

**KEY ROYAL CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS**

The rules and regulations for Key Royal, a condominium (the "Condominium") hereinafter enumerated shall be deemed in effect until amended by the Board of Directors of Key Royal Condominium Association, Inc. (the "Association"), and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said rules and regulations, and shall use their best efforts to see that they are faithfully observed by their families, guests, agents, invitees, lessees and all other persons over whom they exercise control and supervision. The rules and regulations are as follows:

1. Community and Building Appearance and Maintenance.

A. Streets, sidewalks, parking areas, walkways, entrances and stairs shall not be obstructed or encumbered, or used in any manner or for any purpose other than ingress and egress to and from the units, nor shall any bicycles, wagons, carts, chairs, benches, tables or any other objects of a similar nature be left therein or thereon.

B. Personal property belonging to unit owners shall not be stored outside their units except in the storage buildings owned by Developer or in any other area on the condominium property designated for that purpose.

C. The common elements and limited common elements shall be kept free and clear of refuse, debris and other unsightly materials.

D. No person shall sweep or throw any dirt, waste or other substances out of the unit or the limited common elements.

E. Garbage shall be securely bagged and stored in Rubbermaid type receptacles and left outside the unit for pick up and transport to the on-site compactor by Valet Waste on scheduled pick up days. No receptacle shall be placed outside a unit more than 4 hours prior to the scheduled pick up, or remain at the curb more than 4 hours after the pick up.

F. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of the units, limited common elements or common elements by any person other than Developer without the prior written approval of the Association.

G. No unit owner, or members of his or her families, guests, agents, invitees or lessees shall at any time or for any reason whatsoever, climb or enter upon the roofs of the buildings.

H. All window and door coverings, whether draperies, curtains, shades, blinds or other materials visible from the exterior of the unit, shall be white or off-white in color.

I. Hurricane shutters meeting the specifications of the Board of Directors and complying with all applicable building codes may be installed on the balconies, windows and unit entry doors. The specifications are available at the office of the management company during regular business hours.

Plans for and samples of shutters meeting the specifications must be submitted to the Board of Directors for approval prior to installation.

J. No bicycles, baby strollers or carriages or similar vehicles or toys shall be stored, placed or maintained on the balconies, lanais or concrete walkouts, nor shall any linens, cloths, towels, clothing, rugs, mops or laundry of any kind, or other articles be shaken or hung from any of the windows or doors, balconies, or exposed on any part of the common elements or limited common elements.

2. Alteration of Unit Unit owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the unit is subject to the provisions of the Declaration of Condominium. By way of example and not limitation, no unit owner may install screen doors, or apply any type of film or covering to the inside or outside of window or door glass without the prior approval of the Association. All additions, changes or alterations must be presented in writing to the Board of Directors for prior approval, accompanied by written plans and specifications or drawings when requested by the Board of Directors. The Board of Directors will approve such requests only if the Association is protected against, or indemnified as to construction liens and/or claims arising from such work.

3. Emergencies in Owner's Absence. In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, each unit owner shall furnish to the Association a key to his or her unit. No lock(s) to a unit shall be changed or altered in any way that would prevent such Association access when the unit is unoccupied, unless the Association is provided a duplicate key for such entry. Any unit owner who plans to be absent from his or her unit for an extended period of time must prepare the unit prior to departure in the following manner:

A. Remove all plants and other objects from around the outside of the unit; and

B. Designate a responsible caretaker to care for his or her unit should the unit suffer any damage caused by storm, hurricane, winds or other weather conditions or other acts of nature. The unit owner shall provide the Association with the name of said caretaker prior to the owner's departure, and shall instruct the caretaker to notify the Association prior to making any entry into the unit during the owner's absence.

