

VILLA VISTA RULES, REGULATIONS & GUIDELINES AS SUMMARIZED 2018

This document is an abbreviated compilation of the original governing documents of the Villa Vista (Declaration & Covenants, Articles of Incorporation and Bylaws) and Villa Vista Board adopted rules for governing day to day residency. A full set of the above-noted documents are provided to every owner upon purchase. Additional copies are available from the management company for a fee. Coordination of unit transfer from the owner to the tenant or a new owner through sale is coordinated through Villa Vista's management company.

As residents of Villa Vista, you may observe or encounter a situation that needs attention, i.e., burnt out lightbulb, leaks, spills, damage, etc. Please assist us to resolve or repair this by completing a "Situation Needs Attention" form (located on the southeast counter in the recreation room) and dropping it in the office door slot located in the lobby. Anonymity – optional. Thank you for your help!

Villa Vista's management company contact information is available on site in the glassed bulletin board in the lobby at 4700 Ocean Beach Boulevard, Cocoa Beach, Fl. 32931

Fire and Medical Emergency

1. IN CASE OF EMERGENCY ---- CALL 911

If your smoke detector is activated and you detect a fire evacuate your unit immediately, close your unit door behind you to isolate the fire and use the stairs to evacuate the building.

2. *DO NOT USE THE ELEVATOR*

Use the nearest stairwell exit and activate the manual pull box alarm located at the entrance to each stairwell on each floor and also located at 4 locations at the lobby level. The manual pull station has the same effect as calling 911. The Fire Department will respond. By activating the manual pull, you will sound a general alarm (pulse tone) throughout the building including each unit.

NOTICE: Any time you hear the general alarm (pulse tone) immediately evacuate the building using the stairs. DO NOT USE THE ELEVATORS. The Fire Department will automatically be called and on their way to Villa Vista.

If you are physically challenged and require assistance evacuating, you must notify the Board of Directors via the Villa Vista office and advise them of your impairment as well as your unit #. This information is shared only with the Fire Department and they will come to your unit to assist you.

3. *MEDICAL EMERGENCY*

If you have a medical emergency requiring rescue services, first call 911.

Be sure to give them information on the Unit Number or exact location if the person experiencing the medical emergency isn't in their unit. 4700 Ocean Beach Boulevard, Cocoa Beach, Fl.

Behavior

Noxious, offensive, dangerous or unsafe activity will not be carried on in any unit, the common elements, or the limited common elements. Nor will anything be done therein either willfully or negligently, which may be or become an unreasonable annoyance to the other unit owners or residents. No unit owner or tenant will make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, and licensees and, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other unit owners or tenants. No unit resident will play or allow to be played any musical instrument or operate or allow to be operated any electronic entertainment device at such high volume or in such other manner that it will cause unreasonable disturbances to other unit owners or residents. If such sound can be heard and understood by persons of normal sensitivity within other units with doors and windows closed, and air handling systems on, it will be considered too loud.

Elevators

Access to the elevators from the lobby is by security key only.

Please do not allow unattended guests or contractors onto the elevator unless they are with a resident or have the security key. Refer them to the call box at the front door to contact the resident to gain access.

Should you find any damage or concerns regarding the elevator cars, please report them to the Villa Vista management company immediately.

Both elevator cars are equipped with an emergency call box should you experience an emergency.

Grounds

Villa Vista pets in residence (either permanently or as guests) are not to be walked on Villa Vista property for "taking care of business:"

Sails, surfboards, body boards, paddle boards, beach chairs, lounges, etc. are not to be left in any common areas or in the pool area at Villa Vista and are subject to removal.

Halls/Stairwells and Doors

All Stairwells, Walkways, and Halls must be kept free and clear of any objects or obstructions.

Stairwell doors **will remain closed at all times** to prevent unauthorized access.

For security purposes and fire protection, propping open stairwell and unit doors open is strictly prohibited.

NOTE: Should you encounter this situation, please remove the door block and ensure the door closes. Report this activity immediately to the on-site Villa Vista office via the "Situation Needs Attention" form and deposit in the office door slot.

Doormats are not permitted outside individual units.

Please make certain when entering and leaving the building that the doors are closed and locked. This is another measure to ensure the security of Villa Vista.

Hobby Shop

The hobby shop at the northeast end of the building has facilities for both maintenance personnel and residents to repair, paint and build. Each user is required to clean up after they use the shop.

Materials and tools are left at owner's risk. Villa Vista Management will not be held responsible for missing or damaged materials and/or tools.

Laundry Rooms

Hours of operation are 7:00 am through 10:00 pm.

These hours are required due to the dryer ventilation system hours of operation. Please see additional information regarding this on inside of laundry room door.

WASHERS AND DRYERS ARE ABSOLUTELY PROHIBITED IN INDIVIDUAL UNITS DUE TO BUILDING PLUMBING AND ELECTRICAL LIMITATIONS. (exception is the Madrid styles).

