

**WINDWARD LAKES CONDOMINIUM  
ASSOCIATION  
HANDBOOK  
  
RULES AND REGULATIONS  
&  
INFORMATION AND PROTOCOLS**

**Updated, approved, and adopted  
by the  
Board of Directors  
of  
Windward Lakes Condominium Association, Inc.  
on  
August 1, 2020**

## ABOUT THE HANDBOOK AND RULES AND REGULATIONS

This is your home. The Board of Directors of Windward Lakes Condominium Association, Inc. established this Rules and Regulations Handbook to ensure the security, privacy and comfort of the entire community. The Rules and Regulations also ensure that the Association upholds the laws and regulations of the City of Pompano Beach in Broward County.

It is the responsibility of Residents to ensure that their guests and/or employees comply with Association's Rules and Regulations.

For clarification of any item or for further information, please consult the Condominium Documents, including the Association's Declaration and By-laws which may be found on Windward Lakes website, or contact the Association's Management Office.

## DEFINITIONS

For purposes of clarity, the defined terms in this handbook are as follows:

Windward Lakes Condominium Association, Inc. is referred to as the *Association*. The Board of Directors is referred to as the *Board*. On occasion the Board appoints committees, composed of a member of the Board and residents who are willing to serve and bring expertise to specific assignments. Among these working groups is the *Screening Committee*, which is responsible for interviewing prospective lessees, potential new owners, and proposed permanent guests. The Rules and Regulations are referred to as the *Rules*. The Association's Management Office is referred to as the *Management Office*. The head of the Association's staff and contract employees is referred to as the *Property Manager*. Unit Owners, lessees, tenants, immediate family members and permanent guests are generally referred to as *Residents*. Apartments are referred to as *Units*. The term *Condominium Property* refers to the building and all surrounding grounds owned by the Association.

Every Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time maybe adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of incorporation or Bylaws, provided the following procedures are adhered to:

(a) Notice: The Association shall notify the Owner or occupant of the infraction or infractions. Included in the notice shall be a date and time of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why penalties should not be imposed.

(b) Hearing: The non-compliance shall be presented to the Board of Directors after which the Board of Directors, and a committee of other Unit Owners, shall hear reasons why penalties should not be imposed. A written

decision of the Board and committee shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the meeting.

(c) Fines: The Board of Directors may impose fines against the applicable Unit up to the maximum amount permitted by law from time to time. Notwithstanding the foregoing, if the committee of Unit owners described above does not agree with the fine, the fine may not be levied.

(d) Violations: Each separate incident which is grounds for a fine shall be the basis of one separate fine. In the case of continuing violations, each continuation of same after a notice thereof is given shall be deemed a separate incident.

(e) Payment of Fines: Fines shall be paid not later than thirty (30) days after notice of the imposition thereof

(f) Application of Fines: All monies received from fines shall be allocated as directed by the Board of Directors.

(g) Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such owner or occupant. These rules and regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted. Anything to the contrary notwithstanding, these rules and regulations shall not apply to the Developer, nor its agents or employees and contractors, nor to the Units owned by the Developer.

All of these rules and regulations shall apply to all other owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefore and good cause shown in the sole opinion of the Board.

## **RULES, REGULATIONS AND PROTOCOLS**

### **ACCESS FOR RESIDENTS AND VISITORS**

1. Residents must register all family members, permanent guests, and occupants of a unit with the Association Management Office.
2. All Residents must supply the Association Management Office with a copy of the keys to their Unit(s) to allow emergency access (fire, flood, medical). Residents who do not furnish the office with a copy of their key accept full responsibility for all charges incurred to gain access to the Unit during an emergency.

### **RECREATIONAL AREAS AND FACILITIES**

1. All persons under thirteen (13) years of age must be accompanied by a person eighteen (18) years of age or older when utilizing the recreation areas or facilities.
2. Playing is not permitted in any of the hallways, or stairways,
3. Any children under 13 must be accompanied by an adult to use the playground.

