

BOUCHELLE ISLAND II CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

1. Residents shall maintain a consistent exterior appearance of the property. This prohibits signs, wall plaques, individual doorknockers or posting of notices or decorations.
2. No external antennas, aerials, or signs of which may be seen from the exterior through windows are permitted.
3. Installation of screens on patios or other enclosures are subject to restrictions in the "Declaration of Condominium" and an approval process. Contact the management agent or a board member before proceeding.
4. No personal property i.e. bicycles, planters etc. may be placed on walkways.
5. No items (such as towels, swim suits, rugs, mats etc.) are permitted on the railings, whether balconies or units or walkway railings. No items are permitted anywhere on the exterior.
6. Changing colors of the exterior of the building such as entrance doors is prohibited.
7. These Rules and Regulations shall be included as part of all leases whether so stated or not.
8. Repeated and documented violations of these Rules and Regulations shall subject tenants to lease termination and eviction proceedings.
9. Complaints regarding rule violations must be in written form for documentation and enforcement.
10. Pets shall be on a leash when outside of the unit and dogs must be less than 20 pounds and walked away from walkways. They may be walked along the edge of roadways and MUST be cleaned up after.
11. No nuisance that interferes with a resident's rights or use of a unit will be tolerated.
12. Loud amplification of any radio is prohibited at all times.
13. Residents shall turn down the volume of all audio during late evening and nighttime hours.
14. No playing, running, skating or rollerblading, "horseplay" of any type is permitted on walkways, patios, balconies or elevators.
15. Maximum occupancy is two persons per bedroom per unit.
16. Residents shall be considerate of adjoining owners when operating sliding doors, keeping use of the same to a minimum.
17. ~~No outdoor grills of any type are permitted to be used at Bouchelle Island II Condominium.~~
18. Residents are not permitted to plant or to place pots any type of vegetation on the common areas of the buildings.
19. See attachment of compliance:

Electric
grills
allowed
BM 11/29/01

ATTACHMENT OF COMPLIANCE

Every owner and occupant shall comply with these rules and regulations as set forth herein, any and all rules and regulations which from time to time may be adopted and the Provisions of the Declaration By Laws and Articles of Incorporation of the Association (all as amended from time to time), to the extent applicable. Failure of an owner or occupant to comply shall be grounds for legal actions, which may include, without limitation, an action to recover sums due for damages an action for injunctive relief and any combination of such actions.

In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine not exceeding \$50.00 may be imposed upon an Owner for the failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation by-laws, provided the following procedures are adhered to:

- (a) Notice: The Association shall notify the Owner or occupant of the infraction or infractions. Included in the notice shall be a date and time of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why penalties should not be imposed. The Owner or occupant may be represented by counsel and may cross-examine witnesses.
- (b) Hearing: The non-compliance shall be presented to the Board of Directors after which the Board of Directors shall hear reasons why penalties should not be imposed. A written decision of the Board of Directors shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the Board of Directors meeting.
- (c) Payment of Penalties: Fines shall be paid not later than thirty (30) days after notice of the imposition or assessment of the penalties.
- (d) Application of Penalties: All monies received from fines shall be allocated as directed by the Board of Directors.
- (e) Non-exclusive Remedy: These fines shall be construed to be non-exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any fine paid by the offending Owner shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.

BOUCHELLE ISLAND II CONDOMINIUM ASSOCIATION, INCORPORATED

POLICIES

RULES & REGULATIONS

In the State of Florida all Condominiums are required by statute to be organized as Corporate Associations. This requirement subjects owners to several levels of authority which are for the purpose of protecting rights, ensuring compatible communities, preservation of property, and for providing a reasonable system of government.

The levels of authority begin at the lowest end with the organizing of a Corporation with a Board of Directors, which is controlled by the "Articles of Incorporation and By-Laws. The "Articles and By-laws" empower the Board with various responsibilities in operating the Corporation.

The next level of authority is the "Declaration of Condominium" which is the "Master Deed" to the property and contains various restrictions that all owners subject themselves to, when purchasing a condominium unit. The "Declaration" also grants specific authority to the Board of Directors such as the authority to adopt reasonable "Rules and Regulations".

