

OWNER - RESIDENT - RENTER HANDBOOK

Of

Condominium Standards & General Information

Rules & Regulations

Effective Date: January 1, 2018



Dear Resident,

We are pleased that you have chosen Vista Royale as a place to live. Our long established community, which began in 1973, meets the diverse needs of senior citizens. It has been cited on many occasions as one of the finest of the large condominium communities along the Treasure Coast.

The residents have discovered that Vista Royale is a special place to live. It provides an attractive, well maintained and safe community in which its residents can enjoy as much activity and social involvement as they desire. There are many recreational and social activities held in our four clubhouses. We ask you to take the time to look through the information provided so you can be aware of all the social opportunities available to you and to familiarize yourself with the Rules and Regulations in order to achieve the most from your Vista Community experience. Condominium living is a pleasant experience when everyone abides by the Rules and Regulations. Participation in association social events and activities can provide opportunities for relaxation and fun and is a wonderful way to meet new people.

For some residents, condominium living is a new way of life which brings with it both benefits and responsibilities. While enjoying your unit and the recreational facilities it is important to honor the rights of other residents. The efforts of all residents in being understanding and considerate of others will enable all of us to enjoy our stay at Vista Royale.

For many of our residents, Vista Royale is their permanent home. Other owners make our lovely community their seasonal home. Still others enjoy their stay as long or short term renters. Whatever your length of stay, we hope you think of Vista Royale as your home and we know you will be a friendly and cooperative neighbor.

Please review and follow our rules.

Sincerely,

Vista Royale Board of Directors

October 1, 2016 Revisions

Page 9 – No fishing allowed on Vista Royale property.

Section 5. LAWN AREA item d.

Page 9 – 1) No Walking on the Upland Retaining Walls located at various points on the property.

Section 5. LAWN AREA item e.

November 1, 2016 Revisions

New categories under ARCHITECTURAL STANDARDS

Page 23 – HOT WATER TANK INSTALLATIONS

Page 23 – AIR CONDITIONING INSTALLATIONS

December 15, 2016 Revisions

Page 21

A. HURRICANE SHUTTERS

The installation of accordion hurricane shutters does not require a vote by the Board of Directors, **however**, shutters other than accordion style does require Board of Directors approval. **All shutters on one unit must be the same style.** The following procedure must be strictly adhered to by the owner who wishes to install shutters. The owner must give to the **Architectural Committee** the following assurances and information:

1. Compliance with the **approved type of shutter** on all exterior windows. An accordion shutter, remote controlled rollup shutter, or a metal panel shutter attached to tracks may be used on the exterior of the concrete walls inside the porches to cover sliders.

January 1, 2018 Revisions

Page 10

7. Landscaping by Residents

Residents must obtain written approval before planting flowers, shrubs or trees in the common area. Plantings approved will be those in compliance with the Landscaping Master Plan. Once planted, these plants become the property of the Association. **Plant Request Application and Pre Approved Plant List available at the office and online.**

11. PODs Storage

PODs are not permitted on Vista Royale Property without prior written approval of the Board of Directors. PODs are only approved when there is a special need, such as on accommodation for a handicapped person. If a POD is approved, it will be required to be placed on top of a wooden pallet, and the location and length of time it will be permitted will be determined by the Association

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**VISTA ROYALE ASSOCIATION, INC.
RULES REGARDING INSPECTION
AND COPYING OF ASSOCIATION RECORDS**

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I. CONDOMINIUM STANDARDS AND GENERAL INFORMATION

A. DEFINITIONS - INFORMATION

- 1. RESIDENT** - For clarity throughout the HANDBOOK when the term resident is used it shall mean Owner, Lessee, Year Round Resident, Member of the Household, Guest, or any persons living at the Vista Royale Condominium Complex, whichever is appropriate for the issue being explained in the Rules and Regulations.
 - a. OWNER** - A person who is the unit owner of legal title to a Condominium Unit.
 - b. LESSEE** - A person who is leasing a unit.
 - c. RESIDENT** - A family member or non-relative who is (13 years) or older residing permanently in a unit and is considered a member of the household. Note: this provision does not apply to units in Buildings 5, 51 and 93 which are not restricted to Housing for Older Persons.
 - d. GUEST** - Any person, regardless of age, who visits a unit owner, lessee, or resident at Vista Royale whether or not they make use of the recreational facilities.
- 2. AGE RESTRICTED COMMUNITY** - **Note: this provision does not apply to units in Buildings 5, 51 and 93 which are not restricted to Housing for Older Persons.**
 - a.** Vista Royale has adopted procedures to meet the requirements of the Fair Housing Amendments Act of 1988, relating to "55 or over housing". Please refer to Article 20 - Declaration of Condominium (beginning 20.3) for additional information about occupancy.
 - b.** Children under thirteen (13) years of age will be permitted to visit at Vista for not more than thirty (30) days in any calendar year. (See Article 14B of the Declaration of Condominium).
- 3. UNIT OCCUPANCY AND OWNER/RESIDENT RESPONSIBILITY**
 - a.** Permanent unit occupancy shall not exceed 2 persons per bedroom in any unit.
 - b.** For security and safety reasons, it is important that all overnight guests register with the Association Office and obtain a Guest Badge.
 - c.** Owners are responsible for any damage or defacing of common property which they, their guests, or their lessees may have caused.
 - d.** Resident hosts must inform guests of all rules, particularly those relating to recreational facilities, pools, parking, vehicle types and speed limits.
 - e.** All residents must complete the Occupancy Form when arriving at the complex and the Non-Occupancy Form when leaving for periods exceeding 30 consecutive days. These forms are available at the Association Office.
 - f.** Guests or Lessees and Owners who continually violate the rules after being warned will have their use of the recreational facility suspended.

4. GUEST INFORMATION

- a. All guests must be registered at the Association Office & obtain a recreational badge before using any facility (see Section B – Badges - Passes).
- b. Guests 18 years or older may use any facility when wearing a valid ID badge providing they comply with all rules and regulations. Guests under 18 must be accompanied by an adult.

B. ASSOCIATION PHOTO ID BADGES - OTHER PASSES

All badges/passes may be obtained at the Association Office between 8:00 A.M. to 3:00 P.M. Monday through Friday for a nominal fee.

