

HOUSE RULES
THE ISLAND HOUSE APARTMENTS
2008

THE MANAGER IS RESPONSIBLE FOR THE ENFORCEMENT OF HOUSE RULES.

STOCKHOLDERS MUST MAKE SURE THAT THEIR GUESTS AND THEIR EMPLOYEES FOLLOW THESE RULES. UNLESS OTHERWISE NOTED, THESE RULES APPLY TO ALL APARTMENTS AND CABANAS.

SECURITY

There is a receptionist on duty and camera surveillance at the front, service and pool entrances 24 hours a day. The Receptionist controls who enters ISLAND HOUSE gates and who enters the building. The Receptionist will assist residents, help with loading and unloading of vehicles and direct parking of vehicles.

RECEPTIONISTS MAY NOT PERFORM PERSONAL SERVICES THAT TAKE THEM AWAY FROM THEIR POST.

1. When leaving the building overnight, or for a longer period of time advise the Receptionist who will enter this information in the register. Upon your return ask the Receptionist to note your arrival in the register.
2. Should it be necessary to contact residents while away, the office and reception desk should be provided with an emergency contact number at all times, when leaving the building overnight or for longer periods of time.
3. When expecting overnight guests, notify the Receptionist as to their names. They are to be registered by the Receptionist on arrival, including vehicle and license tag.
4. When expecting guests who will not stay overnight the Receptionist should be notified of all names and anticipated time of arrival.
5. The Receptionist will phone and secure approval from the lessee before permitting a guest or tradesman to proceed to an apartment.
6. Report any suspicious person, incident or rule infraction to the Receptionist or the manager.
7. Remote controls to open the security gates are available to residents from the manager (for a nominal fee).

RIGHT TO ACCESS TO UNITS

The association has the irrevocable right of access to each unit from time to time during reasonable hours when necessary for the maintenance, repair, or replacement of any structural components of the building or of any mechanical, electrical or plumbing elements necessary to prevent damage to the building or to another unit. Under FS 719.104.

RECEIVING ROOM

The Receiving Room is open with an attendant, from 8:30 AM to 4:30 PM weekdays. Attendant in the receiving room will help load and unload residents' vehicles, but may not leave the receiving area. All carts **MUST** be promptly returned by putting them INTO the service elevator. When the receiving room is unattended on Saturday and Sunday, residents shall load and unload at the receiving area on their own. If the receiving room is locked, push the button and the Receptionist will allow entry.

1. Moving vans and delivery trucks may not be loaded or unloaded on Saturday or Sunday. At no time, may such activity take place before 8:30AM or after 4:30PM and must be supervised by Island House personnel.
2. To prevent annoyance to stockholders, workmen engaged in any noise producing undertaking may only do so Monday through Friday between the hours of 8:30AM and 4:30PM.
3. Workmen are only permitted in the building Monday through Friday from 8:30AM to 4:30PM.
4. The attendant will notify lessees of all deliveries.
5. When expecting the arrival of service people, notify the attendant in the receiving room the name of the company and the anticipated time of arrival.
6. No solicitors or salespersons are permitted in the building except by individual appointment with a lessee.
7. The receiving room attendant will secure phone approval from the lessee before permitting any tradesman to proceed to an apartment.

STAIRWAYS

Stairways are primarily fire exits. They are located near the end of each wing. Locations are marked with illuminated exit signs. Check the fire door signage!

1. For security reasons, at ground level the stairway doors are locked from the outside but open from the inside. These exits should NEVER be used, except in an emergency, as the alarms **will be** activated. On all floors above the ground floor the doors are not locked and stairways may be used to go from floor to floor.
2. The storage of items on the stairways or in the areaways leading to them is a fire law violation subject to legal penalty. If any items are found in these areas, they will be removed by Island House staff.

APPROVAL OF OCCUPANCY

Temporary Residents – Relatives or close friends of stockholders visiting for less than 60 consecutive days do not require Board approval. Any person occupying an apartment for more than 60 days must have Board approval. The stockholder must submit in writing to the manager the names of the guests, whether relatives or close friends and the approximate length of occupancy. The stockholder assumes responsibility for the actions of such guests and for instructing them as to the House Rules.

1. Commercial rental of Island House apartments is not in keeping with the purpose of Island House.
2. Stockholders must inform the manager when their apartments will be occupied by relatives or close friends seeking short- term visits.
3. In special situations arising from illness, disability or other compassionate need, these restrictions as to temporary residents may be waived by the Board.

Stock Purchasers and Sub-Lessees – Any prospective purchaser of stock or prospective sub-lessee of an apartment must have Board approval.