### **COMMON AREAS: CODES OF BEHAVIOR (For Shared Spaces)**

1. Proper clothing, including shirts and shoes, must be worn in all public areas within the building, this includes hallways.  
Residents may not make or permit any disturbing noises in the building or on the Condominium Property that will interfere with the rights, comforts, conveniences, or quiet enjoyment of other Residents.
3. No Resident shall play or permit to be played any musical instruments, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his or her Unit or on the Condominium Property in such a manner as to disturb or annoy other Residents. Loud noises will not be tolerated in any areas.
4. The sidewalks, entrances, passages, vestibules, halls, and like portions of the Common Areas shall not be obstructed, nor used for any purpose other than for ingress and egress of the Condominium Property. No carts, bicycles, carriages, chairs, tables or any other similar objects may be stored in the Common Areas.
5. The personal property of Residents must be stored inside their respective Unit.
6. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Areas and Garages.
7. No garbage cans, supplies, milk bottles or other articles shall be placed on the balconies, landings, or other Common Areas.
8. Smoking is not permitted in the Common Areas.

## COMMON AREAS: RULES AND REGULATIONS

1. The personal property of Unit Owners and occupants must be stored in their perspective Units.
2. The sidewalks, entrances, passages, hallways and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property or Common Elements; nor shall any carts, bicycles, carriages, chairs, tables or any other objects be stored therein, except in areas (if any) designated for such purposes.
3. In accordance with Florida Fire Prevention Code (NFPA 1 10.11.7), no hibachi, gas-fired grill or other cooking and heating devices are permitted on the balconies or terraces or under any overhang portion of the building or within 10 feet or 3 meters of any structure.
4. No bathing suits, clothing, towels, etc., are permitted to be hung on the balconies to dry.
5. No linens, cloths, curtains, rugs, mops, or laundry of any kind shall be shaken or hung from any of the windows, doors, fences, balconies, terraces or other portions of the Condominium Property.
6. All umbrellas must be closed and secured when not in use.
7. No repair of vehicles shall be made on the Condominium Property.
8. Detached Garages are available for rent by the association. Please go to the Association Management Office for information. Garages are to be used for vehicle storage only.
9. No Resident shall permit anything to fall from a window, balcony, or door of the Condominium Property.
10. No Resident shall sweep or throw any dirt, cigarette butts, water or other substance from, onto or into any of the balconies or elsewhere in the building or upon the Common Areas.
11. No carpeting is allowed on the balconies or terraces.
12. Hosing of balconies is not permitted and take care not to disrupt other Residents in watering plants.
13. Fans are not permitted; existing fans must be removed within sixty (60) days of notice or publication of these Rules at the expense of the Resident
14. No exterior antennas, satellite dishes or similar equipment shall be permitted to be permanently affixed to the structure of the building on the Condominium Property or on any of the Common Areas (except that Association shall have the right to install and maintain a master cable and television system). In no event, may a Unit Owner drill a hole through an exterior wall of the building to install an antenna, satellite dish or similar equipment. Nothing contained herein is intended, nor will be construed, to create.

15. Any restriction which is not permissible under applicable Federal Communication Commission regulations.
16. All satellite dishes not in current use must be removed within sixty (60) days of notice or publication of these Rules at the sole expense of Resident.
17. All items must be removed from balconies and terraces in the event of Hurricanes and tropical storms. Non-compliance may result in a fine, suspension or legal action. Additionally, Residents are liable for airborne items.
18. The patio, and grassy areas and vegetation in front of and next to the outside is part of the Common Areas of Windward Lakes. Therefore, it may not be used for the storage of personal items such as hose holders, flowerpots, toys and recreational equipment and the like.
19. Patio furniture is allowed, however it must specifically for OUTDOOR use ONLY. NO INDOOR furniture allowed.
20. No Trash to be left outside on patio or front door hallway. Items found will be billed \$25 to cover the costs of removal. Accordingly, at the time of removal, the Association will send such owner a violation letter with pre-arbitration notice and will ultimately proceed with legal action against the owner, if necessary. If the Association is not aware who the items belong to, the items will be held for 14 days. Items not claimed in that timeframe will be donated or disposed of.
21. Items found in these areas will be removed and the Resident will be billed \$25 to cover the costs of removal. Accordingly, at the time of removal, the Association will send such owner a violation letter with pre-arbitration notice and will ultimately proceed with legal action against the owner, if necessary. If the Association is not aware who the items belong to, the items will be held for 14 days. Items not claimed in that timeframe will be donated or disposed of.
22. No tools or heavy equipment shall be allowed on patio. No hurricane shutters or wood shall be allowed on patio.