1. Types of Badges/Passes

- a. **Owner resident** - Photo ID badge with no specific expiration date (provided however, that the Association may require a new form of badge from time to time). Badge is issued after Unit Purchase is approved and closing has taken place.
 - b. **Lessee resident** - Photo ID badge is valid during the term of the lease and is issued after the lease is approved by the Board.
 - c. **Resident** - A photo ID badge will be issued by the Office after the required Occupancy Form is completed and submitted.
 - d. **Guest Badge** - Given to all guests who properly register with the Office. These badges may be issued to a guest for a maximum of cumulative 30 days and no more than a total of 60 days each calendar year. Guest badges may be obtained in advance from the Office.
 - e. **Local Guest Badge** - Maximum of 4 one-day passes per month.
 - f. **Houseguest Badge** - May be secured for a maximum of 14 days.
 - g. **Recreation Badge** - The Recreation Passes and Parking Pass (green plastic tags) which are numbered and assigned to a specific unit are valid only for use when the Association Office is closed (i.e. after regular office hours, weekends and holidays). Lost passes may be replaced at the Association Office for a fee of \$10.00 per pass. The passes must be displayed.
 - h. **Caregiver Badge** - (Caregiver as defined by Florida Law) will be issued if medically necessary. A note from the resident's physician or the resident must be presented to the Association Office. Caregiver badge holders may use the facilities only when in the company of the assigned resident patient. At termination of employment, the caregiver badge must be returned to the office.
2. Badges are required to comply with legal and insurance requirements and to protect the private status of our recreational facilities. To keep Vista Royale safe and secure, all owners, renters, residents and guests are encouraged to wear their ID badges when using Vista Royale facilities including the roads for biking and walking.

When using Vista Royale recreational facilities (pools, club houses, bingo, meetings, courts, library, exercise rooms, etc.), badges must be displayed.

3. When requesting a badge, a person must be personally accompanied by the resident or "vouched for" by a letter of introduction from the resident.

C. VEHICLE TYPES - VEHICLE PARKING - CAR STORAGE

1. VEHICLE TYPES

Except as provided in paragraph "d." below, only the following vehicles may be parked on Vista Royale property: Bona fide manufacturer designed coupes, convertibles, two door or four door sedans, hatchbacks, station wagons, SUVs or minivans not to exceed either 220" in overall length or 75" in overall height.

- i. Vehicles that are equipped with any RV facilities, off road tires, or other non-factory modifications are prohibited, except as permitted in paragraph "d." below.
- ii. Pickup trucks will be allowed between the hours of 8:00 A.M. – 8:00 P.M. At any other time trucks may be towed without warning at the expense of the owner.
- iii. Non-conforming vehicles being loaded or unloaded by residents, lessees, or guests, provided such parking time shall not exceed 4 hours in any twenty-four (24) hour period, and not more than four (4) times in any calendar year, and then only after management has been notified. (Exceptions can be granted by Management, but not to exceed 24 hours). The Board of Directors reserves the right to decide what is or is not an authorized vehicle.
- iv. A parking permit for certain non-conforming vehicles can be secured from the Association Office, Monday - Friday from 8:00 A.M. to 3:00 P.M. for parking in the Golf Course Parking Lot (West side only) for a period not to exceed five (5) days. These vehicles must occupy no more than one regular parking space and must not exceed 24 feet in length. Permits will be issued for only one (1) - five (5) day period every other month.
- v. Only commercial vehicles with three or fewer axles may provide services, repairs and or delivery of merchandise to residents.
- vi. Bicycles may be parked in provided areas.
- vii. Golf Carts are required to be registered at the Association Office and display a Vista Royale sticker. They must obey the same rules of the road as an automobile. No more than two spaces per unit shall be used for either car or golf cart parking.
- viii. BOATS, MOTORCYCLES, and TRAILERS are absolutely not allowed on Vista Royale property. Towing may occur without warning at the expense of the owner.
- ix. Vehicles not in conformity with the provisions of the paragraphs above (including all boats and trailers which are parked at Vista Royale) shall be towed away without warning at the expense of the owner and/or operator. The Board of Directors reserves the right to decide what

is or is not an authorized vehicle.

2. VEHICLE PARKING

a. All vehicles parking overnight in any building parking lot will be required to display a Vista Royale identification sticker on the lower left corner of the back window, or a guest vehicle ID pass, hung from the rear-view mirror. Effective January 15, 2016, all conforming vehicles that do not have Vista Royale parking permits displayed are subject to immediate towing without exception between the hours of 11:00 P.M. and 8:00 A.M.

b. Residents must park in designated spaces according to building/unit number.

EXCEPTIONS: The Board of Directors will try to accommodate those residents who have been issued a **state handicapped sticker** or decal or who have a documented medical need by providing a parking space convenient to their unit, if available. Requests for parking space location change because of handicapped status or documented medical need must be made at the Association Office.

c. All vehicle ID's are available at the Association Office during regular office hours - Monday through Friday from 8:00 A.M. to 3:00 P.M.

d. Vehicles may not be backed into parking spaces.

e. Residents with a second car are permitted to use a guest parking space identified for their building. One car must be parked in their designated parking space.

f. Guest parking spaces in a designated building are only for guests of that building. Guest parking spaces are not to be used by residents or guests of other buildings.

g. Luggage boxes/carriers must be removed from vehicles if at Vista Royale for more than five (5) days.

h. Advertising, including "For Sale" signs, shall not be displayed on a vehicle parked on condominium property, except when doing service.

i. Any type of automotive maintenance or repair is strictly forbidden.

j. Residents will be held responsible for any damage done to parking lot asphalt as a result of oil, gas, transmission, or other fluid leak.

k. The Association will not be responsible for any damage to an absent resident's unattended vehicle, if it is necessary to move it in an emergency or if it interferes with an Association improvement or repair program. Keys to the vehicle must be available at all times and the Association Office must be informed about their location.

l. **Golf carts, motor vehicles, or bicycles shall not be parked on grass areas or sidewalks.**

m. Bicycle parking areas have been identified for that use at each building.

- n. Vehicles, including bicycles, that are unsightly junkers or not mechanically operable will be removed at the owners' expense.
- o. The Board of Directors reserves the right to tow vehicles that are in violation of the vehicle parking rules at owner's expense.

3. VEHICLE STORAGE

Residents may leave vehicles in their assigned parking space with car or golf cart covers that conform to the following specifications:

- a. The covers must be made of a solid color fabric or reinforced opaque vinyl material of sufficient durability to resist shredding or tearing. Light transparent covers are not permitted.
- b. Covers must have sufficient tie downs attached at the bottom to insure that they are properly secured.

D. BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD

1. BOARD OF DIRECTORS INFORMATION

- a. Vista Royale is overseen by a 9 member elected Board.
- b. The officers elected by the Board from the 9 members include a President, Vice President, Secretary, and Treasurer.
- c. Board and Workshop meetings of the Board are usually held on Tuesdays as posted*.
- d. All meetings (Board or Committee) are open to any resident.
- e. Notice of Board of Directors meetings are posted 72 hours prior to workshop or regular meetings on building bulletin boards.
- f. Committee Meeting dates and agendas are posted on the Weekly Activity Calendar. Information concerning Association business is available at the Association Office.