Levels of authority above the "Declaration" in respective order are The Master Association (Bouchelle Island Community Services) which is a separate Corporation with a "Master Deed" (Deed Restrictions). The next level is local City and County Government, State of Florida Division of Business Regulation, Land Sales, Condominiums, and Mobile Homes; Florida Statute Chapter 718 (The Condominium Act), Florida Statutes 607, and 617 (Corporate Acts), and finally Federal Government and Federal Acts.

We bring your attention to the above as it is not the intention of the following to be exhaustive in making you aware of requirements and policies that owners are subjected to at Bouchelle Island II Condo, and we urge you to familiarize yourself with the Documents you are furnished at the time of transfer of ownership of your unit. These documents are Bouchelle Island II Declaration of Condominium, (BI II) Articles of Incorporation, (BI II) By-laws. Further you should receive from the Bouchelle Island Community Services Association a similar set of Documents "Declaration", "Articles", "By-Laws", and Rules & Regulations.

POLICIES

Structure - Common Elements (Excluding Units)

Maintenance requests may be addressed in writing to the Management Agent, ATLANTIC COMMUNITY ASSOCIATION MANAGEMENT & ACCOUNTING, INC., 507 HERBERT ST., PORT ORANGE, FL 32119.

Assessment Fees

Assessment Fees are due and payable on the first day of each calendar quarter for the same quarter in advance (Jan. 1, Apr. 1, July 1, Oct. 1) Mail Assessment Fee payments to:

ATLANTIC COMMUNITY ASSOCIATION
MANAGEMENT & ACCOUNTING, INC.
507 Herbert Street, Suite C
Port Orange, FL 32129-3845

Transfer of Units

All SALE and LEASE transfers are subject to approval of the Board of Directors. Please refer to enclosed letter for instructions and to obtain necessary forms.

Community Service Amenities and Common Elements

Please refer to the BI Community Services Handbook and Rules and Regulations. This will include guidelines for using pools and golf course.

Refuse Disposal - City Pickup

Refuse pickup is on Monday and Thursday. All refuse must be secured in plastic bags before placing same in the dumpster.

Guests Using Unit During Owner's Absence

When allowing guests to use your unit during your absence, please advise the Management Agent in writing. Please provide the names of persons that will use your unit and the dates of occupancy.

Extended Absences From the Condominium

Please see check list provided herewith. It is important that you make arrangements for someone to periodically check your unit during your absence.

RULES & REGULATIONS

1. Residents shall maintain a consistent exterior appearance of the property. This prohibits signs, wall plaques, individual door knockers, any posting of notices or decorations.

2. No external antennas, aerials, or signs, or that which may be seen from the exterior through windows are permitted.

3. Installation of screens on patios or other enclosures are subject to restrictions in the "Declaration of Condominium" and an approval process. Contact the Management Agent or a Board Member before proceeding. This includes the use of solar film on windows.

4. No personal property may be placed on walkways.

5. No items (such as towels, swim suits, and any other) are permitted on railings, whether balconies or units or walkway railings. No items are permitted anywhere on the exterior.

6. Changing colors of the exterior of the building, such as entrance doors is prohibited.

7. These Rules & Regulations shall be included as part of all leases whether so stated or not.

8. Repeated, and documented, violations of these Rules and Regulations shall subject tenants to lease termination and eviction proceedings.

9. Complaints regarding Rule Violations must be in written form for documentation and enforcement.

10. Pets shall be on a leash when outside of the Unit and dogs must be under 20 pounds, and shall be walked away from walkways along edges of roadways, and shall be cleaned up after.

