

PREFACE

Each of the documents which make up the declaration of condominium and support its operation and implementation are designed to benefit the community. The documents which govern The Admiralty in order of their priority are:

1. The Declaration of Condominium
2. The Article of Incorporation
3. The Bylaws of the Association
4. The Rules and Regulations attached to the Recorded Declaration of Condominium
5. The Rules and Regulations Promulgated by the Board of Directors

The **Bylaws** of the Association may only be amended by an affirmative vote of 66% of the Board members and 70% of the members. (See Admiralty Bylaws, Article 10: Amendments to Bylaws).

The Rules and Regulations governing the Association may be adopted by a majority of the Board of Directors and do not require a Bylaws amendment to be effective, (See Article 11.3: Rules and Regulations). The Board's Rules and Regulations supplement, but do not supersede the Rules and Regulations contained in The Admiralty Bylaws (Article 12). In case of any perceived conflict, the Condominium Documents will govern in order of their priority as listed above.

The purpose of this booklet is to provide an easy-to-read guide to the rules that affect unit owners' day-to-day lives. For detailed information on the responsibilities of the Board and responsibilities of unit owners, the reader is referred to what is collectively called "The Documents".

These Rules and Regulations may be modified, added to, or repealed in accordance with the Bylaws of the Association.

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ADMIRALTY BYLAWS: ARTICLE 12: INITIAL RULES AND REGULATIONS

The Bylaws relating to use and decorum hereinafter enumerated, shall be deemed in effect until amended and shall apply to, and be binding upon all unit owners. The unit owners shall, at all times, obey the same and use their best efforts to see that the Bylaws and Rules and Regulations are faithfully observed by their families, guests, invitees, servants, lessees, and persons over whom they exercise control and supervision. Said Bylaws are as follows:

a. The sidewalks, entrances, passages, elevators, vestibules, stairways, corridors, halls and all other common elements must not be obstructed, encumbered or used for any purpose other than ingress and egress to and from the promises. No carriages, velocipedes, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature shall be stored therein. Children shall not play or liter in halls, stairways, elevators, or other common elements;

b. The personal property of all unit owners shall be stored within their condominium units or the specific limited common elements assigned to them for storage purposes; provided, however, that no unit owner may store any personal property on, or make any use of his unit, which is unsightly nor shall he make any use of the same which interferes with the comfort and convenience of other unit owners;

c. No garbage cans, supplies, milk bottles, or other articles shall be placed in the halls, on the balconies, or on the staircase landings; nor shall any linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or any other article, be shaken or hung from any of the windows, doors or balconies, or exposed to or on any part of the common elements or porches within any unit. Fire exits shall not be obstructed in any manner and the common elements shall be kept free and clear of rubbish, debris, and other unsightly material;

d. No unit owner shall allow anything whatsoever to fall from the windows, balconies or doors of the premises, nor shall he sweep or throw from the premises, any dirt or other substances into any of

corridors, halls or balconies, elevators, ventilators, or elsewhere in the building or upon the ground;

e. Refuse and garbage shall be deposited only in the area provided therefore;

f. Employees of the association shall not be sent out of the building by any unit owner, except in the unit owner's capacity as an officer or director, at any time, for any purpose. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over the employees of the association;

g. Servants and domestic help of the unit owners may not gather or lounge in the public areas of the buildings or grounds;

h. The parking facilities shall be used in accordance with the regulations adopted by the Board. No vehicle which cannot operate on its own power shall remain on the condominium premises for more than twelve (12) hours, and no repair, except emergency repair, of vehicles shall be made on the condominium property. No commercial vehicle owned or driven by a condominium owner shall be parked on the condominium property. No boat trailer, camper or like vehicle shall be left or stored on the condominium property. Bicycles shall be parked in the areas, if any, provided for that purpose;

i. No unit owner shall make or permit any disturbing noises in the building by any person, nor do or permit anything by such persons that will interfere with the rights, comforts or conveniences of other unit owners. No unit owner shall play upon or suffer to be played upon, any musical instrument, or operate or suffer to be operated, a phonograph, television, radio or sound amplifier, in his unit, in such manner, as to disturb or annoy other occupants of the condominium;

j. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in on, or upon any part of the condominium unit that is visible from outside the unit or condominium property;