***Please Note: Workshop or Board meetings can be canceled or added by Notice of the Board.**

2. OWNER PARTICIPATION AT MEETINGS

Owners attending the meetings of the Board may address the Board one time for three minutes on each subject before the assembly. Any questions by the Board of Directors and answers by the speaker shall not count towards the three minutes. Following each Workshop or Regular Meeting of the Board of Directors, a period of open discussion is available for owners to bring comments or concerns directly to the Board. The following guidelines will be followed:

- a. All members desiring to speak must address the chair and be recognized. Each member must give name, building, and apartment number, using the microphone provided.
- b. Those members desiring to speak longer than three minutes or more often

may appeal to the Board and approval of such a request shall require a majority vote of the Directors present at such meeting.

- c. Debate not germane to the subject at hand shall be ruled out of order.
- d. Any unit owner may tape record or videotape meetings of the Board of Directors committee meetings, or unit owner meetings, subject to the following restrictions:
 - The equipment does not produce distraction of sound or light emissions.
 - The audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting. No flash cameras will be permitted.
 - Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.

3. COMMITTEE MEETINGS OF THE BOARD

All committee meetings of the Board are open to any resident desiring to attend. Participation by non-committee members shall be controlled by the Committee Chairperson.

4. SOCIAL CLUB

For many years the Board of Directors of the Vista Royale Association, Inc. has authorized a group of unit owners to operate a "Social Club" as an adjunct of the Board of Directors for the purpose of providing social activities such as dances, dinners, bingo, card games and similar functions within the recreational facilities, the legal title to which is held by the Vista Royale Association, Inc. Information regarding social activities is available at the Association Office.

The Social Club is an important part of the recreational activities at Vista Royale. Nevertheless, the Rules and Regulations apply to the Social Club and its officers as well as to all other unit owners wishing to use the recreational facilities for private parties, etc. except that a deposit will not be required for Social Club functions.

E. BUILDING REPRESENTATIVES

1. Residents have volunteered to serve as Building Representatives to help you and your building neighbors. They will communicate your building needs regarding maintenance or problems affecting your building residents to the Board of Directors and management. Since they are volunteers who desire to help you and your building neighbors, we hope you will appreciate their support and cooperatively work together.

2. General Responsibilities

- a. Welcome new neighbors and building residents as they return from seasonal visits.
- b. Remind residents to complete the Occupancy or Non-occupancy Reports as well as to update parking stickers.
- c. Maintain an updated list of building residents including telephone numbers and apartment caretakers for the Association office.

- d. Notify maintenance of building needs such as burned out light bulbs, loose railings, excessive ants or termites, broken sprinkler pipes, laundry room leaks, and running water sounds.
- e. Check the storage room throughout the season to insure that items are properly stored. Call maintenance to have items left by previous residents removed.
- f. Serve as the communications link to management regarding building and resident concerns as well as urgent matters.
- g. Report to the office any unauthorized vehicles in the parking lots.

F. LEASE AND RESALE

Restrictions as to the lease or resale of units are covered in the Declaration of Condominium (see Articles 15.1 through Article 20). All application forms for lease or sale can be acquired at the Association Office and on the Vista Royale website. All applications must be accompanied by proof of age and a photocopy of the actual lease (if a rental). Application forms must be returned, at least 30 days prior to the effective lease or resale date. No rental or sale can take place without the prior approval of the Lease and Resale Review Panel and the representatives of the Board of Directors (2 officers of the board or 1 officer and 1 board member). Both the Review Panel and the Board reserve the right to check all references and to interview potential lessees, unit owners, or real estate agent(s) in person or by telephone prior to acting on any application. Notwithstanding the above, the Board may designate other Members to review and approve leases during any period of time that at least two (2) Board Members are not in residence.

1. The Lease must be for a minimum of 60 days.
2. No rooms may be rented and no transient tenants may be accommodated.
3. Owners, processing their own lease or resale, are responsible to notify and supply the Rules and Regulations to their applicants.
4. Except as otherwise required by Florida law, Owner gives up all privileges, with the exception of voting rights, when his/her unit is leased.
5. The Board of Directors reserves the right to deny any application if the applicant has not conformed to the Rules and Regulations of the Association, the Declaration of Condominium, and the By-Laws of the Association. Residents or lessees who have repeatedly violated Vista Royale rules may have their status as resident or tenant revoked. Notice of violation will be sent to both the owner and the resident or lessee stating their living status in Vista Royale is in jeopardy of being revoked or is revoked.
6. Subletting by a lessee shall not be permitted. A guest of a lessee, whether or not the lessee is in residence, may not occupy an apartment for more than 60 (and no more than 30 cumulative) days in a year, unless approved at the time of application or for health related reasons. Owner and Board approval is required.
7. Owners/Lessees will lose privileges of the use of Vista Royale facilities if they are continually in violation of the rules.

8. A shortened list of the most violated rules will be given to new owners/lessees when new badges and parking stickers are issued.
 - a. Speed limit of 15 mph is the maximum speed for all vehicles using Vista Royale roadways.
 - b. Badges must be displayed throughout the Vista Royale Community and in all clubhouses and facilities.
 - c. Food and beverages are only allowed at designated areas at pools. Plastic water containers are permitted throughout Vista Royale.
 - d. Park in assigned unit parking space.
 - e. Smoking is prohibited within all Vista Royale facilities. Smoking is only permitted outside gated facilities.
 - f. Observe all posted pool rules. Face traffic when walking. Wear light **colored** clothing, a reflector or use flashlight when walking at night.
 - g. Wear cover-ups/shirts except in pool areas.

II. GENERAL RULES AND REGULATIONS

A. PETS

1. Pets are strictly forbidden on Vista Royale property.

Service Animals

- a. The Association has made provisions for unit owners/lessees who have a medically documented need for a service animal or companion pet to assist them with their quality of life at Vista Royale. Only service animals are allowed in Vista Royale Community facilities.
- b. Medical need for a service animal must be certified by appropriate medical professionals annually. Board approval is necessary before any owner with a service animal takes occupancy of any unit in Vista Royale. The required Form is available at the Association Office.
- c. Medical need for a companion pet which, meets the requirements established by the US Dept of Housing and Urban Development, must be submitted on forms available at the Association Office. Board approval is necessary before any owner with a companion pet takes occupancy of any unit in Vista Royale.
- d. Owners of authorized animals must show documentation to the Association each year indicating the animal is licensed and vaccinated as required in Indian River County and Florida State Statutes. Only one service animal is permitted per condominium unit.
- e. Authorized animals must be controlled by leashes no longer than 10 feet. Owners must immediately clean up after their animal.
- f. Authorized animals must wear identifying Vista Royale photo ID badge when outside the owner's unit. ID should include the name, type, weight and sex of the animal updated annually.
- g. Owners are responsible for assuring their animal does not disturb other owners or residents in their building or common areas of the community. The unit owner will be financially responsible for any damage to Association property.
- h. Failure to comply with Association rules on service animals and pets may result in

a warning letter from the Association which may lead to the expulsion of the service or/companion animal.

