. DO NOT PUT: onion peels, lettuce, peanut shells, tea bags, coffee grounds, etc. down the disposal.
- USE LIQUID LAUNDRY DETERGENT when doing laundry. Powders don't always breakdown and tend to leave a build-up in the pipes.
- If you notice any water or stains on the floors, ceiling, etc. REPORT it to the office IMMEDIATELY.
- When going away for more than 48- hours, turn OFF the water and water heater at the shut-off valve (by the water heater).
- Shut-off valves dripping or leaking? Replace them using a licensed plumber.
- Be sure you have a drip or overflow pan for your water heater.
- Keep apprised of the health of your water heater. If you notice rust or corrosion that may be signs of deterioration and the need to replace the unit.
- If you hear your toilet running, when not in use, have it checked for leaks or faulty equipment.
- Dripping faucets should be fixed at the earliest convenience to save money and potential problems.

FACT: C.D.M. uses over 3,500,000 gallons of water annually.

*Thank you for your attention
and cooperation.*

Castel Del Mare Management



Red Bin, Blue Bin ... Recycling Guidelines

Waste Management 941-493-4100

Red Bin

For recycling paper

- newspapers (remove plastic sleeve for garbage)
- magazines
- writing paper
- envelopes (including window envelopes)
- corrugated cardboard (flattened to two feet by 3 feet or less)
- brown paper bags
- telephone books
- paperback books
- junk mail
- glossy sale flyers
- shredded paper (in paper grocery bags)

Blue Bin

For recycling cans, glass and plastics

- glass bottles and jars (all colors)
- aluminum cans/foil trays
- steel tin cans with lids
- aerosol cans (empty)
- drink boxes (remove the straws)
- milk and juice boxes
- plastic bottles *

*with neck and a  or  symbol;
remove tops and place them in garbage

Do **Not** place these items in recycling bins. Items should be placed in your garbage:

- | | | |
|------------------------------|------------------------|--|
| • beer and soda cartons | • hard covered books | • pool and other chemical containers |
| • butter or margarine tubs | • mirrors | • packing materials |
| • ceramic items | • prescription bottles | • pizza boxes |
| • cereal boxes | • plastic bags | • Styrofoam® peanuts, cups, plates, egg containers, etc. |
| • egg cartons | • plastic deli trays | • glass dishes |
| • flower pots | • plastic toys | • window glass |
| • gift wrap and tissue paper | • yogurt cups | |
| • clothes hangers | | |

Visit **Hazardous Waste** on www.scgov.net for proper disposal of items such as:

- | | |
|-------------------------------|-------------------------------------|
| • household cleaners | • paints and rechargeable batteries |
| • acids | • kerosene |
| • aerosol cans (with product) | • lawn and garden chemicals |
| • antifreeze | • varnishes and shellac |
| • automotive fluids | • paint thinner and stripper |
| • diesel fuel | • pesticides |
| • drain cleaners | • propane tanks (20# only) |
| • fertilizers | • batteries |
| • fire extinguishers | • fluorescent light bulbs |
| • gasoline | |

Tips:

- Most major grocery stores accept plastic grocery bags and newspaper wrappers. They usually have barrels near the entrance of the store for collection.
- Remove all caps from bottles and place the caps in the garbage.
- No window glass, mirrors, light bulbs, ovenware, ceramics, drinking glasses or eyeglasses are recyclable.
- Do not put recyclables in plastic bags.
- Consider **composting** your yard waste and food waste.

Application Fees

Recorded in official records instrument #1999156699 November 24, 1999

This page is an addition to the revised edition March, 1999

Clerk of Circuit Court, Sarasota County, Florida

The following application fees are to be paid by all renters, purchasers, and owners as follows:

New Seasonal Renters	\$ 50.00
New Annual Renters	\$100.00
Gratuitous Occupants	\$ 25.00
Returning Seasonal Renters	\$ 25.00
Purchasers	\$ 75.00
Owners refinancing Mortgages	\$ 75.00 (effective 12/31/99)

*Separate applications and fees are required from renters or buyers who are not related by blood or marriage.
(effective 2/15/02)

The above fees are to be submitted with the proposed rental or purchase application prior to occupancy. The applicant will be contacted by a member of the Castel Del Mare Board of Directors to schedule an interview in which they will review the Condominium Rules and Regulations. In the case of an out of town applicant, a copy of the Rules and Regulations will be sent and a telephone interview may be conducted, to be followed by a face to face interview upon arrival.

A copy of the lease or deed must be provided to the Castel Del Mare office upon approval.

To encourage compliance, the following penalties on the owner are in force:

1. \$100.00 penalty if an owner or tenant takes occupancy prior to the interview and payment of the application fee.
2. \$25.00 penalty if an owner or tenant takes occupancy without submitting a lease or copy of the deed within 10 days of occupancy.

Declaration of Condominium, Pg 13, 11.1 (*Version #1 11/1/01*) Any sale, lease, or transfer which is not authorized pursuant to the terms described above shall be void unless subsequently approved in writing by the Association. No unit or any interest therein may be sold, leased, or transferred without the written information and fee required by the Association, an interview, and Association approval, in the manner provided in the Declaration.