#### **COMMON AREAS: CODES OF BEHAVIOR (Windows & the Building's Exterior)**

1. Residents shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the building.
2. Window coverings (or linings thereof) which face an exterior window or glass door of Units shall be subject to approval by the Association and must be in compliance with the design of the building.
3. Window coverings and blinds must be in good condition. No blankets, sheets or other unapproved window coverings may be used.
4. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed or painted on or upon any part of the Condominium Property, except signs used or approved by the Association.
5. No structure of temporary character, nor trailer, mobile home or recreational vehicle shall be permitted on the Condominium Property at any time.

## COMPLAINTS AND CORRESPONDENCE

1. Residents who have complaints or suggestions are advised to send their concerns to the Association's Property Manager via website <https://www.grsmgt.com/> and search for Windward Association. Such correspondence will be promptly acknowledged.

## DRONES

1. Drones must be used in accordance with Florida, Local, & Federal law.
2. All drones must be registered with the Management Office.
3. Drone usage must be scheduled with the Management Office in advance.

## ELECTRICITY WITHIN UNITS

1. Each Resident's smoke detector is tied into the Unit's individual power supply. For the safety of the Residents and Windward Lakes community, Residents may not shut off the electricity that powers the smoke detector within their Unit at any time.
2. All Residents are always required to keep air-conditioning operating at 78 degrees to prevent mold.
3. Residents failing to fulfill these requirements may be fined.

## ELECTRONIC AND OTHER DEVICES

1. No electronic device or equipment may be installed or permitted in any Unit, which interferes with the television or radio reception of another Unit.
2. The Association shall have the right to install and maintain community antenna and radio and television lines and other temporary communications.

## EMERGENCIES

1. All Residents are required to give the Association Management Office the name of a person or persons to contact in the event of an emergency. Residents are required to update this information within 10 days of move-in or change in emergency contact.
2. As noted earlier, all Residents must supply the Management Office with a copy of the key to their Unit(s) in the event of an emergency such as a flood or fire. Any Resident who does not furnish the office with a key accepts full responsibility for all charges incurred as a result of gaining access to the Unit.

3. For emergencies in Common Areas, the Pool and the Children's Playground, immediately call 911 and then alert the Association Management Office.

### AIR CONDITIONING / PLUMBING

1. No air-conditioning unit (s) other than an apartment's central air-conditioning system may be installed by a Resident.
2. Residents are strongly advised to change the filters in their air-conditioning units once a month. Upon request, the Association will provide this service for \$112 annually.
3. Residents are always required to maintain their air-conditioning at 78 degrees to avoid mildew concerns.
  - a. There should be no direct contact between metals in the condenser water piping connections, which will cause accelerated corrosion due to electrolysis. Copper to bronze or brass connections are acceptable but copper, bronze or brass connections, to black or galvanized steel are unacceptable. Where those joints occur they shall be made with dielectric unions or coupling.
  - b. Each hose connection should contain main isolation valves of the plug or ball type so that they may be used for isolation and balancing purposes.
  - c. When installing a new air-conditioning unit, each Resident must secure the Association's approval as well as a permit for the installation of the unit. Then within thirty (30) days, the Resident must provide the Association with documentation showing that their individual air-conditioning unit complies with the above rules.
4. All unit owners are required to properly maintain the indoor plumbing. Toilets must have the toilet tank flapper changed semiannually to prevent water leaks and high-water consumption.
5. The hot water heater must be in good repair.
6. Unit needs to be inspected for plumbing leaks by owners on a regular basis, to avoid spike in water usage or humidity mildew concerns.

Resident unit owners are required to report to the Association Management Office any issues with the onsite unit meters, to have properly repaired.