- i. In the event a lessee seeks Association approval to keep a service animal or companion pet in a unit, any request submitted to the Association must include the written approval of the owner of the unit.

B. USE OF COMMON BUILDING AREAS

1. LAUNDRY ROOMS

- a. The laundry machines are available for use by the seven units on each floor and shall be used between 8:00 A.M. and 9:00 P.M. only. Please be considerate and allow others a turn. In the event of a broken machine, residents of a building may use the machines on the other floor of the same building.
- b. Washing machines: Residents shall use a liquid detergent and wipe up any spills. Sandy articles such as beach clothing and towels must NOT be washed in Vista Royale machines. Washing machines must never be run with the lid propped in an open position because it may damage the machine and be dangerous to the user.
- c. Dryers are to be used to dry clothing, which has been washed in a building washing machine. Never put rubber soled shoes or rubber backed rugs in dryers. **The lint trap must be cleaned after each use.**

2. STORAGE ROOMS

- a. Storage rooms, at opposite end of building from laundry rooms, are for excess storage for all building residents. Please keep your items neat to be considerate of the other building residents who share this common area. All items must be labeled with your name and unit number. Please periodically check for items that can be disposed of. Items placed in the storage rooms are done so at your own risk. The Association assumes no liability for these items.
- b. The following items must not be kept in the storage area: large furniture, bikes, paints, thinners, gasoline, or any other flammable materials.

3. WALKWAYS – RAILINGS - DOORWAYS

- a. Doormats are not allowed on walkways outside apartment doors or on landings. Potted plants (real or artificial) are not allowed on walkways.
- b. Items such as clothes, towels, and throw rugs may not be hung on the railings.
- c. Holiday decorations may be placed on doors outside individual units for a short period of time.

4. TRASH AND RECYCLING CORRALS

- a. Residents must use the corral assigned to their building. Trash must be tied in plastic bags.
- b. All recyclable items such as newspapers, glass, aluminum cans, and plastic containers are to be placed in the same recycling bin.
- c. Disposal of furniture, hazardous waste, building materials, and items too large for trash bins are to be taken to the IRC Oslo Customer Convenience Center located at 950 1st Place (closed Wednesdays and Thursdays).

5. LAWN AREA

- a. Lawn chairs are permitted on the lawn area but must be removed immediately following their use.

- b. Blankets and towels for sunning are not permitted on the lawn area.
- c. Do not feed wildlife to prevent attraction of dangerous animals.
- d. No fishing allowed on Vista Royale property.
- e. No walking on the Upland Retaining Walls located at various points on the property.

6. PORTABLE GRILLS

- a. Barbecuing is permitted on the lawn areas around the building provided all equipment is removed after it has been used.
- b. While cooking be sure smoke and odors do not offend your neighbors.
- c. Barbecuing equipment must be stored so as to not create a fire hazard.
- d. No type of bottled gas may be used or stored in any condo or other building areas of the complex.

Exception - Board sponsored picnic areas and Clubhouse patios.

- e. Barbecuing is prohibited on porches or walkways.

7. LANDSCAPING BY RESIDENTS INCLUDING LAWNS AND CONCRETE WALKWAYS

- a. Residents must obtain written approval before planting flowers, shrubs or trees in the common area. Plantings approved will be those in compliance with the Landscaping Master Plan. Once planted, these plants become the property of the Association. Plant Request Application and Pre Approved Plant List available at the Association office and online.
- b. Residents shall not cut, prune, trim, or remove any plants, shrubs, or trees.
- c. Residents shall not make any change to the lawn or walkway configurations without approval of the Architectural Committee of the Board. See Architectural Standards section of these Rules.

8. CONDOMINIUM BULLETIN BOARD AND ACTIVITIES NOTICES

- a. Bulletin boards located by the mail box area of each building are for the exclusive use of the Association for posting the weekly activity notice, the Association meeting notices, Social Club notices, or any notice authorized by the Board of Directors. The 30-day time frame shall also apply to website condominium listings.
- b. Each of the four Clubhouses has a bulletin board for posting notices of residents which shall be no larger than 3" by 5" and must be approved by the Association Office prior to posting. Posted notices must be renewed after 30 days.
- c. Commercial advertising on any Condominium bulletin board or on any Association property is prohibited.

9. ELECTRIC METER/HEATER ROOMS

- a. Electric meter/heater rooms are located in all buildings.
- b. These rooms may not be used by residents for storage and any item found will be removed.

10. NOISE ABUSE AND NEIGHBORLY CONSIDERATION

- a. Residents must control the volume of electronic equipment such as televisions, radios, and stereos so that neighbors are not disturbed.
- b. The noise level from parties and musical instruments must be kept at a reasonable

level and time period.

11. PODS STORAGE

PODs are not permitted on Vista Royale Property without prior written approval of the Board of Directors. PODs are only approved when there is a special need, such as on accommodation for a handicapped person. If a POD is approved, it will be required to be placed on top of a wooden pallet, and the location and length of time it will be permitted will be determined by the Association.

C. USE OF ROADWAYS

7. For security and medical reasons, all residents and guests must carry ID badges when walking or biking on the property. In the event of an accident or illness you can be immediately identified and appropriate action taken.
8. The Speed Limit of 15 MPH is the maximum speed for vehicles using Vista Royale roadways. All vehicles, including bicycles, golf carts and motorized medical scooters must observe the Vista Royale speed limit and obey all traffic signs. All vehicles must also be equipped with adequate lighting, front and rear, during night time travel.
9. Walkers should face traffic and walk no more than two (2) abreast.
10. Bikers should ride with traffic.
11. Traffic signs are to be complied with at all times.
12. Shirts or cover-ups are to be worn by all persons while going to and from recreational areas or when bike-riding, jogging or walking.
13. Skateboards, roller skates, roller blades, scooters, or any other type of skates may not be used on Vista Royale property.
14. Dusk to Dawn Safety Measures
 - a. Walkers should wear light colored clothing, face traffic, and must carry a flashlight with a clearly visible beam.
 - b. Bikers must have adequate reflectors and a working light on their bikes and wear light colored clothing.
 - c. Golf carts must be illuminated when driving during the hours of darkness.

D. PORCHES (ENCLOSED OR SCREENED) - UNIT WINDOWS

1. The painting of porch interiors is the responsibility of the unit owner.
 - a. Where the wall color is visible from the outside of the building, the color must be Vista Beige.
 - b. The external appearance of the building within the complex is the responsibility of the Association.
2. Porches are considered part of the living quarters of the unit and should contain furnishings considered to be used in normal living areas. They are not to be used for the storage of random items or hanging items such as laundry, bedding, or linens which are visible from the outside of the unit.
3. Objectionable materials which include but may not be limited to sheets, paper, or foil will not be allowed on porch windows or unit windows.
4. Deteriorated window film must be removed or replaced by the owners.