As a residential apartment building, Island House does not allow the use of apartments for commercial business purposes.

1. The use of an Island House apartment for business must be clearly incidental. No business clients or commercial visitors will be allowed.
2. Island house visitor parking must not be used for the purpose of accommodating business or commercial visitors to a business conducted by a resident in an Island House apartment.

APPROVAL PROCEDURE

1. Application – Obtain and file with manager “Application for Proprietary Lease”.
2. Reference Letters – Three personal reference letters are required, preferably including one letter from a stockholder who knows applicant and supports the application for residence.
3. A credit report and background check is required.
4. Personal Interview – All applicants (including spouse and all other proposed occupants) must be personally interviewed by two Board Members. Their recommendation is to be submitted to the Board. If only one Board Member or no Board Members are available, the President will designate a substitute or substitutes from other stockholders.
5. Applicants must sign an agreement to abide by the Rules and By-Laws of Island House.
6. Board Action – After the above is completed, the application will be acted upon by the Board.
7. All accounts with Island House must be satisfied.
8. All sub-leases must be for a minimum period of 61 days and a maximum of 6 months and 1 day. Sub-leases may be extended to a maximum of 2 years and four days continuous occupancy with Board approval. Once an apartment has been sub-let for 2 years, either in six month increments or for the maximum 2 years and four days, there will be a hiatus of **5 YEARS** before it may be sub-let again, at which time the same rules will apply.
9. A transfer fee will be charged to cover the expenses of the transfer of ownership of the stock and proprietary lease relating to an apartment which, in the absence of an agreement of the parties to the contrary, will be regarded as the obligation of the purchaser.
10. Commercial advertising of Island House Apartments Inc. for sale or lease is not in keeping with Island House standards and is, therefore, NOT permitted.
11. A stockholder having an apartment for sale or lease should notify the manager, who keeps a list of available apartments so that relatives and friends of stockholders have the first opportunity to buy or lease.

PROCEDURE ON DEATH OF A STOCKHOLDER

When the apartment is not occupied at the time of death:

1. The apartment will **immediately** be locked by the manager.
2. Known heirs will be notified to submit a copy of court papers designating new owners before gaining access to apartment.
3. The new prospective owners will be notified to apply for approval by the Board of Directors.
4. The regular procedure for approval of occupancy will be followed.

When the apartment is occupied by visiting relatives at the time of death:

1. Such occupancy shall be permitted for up to 60 days.
2. After 60 days, the procedure outlined in No 1 above will be followed.

This section does not apply to surviving stockholders.

PETS

1. Stockholders who possess a pet should make sure that the pet does not become a nuisance to other occupants. **All pets must be kept on leashes and under control of a responsible person in the lobby and in all other public areas of Island House.**
2. The presence of pets in and around the swimming pool area is strictly prohibited.
3. Owners are responsible for exercising pets in appropriate areas and for picking up after them. If a transgression occurs on Island House grounds, the owner/walker is responsible for clean-up.
4. All pets are to behave and it is the responsibility of the stockholder to ensure that this rule is adhered to properly.
5. The exercise of animals on the beach in front of Island House is strictly prohibited.
6. Not more than one pet per apartment **is permitted**, and this pet not to exceed 25 pounds.
7. All pets must be registered with the office and all vaccination certificates and proper documentation must be on file.
8. The service elevator must be used to transport pets.

BUILDING MODIFICATIONS

GENERAL:

Any and all modifications of the building, including changes within apartments and decks and any and all modifications and/or changes in corridors, such as extensions of entrances, will require approval of the Board of Directors in each specific instance. Neither modifications nor changes should be made without specific advance approval of plans by the Board of Directors to assure compliance with the fire code as well as with aesthetic considerations. Permits and proof of insurance are required.

BALCONIES:

1. Insect screening and other types of enclosures must be approved by the Board of directors before installation.
2. Carpeting is not permitted on balconies or ground floor decks.
3. Balconies may not be used for storage, airing or drying of swimsuits, clothing, or bedding.
4. Washing of balconies and watering of plants with excessive water is prohibited (example: hose, bucket)
5. Cooking on balconies is prohibited by law.