k. No awning, enclosure, canopy, shutter, or like item, shall be attached to, or placed upon the porch within any unit, outside walls or roof of the building except as provided in the Declaration;

l. The association shall retain a pass key to all units. No unit owner or occupant shall alter any lock or install a new lock without the written consent of the Board. Where such consent is given, the unit owner shall provide the association with an additional key for use of the association, pursuant to its right of access to the unit;

m. No cooking shall be permitted on any porch or terrace or common element, nor shall any goods or beverages be consumed outside of a unit, except in areas designated for that purpose by the Board;

n. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit, except those required for normal household use;

o. No alterations, modifications, or changes shall be made to any common elements except by the association. This shall include exterior color changes and similar items. All drapes or other window treatments visible from the exterior of the unit, shall be approved by an architectural review committee appointed by the Board;

p. No unit may be used for any commercial or business purpose. No unit owner may actively engage in any solicitations for commercial purposes within the Association. No solicitor of a commercial nature shall be allowed on the condominium property without the prior written consent of the Board;

q. No radio or television installation or modification or other wiring shall be accomplished by a unit owner. No antenna may be placed on the exterior of the condominium property;

r. Each condominium unit shall be occupied as a single family dwelling by the owner or by an Association-approved lessee.

s. Pets over twenty-five (25) pounds shall not be allowed. Offensive pets may be removed, after notice to the resident. No pets are permitted in the recreational areas of THE ADMIRALTY. Any pet

creating a nuisance or unreasonable disturbance in any building, unit, or common element of THE ADMIRALTY CONDOMINIUM shall be permanently removed from the property upon three (3) days' written notice from the Association. All pets shall be on a lease at all times while on the common elements of THE ADMIRALTY CONDOMINIUM. Dogs shall not be walked on any grassy area. Dogs found running loose will be impounded.

t. Complaints concerning the use of the condominium property and/or service to the same, shall be made in writing, signed by the complaining party and delivered to the Board; who, if necessary, will forward the same to the appropriate party; and

u. Until further notice, all payments of assessments, monthly or otherwise, shall be made at the office of the association. Checks should be made payable to THE ADMIRALTY ASSOCIATION, INC.

Payments shall be made on the first day of each month. Without notice, and if more than ten (10) days late, they shall be subject to late charges as provided in the Declaration and Bylaws.

ADMIRALTY RULES & REGULATIONS
EFFECTIVE 7-17-2018

EMERGENCY SERVICE

1. Fire/police/medical and breakdown of elevator with passengers aboard: dial 911.
2. Other emergencies, including water intrusion, wind or flood damage, dial 334-8900 (Property Manager) stating that the call concerns an emergency. For electrical outages, call FPL 1-800-4outage. (1-800-478-8243)

GENERAL

1. Unit owners shall abide by each and every rule and regulation promulgated from time to time by the Board. The Board shall give an owner in violation of the Rules and Regulations, written notice of the violation and fifteen (15) days in which to cure the violation. Should the Association be required to seek enforcement of any provision of its Declaration or the Rules and Regulations and prevail in such an action, then the offending unit owner (for himself or for his family, guests, or lessees) shall be liable to the Association for all costs incurred in the enforcement action, including reasonable attorneys' fees.
2. Construction or repair work in units is to be confined to the hours between 8:30 a.m. and 5:30 p.m., Monday through Saturday unless authorized by the Property Manager. Owners are responsible for ensuring that their contractors perform the appropriate cleanup of common areas at the end of each work day. Owners will be held financially responsible for the costs incurred by the Admiralty for any cleanup or restoration required.
3. Doors to each unit and to the trash disposal rooms are to be kept closed.
4. All public areas are to be kept clean. No littering is allowed. Cigarettes, cigars and trash in garage, pool area and halls are to be put in receptacles.
5. Owners are responsible for damage to or any defacing of common areas which they, their children or guests, employees of lessees may cause.
6. Violations of these rules should be reported in a signed statement to the Property Manager for action as indicated.
7. If owners observe apparent strangers on the Admiralty property, the owner should offer assistance. Any trespassers should be requested to leave.
8. Door-to-door solicitation is not permitted for any purpose.
9. Public sale of merchandise or furnishings shall not be allowed in any unit.
10. Nothing shall be attached to the railings or balconies, nor be placed, kept or maintained on ledges of balconies. No object shall be hung from window sills. Nothing shall be shaken from windows or balconies. No cooking shall be permitted on any porch or terrace (Article 12 m). The American flag may be displayed only in accordance with F.S. 718.
11. Washing of automobiles is not permitted except in garage area. Standing water must be removed.
12. Bicycles are permitted and must be parked in the owner's garage. No bicycles, roller-skates/blades, skateboards or similar equipment may be used in the garage or parking areas.