5. Porches (open or enclosed) and windows should appear neat. Window treatments should conform to Vista Beige color of each building and should be clean and not in need of repair.
6. Please refer to the Architectural Standards for information regarding changing from screened to glass enclosed porch, changing second floor porch flooring, changing window tint, installing new windows, or installing hurricane shutters.
7. Carpeting and tile is prohibited on screened porches. (Water contributes to deterioration of the concrete floor and in time requires expensive concrete restoration by the Association).

WATER CONSERVATION

8. Since water and sewer fees account for a significant part of our operating budget, all residents should use water conservatively.
9. Using a hose to wash a car or for watering is prohibited.

III. RECREATIONAL FACILITIES - CLUBHOUSE USE

A. GENERAL USAGE AND RULES

1. There are four (4) Recreational Facilities at Vista Royale. Each has a large swimming pool and a recreational building equipped to provide for one or more recreational needs. Recreational Facilities are for the enjoyment of Vista Royale Owners, Lessees, Residents, and Guests. Everyone using the facilities must be prepared to produce a Vista Royale badge. On rare occasions, such as when the facilities are being used for an assembly of people including a large number of guests, a guest registration sheet may be acceptable in lieu of individual passes.
2. **Recreational Facilities MAY NOT be used for RELIGIOUS, POLITICAL, PRIVATE OR FRATERNAL CLUB MEETINGS OR FOR COMMERCIAL OR SALES SOLICITATION PURPOSES.** The Board may consider, from time to time, special requests for use of these facilities providing they are in the interest and benefit of the unit owners.
3. All Vista Royale facilities are used at the sole risk of the user.
4. Smoking is prohibited in all Vista Royale facilities. This includes, but it is not limited to, Association Offices, Clubhouses, special use rooms, gazebos, picnic areas and all restrooms, wherever located. Additionally, smoking is only permitted outside gated facilities.
5. Children under the age of 18, only when accompanied by an adult, are permitted in, or may use the following: Billiard Room, Ceramics/Art Room, Sewing Room, Library, Men or Women's Health Clubs.
6. All clubhouses have WIFI capability and users are subject to general rules and regulations as well as those specific to each facility.

B. CLUBHOUSE USE

Individual owners or lessees may have private use of one of the clubhouses for special occasions subject to the following procedures and provided that the Association and/or Office may require that more than one group share facilities:

1. A request, which may be made no more than ninety (90) days in advance, must be made in writing, using the appropriate form, which may be obtained at the Association Office. Requests will be honored if space is available on a first come - first served basis.
2. A notice specifying hours of private party use will appear in the weekly bulletin and will be posted on the bulletin board in the clubhouses and buildings.
3. Anyone reserving a clubhouse for private use will be responsible for repair or replacement of any damage to or in the clubhouse during the private use.

A deposit of \$25.00 is required when reservation is made for a private party (at the Royal Oak or Lakeview Clubhouses) where food or drink will be served.

A deposit of \$50.00 is required when reservation is made for a private party (at the Royal Palm or Pine Arbor Clubhouses) where food or drink will be served. This deposit will be returned, if facilities are cleaned and left as found.

4. **ALCOHOLIC BEVERAGE SALES ARE PROHIBITED.** The sale of alcoholic beverages of any type is prohibited in all Vista Royale clubhouses and recreational facilities.
5. Attendees at all functions must be owners, lessees, residents, or guests at Vista Royale. The total number of guests permitted is not to exceed 10% of the total attendance. Hosts or party chairpersons are responsible to comply with the 10% non-resident guest rule.
6. The 10% guest rule is waived for small gatherings of a resident's family and friends to celebrate a birthday, wedding anniversary, wedding shower, or similar family gathering, provided they utilize Lakeview, Pine Arbor or Royal Oak Clubhouses. (See special rules for use of Royal Palm Clubhouse).
7. Sanctioned Groups may reserve clubhouses one year ahead.

C. ROYAL PALM CLUBHOUSE - SPECIAL RULES

As the Association's largest, most costly to operate, and most utilized facility, the Royal Palm Clubhouse requires separate treatment in these Rules and Regulations. Therefore, in addition to all other rules governing Clubhouse use, the following items apply specifically to the Royal Palm Clubhouse:

1. A refundable cleaning deposit of \$50.00 will be required from all groups using the Royal Palm Clubhouse. Deposit will be refunded if the clubhouse is left clean and as found.
2. Groups that include over 50% or more guests (non Vista Royale Residents) will require specific prior approval by a vote of the Board of Directors at a regularly scheduled Board meeting.

3. All groups will be required to pay a guest pass or registration fee of \$1.00 for each guest in attendance. In addition, groups that exceed 50% or more guests (non Vista Royale residents) will be required to pay a charge of \$15.00 per hour to help defray operating and maintenance costs. Hours of use will include set-up and breakdown time. All charges and fees are payable when applying for use of the Royal Palm Clubhouse.
4. As a convenience to Vista Royale residents, and as a community service, the Royal Palm Clubhouse will be made available as the Indian River County official voting place of Precinct 54.
5. The use of air conditioning and heat of the Royal Palm Clubhouse is limited to groups with an anticipated attendance of 48 or more, with the exception of "Association official business."
6. If any smaller groups should need facilities, it is required that one of the three (3) smaller clubhouses be used, as well as the enclosed area in the rear of the Royal Palm Clubhouse. The use of air conditioning or heat is allowed as needed at these facilities.

D. PINE ARBOR CLUBHOUSE KITCHEN

A refundable cleaning deposit of \$50.00 will be required of all groups using the Pine Arbor Clubhouse kitchen facility if food is to be prepared and served. The deposit will be refunded if area is left clean and as found.

E. PICNIC AREAS - (8:00 AM. to 10:00 P.M.)

1. Lakeview

- a. Any resident may apply for use of this area by requesting it at the Association Office.
- b. The picnic area must be cleaned of all trash, food, and drink immediately after use.
- c. Attendees are responsible for any damage incurred.
- d. Shut off all gas grills and gas supply tanks before leaving the area. Grills shall not be re-covered after use. Grills will be cleaned by the housekeeping personnel.
- e. Use of the picnic area is at your own risk.
- f. Children under thirteen (13) years of age must be in the company of a parent or responsible adult.
- g. Close all patio umbrellas before leaving patio area

2. Royal Palm

- a. Groups of 12 or more in number may apply for use of this area by making a request in the Association Office. A refundable \$25 cleaning deposit will be required. It will be refunded if the area is left clean and as found.
- b. Groups of less than 12 in number may use this picnic area without making a reservation. If others are using the area at the same time, it will be necessary to

share the grills and facility.

- c. The picnic area must be cleaned of all trash, food, and drink immediately after use.
- d. Grills must be shut off before leaving. Grills will be cleaned by the housekeeping personnel. Grills shall not be recovered after use.
- e. Use of picnic area is at your own risk.
- f. Children under thirteen (13) years of age must be accompanied by a parent or responsible adult.
- g. Close all patio umbrellas before leaving patio area.