COMMON HALLWAYS:

Any change in the decoration or furnishing of any common hallway must be done in accordance with the following:

1. Subject to the approval of the Board of directors, the stockholders on any floor may redecorate and/or refurnish the common hallways on the floor by unanimous agreement upon the type and the kind of décor and apportionment of the cost thereof.
2. If unanimous agreement cannot be obtained, the stockholders of six or more apartments on any residential floor may petition the Board of Directors to order the redecoration and refurnishing of such floor, in whole or in part. The petition shall be in writing, signed by the petitioning stockholders and shall state the nature and extent of the redecoration or refurnishing to be done and the estimated cost of the proposed work and materials.
3. If the Board is satisfied that the proposed redecoration and refurnishing is necessary and timely to the maintenance of the standard of excellence evidenced by the common hallways of the Island House, the Board shall order the redecoration and refurnishing to be done at a price not to exceed the estimated cost. Upon completion, the entire cost shall be assessed against and collected from all stockholders on the floor apportioned on a per share basis.

4. This shall not apply to the common hallways on the ground floor.
5. Hallway entrances in the limited common areas are not to serve as storage areas. All personal property that is considered storage property is to be kept either in designated storage areas or within the apartment.

MAINTENANCE WITHIN APARTMENTS

The proprietary lease provides that: "lessee shall keep and maintain the interior of apartment in good repair, etc." Nevertheless it has been the policy of the corporation to make such repairs as are within the scope of ISLAND HOUSE personnel. The corporation will be responsible for the cost of repair and maintenance of the following in each apartment, with the exception of the repair and maintenance having been necessitated by the intentional or negligent actions of the stockholder or anyone occupying the premises under his/her authority:

- a. Air conditioning units, including standard thermostats
 - b. Plumbing pipes (to the wall)
 - c. Electrical wiring (to the wall)
 - d. Electrical plug-in outlets and original lighting fixtures on the balcony
1. All employees are hired by and remain under the direction of the manager. They are all assigned to specific duties and may do no other work during working hours unless they have a work order issued by the manager.
 2. The stockholder will be charged for all other repairs, fluorescent light tubes, faucets and garbage disposals, including cost of parts, labor and installation.
 3. Should a stockholder require work within an apartment which is not customary maintenance or repair, such as hanging pictures, window cleaning, furniture moving, etc., the lessee should make arrangements, in writing, directly with the manager.
 4. The manager should be notified, in writing, when outside repair persons are authorized to enter an apartment.

PARKING

1. Each apartment is entitled to one reserved parking space, which shall be assigned by the manager according to the stockholders seniority in continuous proprietary lessee tenancy. Proprietary lessees or their tenants shall instruct their guests before arrival to request instructions from the receptionist on arrival.

2. The proprietary lessees of any apartment may apply to the Board of Directors for one additional reserved parking space from the parking spaces remaining unassigned. Upon approval of the application by the Board, a second reserved parking space shall be assigned by the Manager according to the proprietary lessees seniority in continuous tenancy. The Board of Directors may at any time rescind its approval of an application for a second reserved parking space and upon such rescission, the proprietary lessees right of use thereof shall terminate.
3. The seniority rights of a proprietary lessee in possession of an apartment shall not pass to a subsequent owner of that apartment; however, continuous seniority shall not be breached by a gift, sale, demise or other transfer of stock from a proprietary lessee to his or her spouse.
4. The Board of Directors may designate certain areas of the parking lot for "covered parking". All expenses of building, maintaining and administration of covered parking shall be paid from funds collected from stockholders who use the covered parking spaces. Stockholders desiring to obtain a covered parking space should contact the manager.
5. If an apartment is assigned a covered parking space, that space will be considered the "primary" space to which each apartment is entitled. An additional space will only be assigned to that apartment from spaces remaining unassigned.
6. Parking spaces shall be used ONLY for the parking of passenger vehicles. Except as may be required for pick-up, delivery or service work in progress, no commercial vehicle, tractor, trailer, motor home or boat shall be parked on the premises.
7. Do not park, even momentarily, in a parking space assigned to another. Any vehicle parked in an unauthorized space or area is subject to being towed. Island House shall not have any liability for damages of any kind as a result of vehicle being towed.

RESIDENTIAL ELEVATORS

Two passenger elevators are provided for passenger use only. They must not be used for transporting pets, golf carts, furniture, luggage carts, grocery carts or other bulky items. Service people and domestic help must not use the passenger elevators. Children must be instructed and cautioned not to manipulate operating push buttons, etc.

SERVICE ELEVATOR

On the first floor, the service elevator is located adjacent to the receiving room. On upper floors, it is located within the service elevator lobby.

All carts must be returned to the first floor by placing them in the service elevator.

BICYCLES

Bicycles may be kept in apartments or outside near the receiving room where they can be chained to the rack. A limited number of bicycles may be stored in the service elevator lobbies.