### ASSOCIATION EMPLOYEES

1. Staff have specific job responsibilities and their work is supervised by the Management Office. Residents may not send Association staff on personal errands or assignments at any time during their standard work schedules.
2. Any complaints or concerns involving employee conduct should be directed to the Property Manager or the Board of Directors.



## **GARBAGE, TRASH COMPACTOR**

1. All trash must be properly placed in the community compactor. No trash or bulk trash will be allowed at any time to be placed on the floor of the dumpster area or parking lot.
2. Any report of illegal dumping of **TRASH OR BULK TRASH**, the resident owner in violation may be subject to fines by the load at \$45 per load. Any resident violating this regulation and causing the Association to be fined will be charged the County's total fine. All refuse must be deposited in areas designated for such purposes and as noted below. Accordingly, at the time of removal, the Association will send such owner a violation letter with pre-arbitration notice and will ultimately proceed with legal action against the owner, if necessary.
3. Large Items.
  - a. Large boxes must be flattened and placed in the dumpster in the Upper Level Garage.
  - b. Other large items and furnishing must be removed by the Resident.
  - c. No items may be left in the hallway or trash area or in parking lot.

## **PROTOCOLS FOR VEHICLE REGISTRATION**

1. Residents must register any overnight visitor's vehicles with the company monitoring the parking lot. See Property Manager for further instructions.
2. Parking is open unassigned to all units.
3. All residents must be approved at the time of application processing with vehicle registration and have an assigned decal for parking enforcement of the property.
4. ALL CARS INSIDE THE PROPERTY MUST HAVE A RESIDENT DECAL or registered as a guest.
5. Only one parking decal shall be issued per parking space. Proof of ownership, or rental agreement, for vehicles may be required.
6. No vehicle maintenance (i.e. oil changes) or repairs shall be performed on the property, unless pre-approved by the Board.
7. No car wash services shall be performed at the building, unless pre- approved by the Board.

## HURRICANE PREPARATION

1. The Hurricane season runs from June 1 to November 30.
2. In preparing for a Hurricane, Residents must remove all items from the balcony areas and terraces and to ensure that all windows and sliding glass doors are securely shut and locked.
3. Residents, who are absent during the Hurricane season, must designate a responsible firm or individual to care for their Unit for preparation for an expected hurricane and be responsible for overseeing the Unit in the event of hurricane damage. Residents are required to furnish the Management Office with the name(s) and contact information for such firms or individuals in writing by May 1 of each year.
4. Residents are not allowed to send Association employees on personal errands or assignments during regular scheduled hours during hurricane season or at any other time.
5. In case of an evacuation order from Broward County or another government agency, all Residents must evacuate the building. There are no exceptions.
6. Violation of these procedures will result in a fine. Residents will also be charged for any expenses the Association assumes to secure a Unit for the well-being of the overall community during Hurricane season.

## MOVE-INS FOR NEW OWNERS AND LESSEES

1. Everyone applying to lease or purchase a Unit at Windward Lakes must fill out the required application, supplying the requested information and documentation. Everyone wishing to lease or purchase a Unit at Windward Lakes must personally appear at an interview with Management or Board.
2. Onsite unit inspection will be completed prior to approval of application by the Board.
3. A Unit Owner wishing to rent his/her apartment must have the prospective tenant enter into a minimum one (1) year lease. If the tenant moves out prior to the expiration of the initial one (1) year period, the apartment may not be rented until said term is completed. However, the Board at its discretion may allow Unit Owners to re-lease their units prior to the expiration of the one (1) year term if the Board determines that good cause exists in a hardship situation.
4. A Unit Owner must be current with all maintenance fees, assessment, and other chargeable services prior to the screening.
5. Moving vans and delivery vehicles are limited in size to those that incorporate two axles only. No semi's tractor-trailers, or freight containers are permitted on the premises
6. Residents are responsible for any damages the movers cause to the Common Areas.

7. Items of excessive length which may cause damage to Windward's Common Areas, including but not limited to the hallways.
8. For complete details and requirements of the screening process and moving, please contact the Management Office as far in advance as possible.