Declaration of Condominium, Pg 17, 12.12 (*Version #1 11/1/01*) No unit shall be leased, or rented, or occupied by other than the unit owner more than three (3) times in any calendar year. Entire units may be rented for a period of not less than thirty (30) days (28 days in February) and no individual rooms therein may be rented. During the period a Unit is leased, the unit owner shall not have the right to use the common elements and facilities except as a guest of the tenant.

Association Bylaws, Pg 14, Article 9 (*Version #1 11/1/01*) The Association may levy a fine against the owner of any Unit which fails to comply with the Association Rules.

Your strict adherence to the above procedures will be expected and appreciated.

Castel Del Mare Board of Directors

RULES FOR CONTRACTORS **WHEN WORKING AT CASTEL DEL MARE**

The following rules must be observed and adhered to by all owners and contractors while performing work at Castel Del Mare:

Prior Board of Directors approval is required for all construction.
Owners are responsible for obtaining all permits, permissions and meeting all
Governmental and CDM requirements prior to the start of any construction.
Owners and contractors are responsible for maintaining a safe and healthy job site.

- 1. All contractors are required to check into the office before work begins.**
- 2. All repairs are to be performed by a licensed and insured contractor. (A copy of the license and Certificate of Insurance needs to be provided to the office for the file)**
- 3. Flooring restrictions – units not on the first floor shall install a sound deadening underlayment with an IIC rating (Impact Insulation Class) of 55 or greater. Specifications need to be approved by the Maintenance Supervisor prior to installation.**
- 4. The Maintenance Supervisor will monitor the project on behalf of Castel Del Mare.**
- 5. Prior permission from the Manager or Maintenance Supervisor will need to be obtained in order to shut off water, electricity, or any utility to the building.**
- 6. Special parking needs can be made with the office prior to the start day of the project.**
- 7. Any construction work that is not an emergency may not be done in any unit between January 1 and March 31.**

8. Building permits should be properly displayed in the window.
9. Contractors are responsible for any damage caused while working at Castel Del Mare. (*Elevator pads are required when moving large materials*).
10. Loud noise – hammering, sawing, etc. may not begin before 8:00AM and must be completed and off the property by 6:00 PM - Monday through Friday. Weekend work hours may be approved by Manager or Maintenance Supervisor.
11. Radios are not to be played at a volume that can be heard in other units.
12. Unit Owners are responsible to the Association for the conduct of their contractors.
13. All construction debris will need to be disposed of offsite. If an extra dumpster is required, it can be coordinated with the Manager or Maintenance Supervisor.
14. Any type of modification to the exterior of the building will need to have the approval of Board of Directors prior to the start of the project.
15. ALL tile or wood cutting MUST be done outside in a grassy area, unless otherwise approved by Manager or Maintenance Supervisor.
16. Each contractor is responsible for daily clean up prior to leaving project for the day.
17. The Manager will only give out keys to the unit with WRITTEN consent from the owner. All keys need to be returned to the office at the end of each day.
18. Refer to the CDM requirements prior to installing washer & dryers.
19. Violations of these rules will subject the owner to fines.
20. All work must be completed in compliance with the CDM Good Neighbor Policies.

I _____ as the owner of unit _____ am acknowledging that I have received the Contractor Rules and understand it is my responsibility as owner to make sure the office is informed of any changes or updates to the plans I have submitted. I also understand it is my responsibility to make sure my contractor obeys all the rules as stated above and that I or my representative must deliver all needed drawings, engineering approvals and building permits to the office prior to construction beginning.

Signature and unit address

CASTEL DEL MARE CONDOMINIUM ASSOCIATION, INC.

ANIMAL POLICY

Section 12.14 of the Castel Del Mare Declaration of Condominium provides that “No dogs, pets or other animals shall be allowed in any Unit or on the common or limited common elements except for those pets owned by a unit owner which resided in a condominium Unit on or before December 16, 1988.”

However, the Association recognizes that according to Federal and State law, it must grant an exception to this restriction as a reasonable accommodation for any unit owner, tenant or other resident who has a disability as defined by law and a disability-related need for an assistance animal.

An assistance animal is not a pet. Under the Fair Housing Act, it is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.

The Association has a process to request evidence of the disability and the disability-related need for the animal (where evidence of the disability and need are not readily apparent). Any person with a disability seeking such an accommodation should inquire of Association management in that regard.

The following rules apply to any animal allowed on the condominium property as a disability accommodation. To the extent any owner or other resident believes that his or her disability requires an accommodation to any of these rules, that person should separately seek that accommodation from the Association:

1. No animal shall be permitted to run free at any time and all animals must be on a leash or carried when outside of the unit.
2. The animal's owner shall immediately clean up any waste left by the animal.
3. In accordance with applicable health codes, no animal is allowed in the pool.
4. The animal must be controlled so as to not be a source of danger or unreasonable annoyance to other residents, including but not limited to incessant or late night barking, or violent behavior such as growling or lunging.
5. The animal shall only be allowed in the common elements when accompanied by the unit owner, tenant, or other resident who has an established disability-related need for the animal, unless the animal being accompanied by someone else in such areas is provided by the Association as a reasonable accommodation to the person with a disability.