POOL AND POOL AREA

1. The pool may be used only between sunrise and 9:00PM. There are no lifeguards. All persons using the pool or ocean do so at their own risk. It is suggested that no one use the pool or ocean unless another person is present.
2. When in the pool or pool area, an adult must accompany children under 12 years of age.
2. Diving is prohibited by law.
4. Beach gate and outside bathrooms must be locked at all times.
5. In order to be permitted in the pool, those who are not toilet trained or who are incontinent must use special swim diapers or waterproof diapers designed to be worn for swimming pools.
6. No flotation devices may be used, excepting those attached to a person or required for safety.
7. Pool furniture must be covered with beach towels to protect the furniture and the clothing of others
8. Persons must shower before entering the pool.
9. To avoid accidents and noise and to comply with insurance requirements, no one may use the pool or pool area, or any common area, for games which involve running, playing ball or other boisterous activity. Shouting and playing loud music is prohibited.
10. Eating of food around immediate pool area is prohibited. Tables just outside the Ocean Room are provided for this purpose. Glassware or breakable items are not permitted in pool area. Use paper or plastic cups.
11. Cigarette butts, etc. must be deposited in receptacles provided for same.
12. Empty beverage containers or debris of any nature must not be thrown in the pool, or the pool deck, or on the grass. Such debris shall be deposited in trash containers.
13. Tar, sand, and crude oil, adhering to feet or shoes, must be removed before entering the pool area. Mineral spirits and towels are provided for such removal. Special attention must be exercised that tar etc. is not brought into the building. Please recheck for tar before entering the building.

14. All persons, including children, using the pool must wear proper swim wear clothing. All must be properly attired, including foot-ware, and completely dry when going to and from the pool area, in elevators and public corridors. Women bathers must be covered with beach robe or similar attire. Gentlemen must wear tops while going to and from the pool area, specifically in elevators or public corridors. No one shall be permitted in the main lobby unless properly attired. The use of Ocean Room furniture by persons in wet bathing suits, or by those using creams or oils, is prohibited.
15. No umbrella stands, umbrellas, tables, chairs, chaises, cushions or other furniture, furnishings or equipment may be removed from the pool area. If removed, the user shall be liable for any loss or damage in an amount to be determined by the manager.
16. As a courtesy to others, cell phone conversations should be kept to a minimum in the immediate pool area; cell phone ringer volumes should be on low.
17. All residents, temporary or full time, as well as their family members, guests, renters, or invitees, must adhere to all pool rules and will be held responsible for the actions and conduct of their guests while using the pool and the pool area.

OCEAN ROOM AND KITCHEN

The ocean room is for the exclusive use of "Island House" Lessees and is not available for non-residents, clubs, and/or business organizations for social, business or charitable functions.

1. Any Island House Lessee sponsoring a function in the ocean room may reserve the room by making application to, and securing the approval of the manager. When the reservation is made, parking details for visitors must also be arranged. The guest list for any function may include not more than 30 non residents and the sponsor shall furnish the manager, one week prior to the function, the names of such non-residents. (This non-resident list is for security purposes). It is suggested that before setting a party date, the manager be consulted as to availability.
2. Reservations may not be made for the exclusive use of the Ocean Room on holidays.
3. A fee will be charged to defray the cost of cleaning and maintaining the Ocean Room and its associate facilities. No fee is charged when a "HOUSE PARTY" is held to which all lessees in residence are invited.
4. Following parties, all food and beverages must be removed from the Ocean Room, the kitchen cabinets and refrigerator within 24 hours. All cabinets must be locked and keys returned to the front desk.
5. Guests in cabanas may not use the Ocean Room kitchen.

BARBECUE GRILLS

Miami Dade County fire prevention and safety rules – 28.01 – (5) prohibit the use of barbecue grills or similar utensils on the balcony. Guest room patios are also classified as balconies.

Barbecue grills are available in the pool area. They can be reserved in the management office or at the front desk. The grills must be cleaned and the gas caps must be turned off and tightly closed after use.

FITNESS ROOM

The Association and management are not responsible for accidents or injuries related in any manner to the use of the fitness room. Use of this room is at your own risk. We urge caution and strongly recommend that you exercise with a friend.

1. Gym shoes must be worn in the fitness room. The fitness room is for the exclusive use of residents and their guests.
2. For health and safety reasons, no one under the age of 16 is permitted in the fitness room without being accompanied by a responsible adult.
3. No food or beverages are permitted, except bottled water in plastic container.
4. Equipment must be wiped off after use.
5. Upon leaving, all lights, A/C and exercise equipment must be turned off. Patio sliding door and door to the common hallway must be locked.