11. No nuisance which interferes with a residents rights or use of a unit shall be tolerated.

12. Loud amplification of any audio is prohibited at all times.

13. Residents shall turn down the volume of all audio during late evening and nighttime hours.

14. No playing, running, "horseplay", is permitted on walkways, patios balconies, or elevators.

15. Maximum occupancy is two persons per bedroom per unit.

16. Residents shall be considerate of adjoining owners when operating sliding doors, keeping use of same to a minimum.

17. No Outdoor Grills or any type are permitted to be used at Bouchelle Island II Condominium.

EXTENDED ABSENCE CHECKLIST

1. Remove perishables from refrigerator. Turn ice-maker to off. Leave refrigerator on.
2. Make sure garbage disposal is empty and runs free.
3. Turn off water heater by tripping breaker.
4. LEAVE UNIT ELECTRIC ON.
5. Unplug appliances and in addition disconnect cable from T.V.
6. Leave closet doors ajar.
7. Cancel newspaper.
8. Complete change of address card for Postmaster - if applicable, or put a hold on your mail.
9. Remove all items from balconies and or patios.
10. Close draperies to avoid sun fade and rot to carpets.
11. Lock all windows and doors.
12. When having someone check your unit, it is recommended that toilets be flushed and all water taps be operated, to maintain a level of water in all traps to prohibit the accumulation of methane gas in your unit which is highly explosive.
13. Final flush of toilets. Wait long enough to be certain all water shuts off including tank fill valve. It often occurs that a person is in a hurry at this point and coincidentally a toilet flapper valve will hang open and then the toilet runs continuously and the Association will experience a horrendously high water and sewer bill.

RULES REGARDING UNIT OWNER PARTICIPATION AT MEETINGS

I. BOARD, COMMITTEE AND MEMBER MEETINGS

A. Board and Committee Meetings Defined.

1. "Meeting of the Board of Directors" is hereby defined as a quorum of Directors gathered to discuss official Association business. The term "meeting" does not include gatherings of less than a quorum of Directors engaged in fact-finding investigations or legal inquiries to be used as a basis to inform the Board of Directors for action to be taken at a "meeting."
2. "Meeting of a Committee" is hereby defined as a quorum of committee members gathered to discuss the official business of the committee as set forth in the resolution creating the committee. The term "meeting" does not include fact-finding investigations or legal inquiries by less than a quorum of committee members to be used as a basis to inform the committee for action to be taken at a committee meeting.
3. The term "Committee" is hereby defined as an official body created by resolution of the Board of Directors to which specific powers are delegated in said resolution.

B. Attendance at Board and Committee Meetings.

Every Unit Owner or his authorized representative (hereinafter collectively referred to as "Unit Owner") shall have the right to attend Board of Directors and Committee meetings except as may be provided by law. No person other than a Unit Owner, and an authorized representative accompanying such Unit Owner, may be permitted to attend such meetings.

C. Participation at Meetings.

1. Every Unit Owner or his authorized representative shall have the right to participate in meetings of the Board of Directors and Committees subject to the following rules.
2. Statements by Unit Owners at meetings shall be restricted solely to items designated on the agenda of that meeting. No other statements shall be permitted except as may be authorized by the Board or Committee.
3. A Unit Owner shall only speak once on each agenda item and the Unit Owner's statement shall not exceed three (3) minutes. The chairman of the meeting shall give the

floor to any Unit Owner permitted to speak subsequent to the calling of the agenda item and prior to the discussion and vote of the Board or committee upon the agenda item.

4. No other Unit Owner may yield time to a speaking Unit Owner.

D. Tape Recording or Videotaping of Board and Unit Owner Meetings.

1. Any Unit Owner may tape record or videotape a Board or Unit Owner meeting (not committee meetings) subject to the following rules.
 - a) Any audio or video equipment must be assembled and placed in position not less than fifteen (15) minutes prior to the scheduled time for commencement of the meeting. The Association may direct the location to be used for this purpose, which shall allow for effective recording by the Owner while preserving the rights of other Owners to observe, hear, and participate at the meeting with minimal distraction.
 - b) No equipment shall produce distracting sound or light emissions.
 - c) No person shall move about the meeting room to facilitate the recording.
 - d) Any Unit Owner wishing to record a meeting must give not less than seven (7) days' advance written notice to the Secretary or Manager. Any Unit Owner who records a meeting does so based upon the understanding and condition that he must make a copy of his audio or video tape available to the Association within 30 days after the meeting, at the Association's expense, if the Association is not also recording the meeting.