13. Rooftop doors are to be kept locked at all times. Access to the roof is restricted to service personnel. It is the unit owner's responsibility to unlock the door for a/c service providers and ensure that the access log is completed.

POOL

THESE RULES INCLUDE FLORIDA STATE AND MARTIN COUNTY BOARD OF HEALTH REGULATIONS

1. Use of pool facilities is restricted to residents and their guests. Owner must accompany guests to the pool. No animals are allowed in the pool or on the pool deck.
2. All persons must shower each time before entering the pool. Hairpins and curlers should be removed when using the pool.
3. Poolside furniture should be covered by a towel to protect it from suntan lotions or other oily materials.
4. All persons using the pool do so at their own risk. THERE IS NO LIFEGUARD ON DUTY. Children using the pool must be accompanied and supervised by an adult.
5. Persons with infections or contagious conditions must not use the pool.
6. When the pool is crowded, no floating objects, flippers or scuba equipment are permitted.
7. Children in diapers will not be permitted in the pool at any time.
8. Noisy or boisterous conduct, ball throwing or unnecessary splashing will not be permitted.
9. The pool may not be reserved for private parties.
10. Pool loading shall not exceed 20 persons.
11. Pool is open from dawn to 10:00 p.m. daily.

12. There will be NO DIVING OR JUMPING INTO POOL.

13. Footwear, shirts, robes or jacket top shirts must be worn at all times except at poolside. After exiting the pool, swimmers must dry off sufficiently before entering the clubhouse or common elements so as not to trail water into carpeted areas.

14. No glass or pottery containers may be brought into the pool area.

PATIO

1. Radios, stereos and other entertainment systems are prohibited unless used with earphones.
2. After using poolside furniture, return tables and chairs to their upright and proper positions and close umbrellas. Lift chairs and lounges; dragging causes damage.
3. A propane grill is available on the pool deck for residents' use. Owners must clean the grill after each use and replace the cover, if any.

CLUBHOUSE

1. The clubhouse rooms are for the reasonable use of residents and their guests at any time unless previously reserved for committee or social functions. Guests must be accompanied by their sponsoring owners. The clubhouse is a smoke-free facility. At least one owner reserving the clubhouse must be present at the function at all times.
2. Individual owners may have private use of the clubhouse. Requests must be in writing to the Board Secretary seven (7) days in advance, stating date and times requested. The Secretary will post the information in the clubhouse and on the bulletin board five (5) days before the reserved date.

Following a private party, it is the responsibility of the unit owner(s) to completely clean the clubroom by noon of

the day following their event. The owners(s) reserving the clubhouse assumes full responsibility for any loss or damage to Association property.

Any additional costs incurred by management for cleaning/repair of the room or equipment after use become the responsibility of the owners.

3. No wet attire in the clubhouse is allowed.

EXERCISE ROOM

1. Owners and Guests who use the exercise room do so at their own risk.
2. Turn off all lights and all equipment and return the air conditioning setting to 80 degrees when leaving the clubhouse.
3. Children using the recreational or exercise facilities (clubhouse, pool table, treadmill, weights, or any other exercise equipment) must be accompanied by an adult at all times. Users are requested to return all equipment, furniture and furnishings to their proper position.
4. Employees of owners, lessees, or of the Association are not permitted to use the exercise room or pool.

TRASH CHUTES

1. In consideration of your neighbors, use trash chutes, washing machines, dishwashers and garbage disposals between 8:00 a.m. and 9:00 p.m.
2. Food wastes, in so far as possible, should be disposed through the kitchen disposal. Run cold water down the drain for several minutes after shutting off the disposal to avoid clogging the drains. Grease should not be put down the disposal as it will plug the pipes and cause property damage. Grease should be placed in closed containers to avoid spilling and placed in trash bags.