The Association and management reserve the right to prohibit use of the fitness room by any individual failing to comply with normal precautions and the rules above.

LAUNDRY ROOMS

Please see that all guests and domestics observe these rules.

1. After using laundry facilities please remove lint from lint trap in the dryer door and deposit it in the provided receptacle.
2. Use the washer manufacturer recommended amount of detergent in each load.
3. The washing machines are not to be used for dyeing clothes.
4. After using the washing machine, please leave it clean and wipe off any detergent and fabric softener spills.
5. After using the sink, please be sure it is left clean.

6. Drying racks, ironing boards, mops and material pertaining to washing and drying must be kept in the lockers, as well as boxed items, luggage and sports equipment.

WASTE DISPOSAL CHUTES

Island House is required by law to participate in a recycling program of many waste products. Please follow the instructions posted by the trash chute.

1. Note that newspapers should be placed in the smaller receptacle; glass and plastic in the larger receptacle. All other trash should be **bagged and** deposited in the chute.
2. The only exception is trash that is too large to slide down the chute (for example pizza boxes); such items should be left on the floor for Island House personnel to handle. **DO NOT** force items into the chute.
4. Garbage that cannot be disposed of in the kitchen disposal unit and powdery materials such as flour and vacuum cleaner dust should be placed in sealed plastic bags before depositing in the waste chute.
5. No hazardous or flammable material should ever be put down the chute.

NOISE

1. Between 10:00PM and 9:00 AM, noise which can be heard in another Lessee's apartment must be avoided. Accordingly, please reduce the sound level of all TV sets, radios, pianos, organs and telephone ringers.
2. Disposals, vacuum cleaners, in-apartment washers, dryers and exercise equipment should not be used during this time period.
3. During the daytime stockholders and residents should exercise courtesy in reducing unnecessary noise coming from their apartments.

CARPET AND FLOOR COVERING

At least 75% of the area of each living room, dining room, bedroom and hall floors, especially high traffic areas, must be carpeted. Sound proofing is required under all hard surface flooring including marble, stone, tile and wood. Sound proofing materials must be approved by the management office before being installed.

KITCHEN EQUIPMENT

Always use the kitchen hood fan when cooking on the surface burners so that food odors do not disturb neighbors.

Clean the filter above the stove monthly to prevent the collection of grease with resulting fire hazard.

Do not pour grease of any kind down the kitchen sink. Collect grease in a discarded can or plastic container and freeze before depositing it in the refuse chute.

FIRE ALARM SYSTEM

Mandatory NFPA fire alarm systems are in all common areas and in each unit. The apartment must be vacated if voice instructions are given over the speaker system. Please report any malfunction to the office. The speaker system is for the exclusive use of the Fire Department during an emergency. The system will notify you of an "all clear" at the end of the emergency. Notify the manager if there are any special needs.

1. Each apartment must have one working smoke detector for each bedroom.
2. The Board urgently recommends that each apartment have a working fire extinguisher.
3. Smoking is not permitted in the common areas.

AIR CONDITIONER – HEATER

The thermostat must be turned off when doors and windows are open, to prevent condensation and moisture damage to the walls. Sliding doors and windows must be closed when air conditioning is on.

PROCEDURES FOR ABSENCE DURING THE HURRICANE SEASON

1. Apartments left for more than 1 week during hurricane season, June 1st to November 30th, must be hurricane ready.
2. All porch furniture and other moveable objects must be removed from balconies before leaving. All doors and windows must be locked. Small balcony, 08 and 09 hurricane shutters must be locked in the down position.
3. If a balcony is left unprepared, Island House employees will remove items, if time permits. A service fee of \$250.00 will be charged for this service.
4. Remove privacy shields and have privacy rollup shutters in the open (UP) position.

5. Keys to all apartments and autos in the back lot must be in the management office along with contact information.
6. Empty the freezer and refrigerator of all perishables.
7. The manager and staff are responsible for common areas only. Stockholders are responsible for their units and their possessions.
8. Thermostats should be set at 73 degrees or higher during absences.

STORAGE AREA

1. Each apartment is entitled to one storage compartment located on the floor above the PB floor.
2. No flammable materials such as paint or turpentine are permitted. Luggage will mildew and should not be stored in this area. Wooden items attract termites and should not be stored in this area.
3. A limited number of lockers are located in the laundry rooms. The same rules as above apply to these lockers. The Management Office needs to be aware if these lockers are sold or swapped. All Laundry Room Storage Bin transactions must be registered in the Management Office.