## **MAILROOM**

1. Receiving Hours mailroom are from 9:00AM to 9:00PM. Monday through Sunday.

## **PETS**

1. Each Resident shall be allowed to keep up to two (2) in his/her Unit.
2. No pets may be left unattended anywhere within the Common Elements of the Condominium. Further, no pets may be within the Common Elements of the Condominium, unless they are on a leash, which is a maximum of six (6) feet long. No pets are allowed on the pool deck, even with a leash.
3. Pets are not permitted on balcony terrace without owner supervision.
4. Domestic birds may be kept in the Unit if the bird or birds do not interfere with the peaceful enjoyment of other Residents. The bird or birds may never be taken to any areas on the Condominium Property.
5. Pets must be registered at the time of application approval.
6. Assistance animals are excluded from any of the above prohibitions.
7. Violation of the provisions of this section shall entitle the Association to all of its rights and remedies provided herein, including, but not limited to, the right to fine Residents and/or to require any pet to be immediately and permanently removed from the Condominium Property.

## **ASSISTANCE ANIMALS**

1. Assistance animals (i.e., service animals and emotional support animals) must be registered in the Management Office prior to being brought on to the Condominium Property. At the time of registration, a photograph of pet, current vaccination documentation and County license documentation must be provided.

## POOL DECK RULES

1. The pool area is for the exclusive use of residents and their guests. A maximum of 2 guest per unit are allowed at one time.
2. Parties are not permitted in the swimming pool deck area.
3. There is no lifeguard on duty. Swim at your own risk.
4. Diving is not permitted.
5. Lifesaving equipment is not to be used for recreation.
6. Floating items other than one personal flotation device per person are not allowed in the pool. Balls, squirt guns, rafts, inner tubes, electrical toys, and boats are not allowed in the pool at any time. Toys under 12 inches designed for pool use are allowed.
7. Persons under 13 must be accompanied by an adult.
8. Nude or topless sunbathing is not permitted.
9. Towels must always be used to protect lounge chairs and daybeds.
10. Running, pushing, playing sports, throwing Frisbees, balls or toys or any other object, roughhousing, or yelling is not permitted.
11. Persons creating a nuisance may be removed by security.
12. Headphones are required. No audible media of any kind may be played on the pool deck.
13. Glass or breakable containers of any kind are not permitted in the pool or pool area any cups or containers used in the pool area must be disposed of properly in trash receptacles. All tables must be cleaned of food and other debris and trash must be properly disposed of in trash receptacles.
14. Food or Drink is not allowed in pool, jacuzzi, or while using the Daybeds. Food Deliveries are not permitted on the pool deck.
15. Please shower before entering the pool or jacuzzi.
16. For health and sanitation purposes, children who are not toilet trained are required to wear aquatic diapers in the swimming pool. Diapers must be changed in the pool restrooms only.
17. Please do not move umbrellas or furniture to remote locations. Any furniture that is repositioned must be put back in its original place.

## REPAIRS TO COMMON AREAS

1. Residents who notice a need for maintenance or repairs in Windward's buildings and grounds are encouraged to send a notice to the **ONLINE WEBSITE**  
<https://www.grsmgt.com/>.