Residents moving furniture in or out and using the elevator must schedule with the Villa Vista management company. Move in and out hours are 8:00 am. Until 5:00 pm.

Moving in or out of Villa Vista

The resident (moving in or out) is responsible for removing all debris and paying for any repairs caused or created as the result of this move to Villa Vista property. If you contracted with a moving service or delivery service, it is up to you the resident to settle with the contractor, not Villa Vista.

Noise

All unnecessary noises must be avoided, including excessive slamming of doors. Car horns are not to be sounded except in an emergency. Power tools such as hammers, and saws are not to be used before 9:00 am or after 6:00 pm.

Parking and Vehicle Policy

Limit of 2 properly registered (with a valid license plate) motor vehicles per unit parked on Villa Vista property. Residents must use their assigned parking space unless otherwise agreed to between owners.

Improperly registered vehicles will be towed at owner's expense.

Anyone parking in another's space must furnish the Villa Vista office with written permission for its use or else it is subject to towing at violator's expense.

Visitor parking spaces are used on a first come first serve basis and are used primarily for guests. No overnight parking. Spaces numbered in the 100s are for 2nd vehicles and overnight guests.

Reserved parking – overnight guests must sign in and secure a parking permit for reserved spot parking. Unauthorized vehicles will receive a warning and then be subject to towing at their expense.

Parking and Vehicle Policy , continued...

Owners' parking spaces are limited to common property and are the responsibility of the owner. Extra care should be taken to make sure that fluids dripping from the vehicle do not damage the asphalt surface. Individual assessments may be made to restore damaged surfaces.

RV/Campers/Motor Homes may only be parked on Villa Vista property for the sole purpose of loading and/or unloading with advance permission from the Villa Vista Board of Directors. These types of vehicles are to be parked in the east most parking areas. Immediately after loading and/or unloading they must be moved off-site. This should never exceed a period longer than 72 hours.

No parking of any vehicle, trailer, boat or commercial vehicle is permitted on grassy areas.

Minor repairs may be done on premises. Major repairs must be conducted off-site.

Vehicle washing is limited to the washing areas on the East sides of the Building. Water hoses for watering the grass are not to be used for washing vehicles. Water valves located inside the stairwell (not just the outer hose nozzles) must be turned off after each use. Please report leaky faucets to the Villa Vista management company.

All vehicles parked in unit specific parking spaces must display a Villa Vista Parking Decal.

Commercial motor vehicles (defined in Florida Statute FS316) are not eligible for parking on Villa Vista property except during the normal course of conducting business during normal business hours or as business emergencies require.

No clothes, towels, linens, etc. are to be hung in the windows or on parked vehicles.

Pest Control

Pest Control Service is provided monthly. Notice of day and time will be posted in elevators. Access to all units is provided by the Villa Vista Board of Director authorization. Information as to the type of treatment here at Villa Vista is available upon request from the management company.

Pets

No more than two small pets (weighing no more than a maximum of 30 pounds each) are authorized to all residents.

No animal of any kind that has venomous or poisonous defense or capture mechanisms will be allowed on the premises.

Leash laws must be obeyed. Brevard County has a strict leash law which Villa Vista residents subscribe to. Pet walkers must hold onto the leash while inside the building and outside the building on the property. Some people are either afraid of or have allergies to pets. Please be mindful of this and keep your pet close and leashed.

Residents are responsible for cleaning up if the pet dirties any of the common or limited common areas. Cocoa Beach has a clean-up, pooper-scooper law which is enforced.

Pets are not to be walked on Villa Vista grounds. Special attention must be given to avoid the garden and grassy areas of Villa Vista.

No resident shall permit a pet to become a nuisance (noise, health hazard, penetrating odors, fleas, etc.) or disturb other residents of Villa Vista. Owners who lease their units may restrict pet allowance.

Pool and Pool Area

Pool Hours: Daily 9:00 am through 10:00 pm.

The pool has controlled access with security key – gate is to be securely locked upon entering and exiting the pool area.

Pool Rules are posted inside the pool area. It is the responsibility of all attendees to read and abide by those posted rules. I.e. no food, no glass, minor children must be accompanied by a responsible adult, etc..

There are no lifeguards at the Villa Vista pool. Everyone swims at his/her own risk.

The pool is limited to a maximum of 19 people. No more than six guests of any unit, plus the owner (2 maximum) in the pool or pool area at any time. Due to the limitations on pool capacity, the pool and pool deck are not available for private parties.

Recreation Facilities

The recreational facilities include the swimming pool, pool deck, the area surrounding the fence of the pool, the grill area, the recreation room and the hobby/workshop room.

Use of recreation facilities is restricted to residents and their guests. Guests are defined as persons visiting the residence of or staying with the owner or tenant of a unit at Villa Vista. Friends and relatives who live in neighboring areas are permitted to enjoy the recreation facilities when they are in the presence of the owner or tenant of the unit in Villa Vista.