3. Pine Arbor Patio - see rules for Royal Palm area.

4. Royal Oak Gazebo area rules will be the same as Royal Palm area.

F. BILLIARD ROOM - (Royal Palm Facility) (8:00 A.M. TO 10:00 P.M.)

1. I.D. badges must be carried and shown, if asked when using this facility.
2. Food, beverages, bathing suits, and bare feet are not permitted in the billiard room.
3. Consideration should be shown for others who may be waiting to play.
4. New games should start no later than 15 minutes before closing time.
5. Observe rules and regulations as posted at the billiard facility.
6. Use of this facility is subject to the general usage and rules cited in section III B-5.

G. CERAMICS / RECREATIONAL ROOM - (Royal Oak) (8:00 A.M. TO 10:00 P.M.)

1. Scheduled classes have priority and exclusive use of the room during class hours.
2. The kiln is located in a locked closet and can only be fired by designated persons.
3. Persons using this facility must carry their Vista Royale I.D. badge.
4. Observe the rules and regulations posted on the wall at the facility.
5. No personal items are to be stored in the ceramics/art room except those used in class projects.
6. Use of this facility is subject to the general usage and rules cited in section III B-5.

H. SEWING ROOM - (Pine Arbor Clubhouse) (8:00 A.M. TO 10:00 P.M.)

1. Each person must furnish his/her own bobbins and needles.

2. Observe the rules and regulations posted on the wall at the facility.
3. I.D. badges must be carried and shown if asked when using this facility.
4. Use of this facility is subject to the general usage and rules cited in section III B-5.

I. LIBRARY - (Pine Arbor Clubhouse) (8:00 A.M. TO 10:00 P.M.)

1. Observe the posted rules and regulations at the facility.
2. Use of this facility is subject to the general usage and rules cited in section III B-5.

J. HEALTH CLUBS / SAUNAS - (Lakeview Clubhouse) (6:00 A.M. TO 10:00 P.M.)

1. Wet bathing suits, food and beverages except water are prohibited in Health Clubs.
2. Use of equipment is strictly at your own risk.
3. Consideration must be shown for others who may be waiting to use equipment.
4. All equipment must be wiped/cleaned after use. You must follow the instructions for the use of equipment posted in the health club.
5. Persons abusing the equipment will be liable for damages.
6. Treadmill use is limited to 30 minutes when others are waiting.
7. Observe the Rules and Regulations posted at the facility.
8. I.D. Badges must be carried and shown, if asked, when using this facility.
9. Use of this facility is subject to the general usage and rules cited in section III B-5.

K. WOODWORKING SHOP - (Royal Oak) (Time as posted at Woodworking Shop)

1. The rules and regulations governing the use of the shop are posted on the wall and must be adhered to.
2. No one under the age of eighteen (18) years of age shall enter or utilize the woodworking shop for any reason.
3. Additional woodworking equipment is available. Contact Association Office.
4. Users must sign in and execute a release, hold harmless and indemnification agreement, agreeing to release, hold harmless and indemnify the Association from any liability whatsoever for any damages to persons or property resulting from the use of the woodworking shop or the tools housed within, prior to using this facility.
5. Users must carry their Vista Royale I.D. badges.
6. Each person MUST clean up the shop immediately after use of the facility .

7. Any guests using equipment must be accompanied by their host.
8. Use of equipment is strictly at your own risk.
9. The Association is not responsible for any privately owned tools that are stored in room.
10. Use of this facility is subject to the general usage and rules cited in section III B-5.

L. TENNIS COURTS AND PINE ARBOR BACKBOARD (8:00 AM. TO 10:00 P.M.)

1. All players must sign court reservation sheets prior to play.
2. Court usage Monday - Friday, between the hours of 8:00 AM. and 11:00 AM., will be limited to doubles. Singles are permitted if no one is waiting to play doubles.
3. Doubles play is limited to 1 hour if others are waiting to play.
4. Singles play is limited to 1 hour if others are waiting to play.
5. Approved tennis shoes are required. Dress must be in good taste and appropriate for tennis. No bathing suits, halters, or cut-off shorts are allowed. Shirts must be worn on courts.
6. Normal tennis etiquette, manners, and sportsmanship are expected of all players and spectators.
7. Loud or boisterous conduct or profanity will not be tolerated.
8. Courts may be closed for general usage for tournaments and matches authorized and scheduled by the Management or Board.
9. No professional lessons are authorized without written approval from the Manager.
10. No food, chewing gum, or beverages are allowed in the court area.
11. I.D. badges must be placed on the fence by the entrance prior to playing or sign club attendance book where available.
12. Children under thirteen (13) years of age must be accompanied by a parent or responsible adult.

BACKBOARD USAGE - PINE ARBOR COURT AREA

1. Backboard hours are limited to hours between 8:00 A.M. and 8:00 P.M. when others are not waiting to use the courts.
2. Rules #5 - #12 above also apply to Backboard use.

M. SHUFFLEBOARD - (8:00 A.M. TO 10:00 P.M.)

1. Rules of the *Florida Shuffleboard Association* apply.
2. Shuffleboard equipment is available at storage locations at all clubhouses and is to be returned in good condition at completion of play.

3. Conditions of play:
 - a. Excessively hard shooting, which may injure other players or may damage equipment or the courts, is not allowed.
 - b. Playing without shoes is not allowed.
 - c. At no time shall anyone walk on the playing surface of the courts.
 - d. Walking between ends must be done without interference to adjacent play.
 - e. Discs on the courts are to be moved by the stick or hand. Discs off the courts are to be moved by hand.
 - f. When others are waiting to play, players must limit their play to one game not exceeding 75 points.
4. Children under thirteen (13) years of age must be accompanied by a parent or responsible adult.
5. Vista Royale Shuffleboard Club organizes scheduled play and tournaments at the Pine Arbor courts; scheduled play takes precedence over open play, tournaments over scheduled play. Time and date of organized play is noted on the Weekly Bulletin. At these times, open play is available at the other three clubhouse courts.
6. Membership in the Vista Royale Shuffleboard Club is open to all registered residents of Vista Royale.
7. Vista Royale I.D. badges must be carried and shown, if asked, when using the courts unless an attendance sheet is available for club members.

N. BOCCE / ROYAL OAK CLUBHOUSE (8:00 AM - 10:00 PM)

1. Equipment may be obtained from the Royal Oak Clubhouse storage room.
2. At the conclusion of play, all equipment must be returned to its proper place of storage.
3. Advanced scheduled events and tournament play have priority over other play.
4. Children under thirteen (13) years of age must be in the company of a parent or responsible adult.
5. I.D. badges must be carried and shown, if asked, when using this facility.