II. UNIT OWNER MEETINGS

A. Unit Owner Meeting Defined.

"Meeting of the Unit Owners" is defined as a quorum of Unit Owners gathered to discuss official Association business.

- B. Unit Owners and their authorized representatives shall have the right to speak at meetings subject to the following rules.

1. Statements by Unit Owners or their authorized representatives (hereinafter collectively referred to as "Unit Owner") at meetings shall be restricted solely to items designated on the agenda.
2. A Unit Owner will be permitted to speak only once on each agenda item and each Owner's statement shall not exceed three (3) minutes. The chairman of the meeting shall give the floor to the Unit Owner subsequent to the calling of the agenda item, but prior to the vote of the Owners upon the agenda item.
3. A unit Owner who holds the proxy or proxies of other Unit Owners shall be entitled to exercise the rights of each Owner for whom (s)he holds a proxy, so long as all statements are made consecutively and each Owner on whose behalf a statement is made is identified.

III. ROBERTS RULES OF ORDER (LATEST EDITION)

SHALL BE APPLICABLE TO AND GOVERN all Association meetings when not in conflict with the Declaration of Condominium, the Articles of Incorporation and the By-Laws of the Association, and rules, policies and procedures adopted from time to time by the Board.

IV. ENFORCEMENT OF MEETING RULES

A. Ejection.

1. Any person not authorized by law to attend a meeting shall be prohibited from attending the meeting or ejected therefrom.
2. Any Unit Owner or authorized representative who fails to comply with these rules shall be subject to ejection in the sole discretion of the chairman. The chairman shall give any non-complying person one warning regarding ejection and thereafter may call for immediate ejection of that person and removal of any equipment of that person.
3. The chairman of the meeting may appoint a sergeant of arms who at the direction of the chairman shall either remove the unauthorized person without use of force or contact a law enforcement representative to remove such person.

B. Fines.

The Board of Directors may levy a fine against any person who fails to comply with these rules, provided said fining is authorized by the condominium documents.

C. Legal Action.

The Board of Directors may take whatever action is appropriate at law or in equity against any person who fails to comply with these rules.

RULES AND REGULATIONS 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 unit owner's authorized representative as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

- A. A unit owner, or a unit owner's authorized representative, desiring to inspect the Association's records shall submit a written request to the Secretary or manager of the Association. The request must specify the particular record subject to inspection including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association to retrieve the exact records requested.
- B. Inspection or copying of records shall be limited to those records specifically requested.
- C. No unit owner or authorized representative shall submit more than one written request for inspection or copying of the same record in a thirty-day period.
- D. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner or authorized representative shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
- E. 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 or authorized representative. In addition, this time frame shall be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the unit owner or authorized representative, by telephone or in

writing, that the records are available and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours or normal business hours of the location of inspection if other than the Association office. (For the purposes herein the term "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed. For purposes herein "normal business hours" shall be the hours that the Association office is customarily opened, or the hours at the location where the records are inspected is customarily opened, or if there are no customary hours, then 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. of each working day.)

- F. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. If the location of inspection has a copy machine, then copies of the record shall be available within two working days of the request. If the location of inspection has no copy machine, then copies shall be made available upon return of the records from a copying service. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
- G. A unit owner or authorized representative shall pay the reasonable expense of copying in the event the cost exceeds \$_____. Payment in advance of copying may be required.

IV. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- B. 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 the office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed to that staff person.

- C. The Association shall maintain a log detailing:
- i. The date of written request for inspection
 - ii. The name of the requesting party
 - iii. The records which are requested
 - iv. The date the Owner was notified of the availability of the records, the manner in which notice was given and the identity of the person giving the notice
 - v. The date of availability of records for inspection or copying
 - vi. The date of actual inspection or copying
 - vii. The signature of the person inspecting or copying acknowledging receipt of the records. Every person inspecting or receiving copies of the record shall sign said receipt prior to inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any requests for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party.
- C. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine in the event fining is authorized by the condominium documents.