Normal recreation facility hours are 9:00 am through 10:00 pm daily.

The recreation room may be reserved and used after 10:00 pm on a limited basis with the approval of the Villa Vista Board of Directors.

Consideration of noise levels while entering and leaving the recreation room activity will always be appreciated and especially during non-regular hours.

The recreation room is available by reservation on a first come first serve basis for private functions. The reservation sheet is posted on the lobby side of the recreation room door for this purpose. Kindly return the Recreation Room to the condition in which it was found. Any work required by building maintenance to return the recreation room, kitchen and/or bathrooms to the condition found at the onset of the private party will be charged to the unit owner (host) at a minimum of \$100.00 and a maximum of the actual costs incurred if in excess of \$100.00 including maintenance staff time.

Recreation room furniture may not be removed from the recreation room for any purpose other than cleaning of the recreation room.

Renovations to your Condo

Please contact the Villa Vista Management company for instructional information and to obtain and complete the required form prior to renovations.

Undertaking individual unit remodeling, especially on a major scale, has a potential impact on both common elements of the Association and neighboring units. Therefore, in compliance with the Villa

Renovations to your Condo , continued...

Vista Declaration of Condominium Documents and the Villa Vista By-Laws, owners are not permitted to make modifications or alterations inside their unit without first obtaining the written consent of the Villa Vista Board of Directors or change the uniform exterior appearance of a unit without obtaining the written consent of the Villa Vista Board of Directors and an affirmative agreement of 75% of the owners. Additionally, unit owners must comply with all permitting, inspection, and contracting requirements imposed by local, state, and federal law.

Security

Security is an asset and we must all work together to keep Villa Vista safe.

Building access should be granted only to people you are expecting and those you will be escorting on Villa Vista property.

At no time should access be granted, or elevators sent down to admit people to residential floors. The elevators are a key element in the security of Villa Vista. It is imperative that strangers, delivery persons, etc., not be given access to the elevators without the accompaniment of their host.

It is the responsibility of all residents to take special care of their security keys. The Villa Vista office must be notified if a security key is given to anyone other than a resident of the building, including real estate agents and brokers. Their name address and telephone numbers must be on file.

At no time are any doors and/or gates to be propped open to grant access.

Smoking/Vaping Policy

Smoking and Vaping is prohibited within the building in the common areas (lobby, hallways, elevators, recreation room, stairwells, laundry rooms, public restrooms or hobby shop).

Sand filled receptacles are for extinguishing smoking materials only. They are not for trash nor are they to be used as a cuspidor.

Smoking and/or vaping is prohibited within 25 feet from lobby doors and building entrances where doors, windows, and air conditioning systems exist.

Storage Room Policy

Storage rooms on residential floors are for the use of the owners/residents. Stored items must be kept away from any electrical, telephone or TV cables and/or boxes.

Only plastic storage bins and luggage should be used and stored in the storage rooms.

Name and Unit number must be marked on all four sides of the plastic bin and the luggage tag for easy identification.

Tenants/Renters

For questions regarding Villa Vista, it is recommended that you contact the Unit owner and/or rental agent first.

Owners are required to obtain the necessary forms and coordinate transfer of the unit to the tenant through Villa Vista's management company. Management company contact information is posted in the encased bulletin board in the lobby.

Trash

Trash should be properly and securely bagged as outlined on the trash room doors located inside each laundry room.

Protection of Sea Turtles

May 1 - October 31 each year lights are to be shielded from casting lights out over the dunes and beaches. Failure to comply can result in jail time and fines.

Violations Committee

The Villa Vista Violations Committee, pursuant to Florida law, is authorized to assign fines for rules violations against members, members' tenants, guests, agents, contractors, third party representatives, licensees, and invitees. By law, condominium fines are capped at \$100.00 per day and capped at \$1000.00 for continuing fines. For additional information, contact the management company at 321-784-8011. Information is also available on the management website for Villa Vista.

Windows

No clothes, towels, linens, etc. are to be hung in the windows of any unit.

Windows will be covered with standard coverings. No sheets, blankets, etc. shall be hung from or on the windows. All new standard coverings are to be white facing out the windows to enhance a uniform appearance of the condominium building and must be maintained in good working order.

No decals, statues, figurines, flower pots, etc. or decorations of any kind are allowed on windows or ledges which are visible from the outside of the unit.

Owners replacing windows must advise the Villa Vista Board of their intention. Large lower windows must have mullion bar, and all lower windows must have safety bars unless replacement glass is hurricane or safety glass compliant with Florida area specifications.

Installation and maintenance of storm shutters is the responsibility of each unit owner.

Installation of storm shutters must be to Villa Vista specifications (available from the management company or the Villa Vista office) and must be "whitest white" in color and the roll down type.