## REPAIRS AND RENOVATIONS (Overall Requirements)

1. All remodeling, alterations and/or renovations to a Unit, the Limited Common Elements and the Common Elements require Association approval. Any Resident doing remodeling and renovations (i.e.: installation of new bathrooms, new kitchens, replacing flooring and enclosing balconies) is required to have association approval.
2. Work in Units is permitted between the hours of 8:30AM and 4:00PM Monday through Friday, holidays, excluded. Commercial vehicles will be permitted to enter the property at 8:15AM in order that work may commence at 8:30AM. Workers may continue to work after 4:00PM to 10:00PM ONLY if there is no noise associated with the work and after written authorization has been provided by the Management Office. Tools, trash and equipment are not to be removed from the Unit after 4:30PM.
3. No commercial vehicles are to be on the property after 4:30PM.
4. The Association will not be responsible for contractors or vendors who perform work or services for Residents. It is the sole responsibility of the Resident to ensure that their contractor or vendor supplies the proper insurance coverage to the Resident and to the Association prior to any work being performed in a Unit. An additional insured endorsement and Certificate(s) of Insurance listing the Association as an additional insured and certificate holder on all insurance policies, except workmen's compensation insurance, shall be provided to the Association prior to the commencement of the Alteration.
5. Insurance coverage includes, but is not limited to, property damage, liability and worker's compensation. Any damages or claims related to improper coverage by the contractor or vendor will be the responsibility of the Resident. For more information regarding the coverage required, please contact the Management Office.
6. All trash and debris generated by the work and/or from the contractor must be removed from the building. Contractors must remove and dispose of all construction trash off-property Monday through Friday. No garbage disposal bin shall be left on the property during the weekends and/or holidays.
7. Construction debris must not be placed down the trash chutes, in the building's recycling bins in the parking garages, or left by the trash room and dumpster.
8. Care in use of the Common Areas must be taken to ensure that they are not damaged while transporting tools and materials. Damage to the walkways will result in the Resident being billed for repairs.
9. The Association may assign a roving staff member or rover to any Unit going through extensive renovation in order to accommodate its contractor(s) and workmen with logistics. The Resident will be charged for this staffing expense.
10. Likewise, a Resident may elect to hire a rover to expedite the renovations and repairs to his or her Unit. This service must be arranged in advance with the Management Office. The Resident is responsible for all associated costs.

### **REPAIRS AND RENOVATIONS (Balconies & Terraces)**

1. No awning, canopy, shutter, satellite dish, or other projection shall be attached to or placed upon the outside walls or roof of the building or on the Common Areas without prior written approval of the Board.
2. A unit owner shall be solely responsible for any damage to the common elements, the Association's property, any unit(s) or other property which is caused as a result of the installation, maintenance or lack of maintenance of the unit owner's hurricane shutters. Such damage shall be immediately repaired by the unit owner at the unit owner's sole cost and expense.

### **REPAIRS AND RENOVATIONS (Floors)**

1. Any owner-installed hard floor covering material must be installed with a soundproof system for the benefit of all Residents. No hard floor covering material, including, but not limited to tile, marble, stone or wood, may be installed in any part of any Unit unless.
  - a. such flooring is installed over a Sound Control Underlayment System (a "SCUS") underlying the hard floor covering material, and
2. Compliance with the standards set forth in this rule is mandatory and may be enforced.
3. The Association in any legal manner, including without limitation, by action in the Circuit Court in and for Broward County, Florida for injunction or "specific performance".
4. In the event that any installation of hard surface flooring materials is attempted or made without compliance with this rule, the Board will have the right, in addition to the rights described above and the rights set forth in the Declaration, to require that such flooring materials be removed immediately at the Unit Owner's expense and replaced with flooring materials, and a SCUS if applicable, which comply with this rule.
5. Residents are required to consult the Management Office prior to the installation of hard flooring or any modifications to the interior of a Unit to ensure that all the required permits are secured.

### **SOLICITATIONS**

1. No letters, flyers, brochures, advertising, or other forms of solicitation can be placed on or under the door of a unit or placed on the common elements unless approved in advance by the Board of Directors in writing. Residents are required to report any solicitors to the Property Manager.

### **SMOKING**

1. Smoking is prohibited in all Common Areas of the Condominium Property. Residents are asked to dispose of cigarettes and other smoking materials in the designated receptacles before entering the building.

## RULE CHANGES

1. The Board of Directors of the Association reserves the right to change or revoke existing Rules and Regulations and to make such additional rules and regulations from time to time as, in their opinion, shall be necessary or desirable for the safety and protection of the Building and its occupants, to promote cleanliness and good order of the Property and to assure the comfort and convenience of members; provided that such changes, revocations, or additions must be adopted in accordance with the procedures set forth in the By-laws of the Association before such changes, revocations, or additions become effective. After adoption, changes may be overridden in the manner described in the by-laws.

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SIGNATURE

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DATE

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SIGNATURE

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DATE

FOR THE BOARD OF DIRECTORS

cc: Unit file