O. POOLS AND POOL AREA

1. All persons using the pool and pool area do so at their own risk. I.D. badges must be carried and shown if asked when using the pool.
2. Everyone must wear a cover-up when going to and from pools.
3. The pools will be open starting April 1 through October 31, weather permitting, from 6:00 AM. to 10:00 P.M. Winter hours will be from 7:30 AM. to 6:00 P.M. Pool will be closed if outside temperature is below 65°. Rules are posted at each clubhouse.

4. All persons must shower with soap before entering the pools.
5. Persons with open wounds, infectious or contagious health conditions such as colds, fungus, skin diseases, etc., must NOT USE the pools.
6. Suntan lotions, creams, and oils must be completely removed before entering the pools. Pool furniture must be covered when in use. When leaving, all umbrellas should be returned to the "down" position to avoid damage by wind.
7. Food, beverages, and plastic (NO GLASS) containers are only allowed within designated areas. Designated Food and Drink areas are Royal Oak, Pine Arbor and Lakeview Clubhouses under covered areas and near grills; and Royal Palm Clubhouse at tables between sliding doors and flower beds.
8. Life preservers when worn for safety and goggles are permitted. Board approved exercise devices are allowed. No floating objects, flippers, toys and scuba equipment are permitted in the pools if they are a source of annoyance to others.
9. No diving or jumping is permitted.
10. Children under thirteen (13) years of age must be accompanied by and closely supervised by a parent or responsible adult.
11. Running, boisterous conduct, or unnecessary splashing are not permitted in the pools or the pool area. No ball playing around pool area.
12. Pools may NOT be reserved for private parties.
13. Persons with wet bathing suits are not permitted in area of the clubhouses other than pool, patio, and restroom.
14. Appropriate swim wear is permitted in the pools. NO cut off jeans or shorts or thong bathing suits.
15. Radios, stereos, etc. are not permitted unless equipped with ear or headphones
16. Incontinent people, whether they be Owners, Lessees, Tenants or Guests and whether they be adults, children or babies, must wear proper waterproof undergarments, including, but not limited to, adult or infant diapers, Depends, or "swimmies", designed to insure that no bodily fluids or excrements are released into the swimming pools.

P. PING PONG - (Pine Arbor Clubhouse) (8 a.m. - 10 p.m.)

There are (2) ping pong tables located at the Pine Arbor Clubhouse. Paddles & balls can be found in the storage room. Please return equipment to storage room at conclusion of game.

IV. RULE ENFORCEMENT

- A. Most problems involving infractions of the Rules and Regulations should be able to be handled informally. If all residents are familiar with the Rules and Regulations and can appreciate the reasons for the rule, then the need for third party intervention or enforcement should be at a minimum. However, there exists a

process by which a persistent offender or rule violator shall be dealt with:

Owners should call attention to any violation they may observe by contacting the Association Office (772-569-1433).

1. Representatives of the Association will speak directly with the violator.
2. If the violator continues to ignore the Association, the Attorney for the Association will be contacted and requested to send a letter to the violator.
3. The attorney will then prepare correspondence demanding that the violator comply with the Association documents and advising them of the consequences if they fail to do so.

V. ARCHITECTURAL STANDARDS

The Declaration of Condominium and the covenants that it embraces promote the health and happiness of the majority of the community. These documents designate the Board of Directors as the entity responsible for carrying out the Association's enforcement authority. In carrying out this authority, the Board of Directors is responsible for **preserving the continuity and character of the community as well as planning for the future** that was established when the Declaration of Condominium was initially recorded. The obligation of the Board to preserve and improve upon the common scheme includes enforcement of the use restrictions, preservation of the **architectural integrity** and maintenance of the safety and soundness of the common property.

The Declaration of Condominium and the other documents governing the community are basically a set of contract terms. Each owner is protected by the contract and may insist on the enforcement of the terms of the condominium documents that protect the individual owner's rights.

The Architectural Committee functions within the standards set by the Condominium Documents and works closely with the Board of Directors, the Manager, and the Rules and Regulations Committee so that architectural integrity and the maintenance of the safety and soundness of the common property will be preserved.

Secondly, the **Architectural Committee** will be consulted and involved in any new exterior construction, renovation or improvement to Vista Royale. It will operate under the broader concept of design review rather than architectural control in order to keep the community attractive and to protect property values.

It should be noted that a material alteration or substantial addition to the Condominium property might be made by the Board of Directors without unit owner approval in some limited circumstances. If the Documents permit such modification by the Board, then they may be made under the conditions that the Documents allow. The Board may also make such changes without the express permission from the Documents if the material modifications or alterations are incidental to the repair, preservation, or replacement of existing improvements to the Condominiums.

The following **Architectural Standards** will be adhered to by Owners who will understand that compliance uniformly by all owners assures that in doing so, all property values will be protected.

A. HURRICANE SHUTTERS

The installation of accordion hurricane shutters does not require a vote by the Board of Directors, **however**, shutters other than accordion style does require Board of Directors approval. **All shutters on one unit must be the same style.** The following procedure must be strictly adhered to by the owner who wishes to install shutters. The owner must give to the **Architectural Committee** the following assurances and information:

1. The installing company's **Contractor License Number.**
2. Proof of **Insurance and Workmen's Compensation Policy.**
3. **Engineering Certification** approved by the State of Florida.
4. Compliance with the **approved type of shutter** on all exterior windows. An accordion shutter, remote controlled rollup shutter, or a metal panel shutter attached to tracks may be used on the exterior of the concrete walls inside the porches to cover sliders.
5. **Shutter mounting** and all fastenings must be made of stainless steel or monel to preclude rust formation.
6. All electrical installations connected to the shutters must comply with Building Codes, and all shutters must provide at least the minimum wind protection required by the Florida Building Code.
7. Shutters will remain the property of the individual unit owner. Maintenance and repairs will be the responsibility of the unit owner, and will be at the expense of the unit owner. If a unit owner wishes to remove the shutters for any reason, notice must first be given to the Manager. If the shutters are to be removed permanently, the Vista Royale Maintenance Department will make any repairs necessary to the outside of the building and will charge the owner for this repair.

B. PORCHES: ENCLOSED OR SCREENED

The treatment of porches is essential to the architectural beauty of the complex and will affect Real Estate Values.

1. Owners planning to change their screened porch to a glassed-in porch or to replace windows must contact the Office for proper type and specifications before proceeding. The Architectural Committee will give owners written permission to install or replace windows as specified. Windows installed without the Architectural Committee's written permission must be removed.
2. More information regarding materials on porches, for example, curtains, paint, color, etc. may be found in (**Section D Page 11**) the Rules and Regulations section of the owner's handbook.

C. INSTALLATION OF FLOORING

1. When installing hard surfaced flooring in second floor units, either on an enclosed porch or in the unit, you must conform to the following standard: before installing tile, ¼ inch cork must be placed on the floor; before installing laminate/hardwood which has an attached pre-manufactured sound barrier, an additional sound barrier with a rating of 71 or higher must also be placed on the floor.