3. All trash is to be placed in a bag which is tightly closed before putting down the chute. Do not throw loose trash, bottles, cans or boxes down the trash chute. To eliminate noise, cans and bottles, if not recycled, should be padded with paper and placed inside a bag or container that is sealed before putting down the chute. Cardboard boxes are to be broken down and put in the recycle bin or the dumpster.
4. Trash from repairs in individual units is to be removed by the contractor.

PARKING

1. See Article 12 (h) of the Bylaws on page 2 of this document.
2. Parking spaces in the outdoor areas are for passenger automobiles only. No boats, trucks, commercial vehicles (except those of a working serviceman) mopeds, motorcycles, trailers, recreational vehicles or other objects shall be placed in or around the parking spaces provided except for loading or unloading. SUVs and passenger vans—that may under certain circumstances be defined as trucks—are excluded. Parking is not allowed in driveways, entrances, or garage throughways. The outdoor parking areas are primarily for guests and other authorized transient vehicles.
3. Residents are to park their cars in their respective garages. Outside parking by Residents is allowed only on a temporary and limited basis.
4. To avoid accidents, drive slowly (5 MPH) through the garage and parking areas.
5. The Board will act upon any written and signed complaint from an Owner to the Board, and the Board will exercise their enforcement authority in accordance with the provisions of the Admiralty's Declaration of Condominium, the Bylaws, these rules and regulations, and Florida State Statutes.

PETS

1. The Rules which apply to pets can be found in Article 12(s) page 3 of this publication and The Admiralty Bylaws.
2. No pets other than the owner's pet may be brought into The Admiralty. All pets must be on a leash and under proper control when they are outside of the owner's unit.
3. The owner of any pet shall be liable for any and all damage caused by such animal to any person, part of the condominium property, or any property owned by the Association.

SALE OF UNITS

1. No unit owner may sell a unit without approval of the Association. All maintenance fees must be current to permit the sale of a unit. For details, refer to the Declaration, Article 12.1(a) Sale, and 12.2(a).1 Notice to Association.
2. The application for Board approval to sell shall be on the form entitled: NOTICE OF INTENT TO SELL. The following two forms must be submitted to the Property manager at least 15 days before the anticipated occupancy date:
 - a. Notice of Intent to Sell
 - b. A copy of the signed sales contract.
3. No signs pertaining to the sale are permitted on the premises. The sale must in all respects be legal and in conformity with the legal documents of The Admiralty and the Rules and Regulations.
4. Arrangements must be made by the owner for an interview with Board Representatives of all persons who will occupy the unit on a permanent basis. As promptly as possible, after receipt of all documents and the interview, the Board of Directors will

approve or disapprove the proposed sale and advise the owner of the action taken.

LEASING UNITS

1. No unit owner may lease a unit without approval of the Association. All maintenance fees must be current to permit the lease of a unit. For details, refer to the Declaration, Article 12.1(b) Lease and 12.2(a).2 Notice to Association
2. The application for Board approval to lease shall be on the form entitled: NOTICE OF INTENT TO LEASE. The following two forms must be submitted to the Property Manager at least fifteen (15) days before the anticipated occupancy date:
 - a. Notice of Intent to Lease
 - b. A copy of the signed lease agreement
3. No lease may be made for less than a three (3) month consecutive period nor shall any unit owner lease his/her unit more than twice a year.
4. A personal interview between Board representatives and all persons who will occupy the unit on a permanent basis must be arranged for by the owner at least seven (7) days prior to the intended occupancy, and held before occupancy.
5. The present owner must supply the Lessee with a copy of these Rules and Regulations and apprise the Lessee of the importance of knowing and complying with all regulations.
6. When a property owner leases his/her property, she/he relinquishes to the lessee for the term of the lease, the privileges he/she would normally exercise with respect to the recreation and parking facilities.

**RULES FOR THE PREVENTION OF
WATER DAMAGE**

1. When a unit will be left unoccupied for more than forty-eight (48) hours, the owner, tenant or occupant of the unit must turn off the water supply at the main valve in the unit, and also turn off the power to the hot water heater and turn off the icemakers.
2. Each unit owner is responsible for having the air handler (part of the air conditioning system) inspected and serviced, as needed to insure that the condensation water emanating from the air handler is draining properly to the outside of the building. The Board recommends that air handlers be inspected at least once every six months.