2. Carpeting and tile are **prohibited** on screened porches. (Water contributes to deterioration of the concrete floor and in time requires expensive concrete restoration by the Association).

D. WINDOWS AND WINDOW TINTING

1. Owners planning to change their screened porch to a glassed-in porch or to replace windows must contact the Association Office for the approved type of windows and their **specifications** before proceeding. Owners changing from screened-in porches to glass-enclosed porches on the 2nd floor must have at least one single hung window installed with an opening of 5 feet, 7 inches for rescue from fire. Windows on porches must be single hung. The Architectural Committee will give owners written permission to install or replace windows according to approved specifications. If the windows installed do not meet the standards, the owner will be required to remove them. For that reason, it is extremely important to get the Architectural Committee's written permission.
2. Window film that has deteriorated must be removed.
3. The color of **window tinting** is restricted to the following:
 - a. Clear Glass
 - b. Light Gray
 - c. Solar Cool
 - d. Obscure or any of the above tints on fixed porch windows.
 - e. E-Glass
 - f. Bronze

Samples of the above tinted windows are available for inspection in the Association office.

Any and all other colors are not permitted as window tinting. The choices of purple, pink, yellow, etc. is not approved. All glass treatments such as tin foil, ply-board, cardboard, etc. are not permitted. In addition, only Vista Beige or off white may be used for curtains on fixed panel windows. Blinds on porch windows should also be beige to off white. Please see Rules and Regulations.

For those Owners who wish to avoid glass breakage from golf balls, a type of glass called Lexan, a polycarbonate glass that will withstand flying objects such as golf balls, may be installed.

E. HOT WATER TANK INSTALLATIONS (FIRST & SECOND FLOORS)

1. Architectural Form for Modification is not required for hot water tank installations.
2. All installations are required to meet County Code.
3. Installation must be completed by a licensed contractor.
4. Drip tray and leak detector is mandatory on the second floor and optional on the first floor.
5. **EMERGENCIES:** Unit owners are responsible to take immediate action in times of

emergencies to protect their own and other owners' property. All work must be reported to the Association Office by the next business day.

F. AIR CONDITIONING INSTALLATIONS (FIRST & SECOND FLOORS)

1. Architectural Form for Modification is not required for Air Conditioning installations.
2. All installations are to conform to the County Code.
3. Installation must be done by a licensed contractor otherwise owner is liable for any damage.
4. Leak detector is mandatory in second floor units and optional in the first floor units.
5. All second floor air handler condensate returns **MUST** have a **LEAK DETECTOR** to protect first floor units from water damage.
6. Contractor should vacuum drain from exterior of building.
7. Outdoor condenser unit height must not exceed the height of the first floor windowsill, and must remain in the area of the original installation.

VISTA ROYALE ASSOCIATION, INC. RULES REGARDING INSPECTION AND COPYING OF ASSOCIATION RECORDS

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the authorized representative of a unit owner, as designated in writing (hereinafter collectively referred to as "unit owner"), shall have the right to inspect or copy the official records pursuant to the following rules and Section 718.111(12), Florida Statutes, as the same may be amended from time to time.

III. INSPECTION AND COPYING

- A. A unit owner desiring to inspect the Association's official records shall submit a written request to the Association c/o Board of Directors, 400 Woodland Drive, Vero Beach, Florida 32962.
- B. The request must state with particularity the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed as to allow the Association to retrieve the official records requested. However, the Association is under no obligation to retrieve any records requested and may, in the alternative; require the unit owner to inspect the official records as they are kept in the ordinary course of business. The Association may offer the unit owner the option of making the records available electronically over the internet or on a computer screen, with records

printed upon request, to the extent permitted by law.

- C. Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.
- D. No unit owner may submit more than four (4) requests for records inspection and/or copying per month.
- E. Each inspection may last up to two (2) hours per day in order to allow the Association's staff to discharge its other duties. However, a large records inspection may be scheduled over multiple days, as necessary.
- F. No unit owner may submit more than one request for inspection and/or copying of the same record in a sixty (60) day period.
- G. No unit owner may request the inspection of more than five hundred (500) records in any request, nor may any request require the Association to produce more than one thousand (1,000) pages of records at one time. If the unit owner's request exceeds either of these limitations, the Association may provide records for inspection in the order requested by the unit owner up to the limiting factor, and notify the unit owner that the other records will be made available for inspection at another inspection session upon receipt of another written request of the unit owner. An Owner shall not be precluded from requesting records which were not produced because of the aforesaid limitations within sixty (60) pursuant to Paragraph D above.
- H. All inspections of records shall be conducted at the Association's office or at such other location designated by the Association to the extent permitted by the Florida Condominium Act, as amended from time to time. No unit owner may remove original records from the location of the inspection. No alteration of the original records shall be allowed.
- I. Records shall be made available for inspection by the Association on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. The Association shall notify the unit owner, by telephone, in person, or in writing, that the records are available and shall attempt to make the records available at a mutually convenient time and date. The Association shall not be obligated to make records available less than five (5) business days after receipt of the unit owner's written request.
- J. Inspections shall be conducted between the hours of 9:00 a.m. and 2:00 p.m., Mondays, Wednesdays and Fridays, so that the Association's staff has adequate time within their regular work hours to discharge their other duties to the Association.
- K. If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will be made available within a reasonable time.
- L. A unit owner shall pay twenty-five (25) cents per page for letter or legal sized

copies, payable in cash or check at the time the copies are requested. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds. The Association may charge other fees as permitted by the Florida Condominium Act and the Florida Administrative Code as required for the production of the records and/or copies of documents. Such fees may be listed on a separate fee schedule which may be amended by the Board of Directors from time to time.

IV. AUDIO RECORDINGS OF MEETINGS

- A. Recordings of board of directors, unit owner or committee meetings shall be maintained as official records until the minutes of the meeting which was the subject of a recording are approved by the body authorized to approve said minutes.
- B. Unit owners may request copies of the recordings of meetings. However, the Association is not equipped to make such copies on site and must use a third party vendor. Therefore, a copying charge must be paid, in advance, by the unit owner requesting a copy of an audio recording.
- C. The Association records meetings only as an aid for preparing minutes of the meetings and is, therefore, not responsible for producing a quality recording for any other purpose. Unit owners wishing to have a quality recording of a Board meeting or members' meeting may record the meetings on their own as outlined in the Florida Condominium Act and the Florida Administrative Code.

V. MANNER OF INSPECTION

- A. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, may assign one staff person to assist in or supervise the inspection.
- B. The Association shall maintain a log detailing:
 - 1. The date of receipt of the written request for inspection
 - 2. The name of the requesting party
 - 3. The requested copies
 - 4. The date the owner was notified of the availability of the records
 - 5. The date the records were made available for inspection or copying
 - 6. The date of actual inspection and copying
 - 7. The signature of the unit owner acknowledging receipt of or access to the records.

Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to the inspection or receipt of copies.