4. Pets. There are restrictions in the Declaration of Condominium on the number and type of pets allowed in the Condominium. Pets shall be leashed or carried at all times while on the common elements or Association property. Tenants and guests of unit owners are not permitted to have pets on the condominium property; however, the Board of Directors reserves the right to make exceptions to the aforementioned prohibition in individual and limited circumstances, where the keeping of a pet is medically necessary or integral to the well being of the tenant or guest.

5. Parking of Vehicles. The parking areas and spaces are not intended for use by boats, recreational vehicles, campers, motor homes, trailers, commercial trucks or non-operational automobiles. No repairs or maintenance of vehicles may be performed on the Condominium property, except emergency repairs. Vehicles may only be washed in the car care center or other area designated by the Board of Directors for that purpose. Because parking spaces are limited in number, the Association may prohibit owners,

lessees and guests of any unit from keeping more than 2 vehicles on the condominium property on a regular or permanent basis. The 14 guest spaces on the condominium property are not for use by unit owners or the lessees and are reserved for use by guests only.

6. Nuisance. No unit owner shall make any loud or disturbing noises, or permit same by his or her family, guests, invitees, or lessees. No unit owner shall in any way interfere with the rights, comfort or convenience of other any other unit owner(s), and shall prevent said owner's family, guests, invitees or lessees from so interfering. No unit owner shall play upon or operate or permit to be operated a stereo, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other residents in the condominium.
7. Outdoor Cooking/Grilling. Outdoor cooking and grilling shall be permitted at the cabana entertainment area as permitted by local fire ordinance. No such cooking or grilling shall be permitted in the vicinity of the units.
8. Right to Speak at and Videotape or Audiotape Board and Members' Meetings. A unit owner wishing to speak at a Board or members' meeting on a particular agenda item must sign in with the Association prior to commencement of the meeting. A unit owner may only speak one time and for up to 3 minutes, and only while the agenda matter is on the floor for discussion. A unit owner wishing to videotape or audiotape a Board meeting or members' meeting shall give the Association not less than 24 hours advance notice. The videotape or audiotape equipment or device used by the unit owner shall not produce distracting sounds or light emissions, and shall be assembled and placed in position in advance of commencement of the meeting in a location acceptable to the Association. No unit owner shall be permitted to move about the room during the meeting in order to facilitate such videotaping or audio taping.
9. Use of Common Elements and Association Property. Common elements and Association property shall only be used for their designated purposes. Unit owners shall be held financially responsible to the Association for any damage to the common elements or Association property or to improvements, systems or equipment thereon caused by a unit owner or his or her family members, guests, invitees, lessees and all other persons over whom the unit owner exercises control and supervision.
10. Compliance with Rules and Regulations by Guests and Lessees of Unit Owners. Unit owners shall furnish to all guests and lessees a copy of the rules and regulations, and shall be responsible for their compliance. Unit owners should immediately report violations of the rules and regulations to the Association in writing.
11. Hazardous Waste and Substances. No inflammable, combustible, or explosive fluid, fuel, chemical, hazardous waste or substance shall be kept in any unit or limited common element, except those necessary and suited for normal household use.
12. Interference with Developer. No person or entity shall in any way interfere with the marketing or sale of any unit by the Developer. Without limiting the foregoing, picketing and posting of negative signs is strictly prohibited.

13. Guests. All guests who occupy a unit in the absence of the unit owner shall register with the Association or management company in advance of their occupancy.
14. Minors. All persons under the age of 18 shall be under the direct control and supervision of a responsible adult.
15. Plants and Shrubbery. No exterior plantings or shrubbery shall be altered, moved, removed or modified without the prior written approval of the Association.
16. Notices. All notices of members meetings, Board meetings and committee meetings shall be conspicuously posted in a glass or otherwise enclosed locked display case in the clubhouse.
17. Applicability; Fines. These rules and regulations shall apply equally to all owners and their family members, guests, lessees and invitees. Violations are subject to fine as set forth in the Bylaws.

NOTE: These rules and regulations do not constitute all the restrictions affecting the condominium property. Reference should be made to the condominium documents.



STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: March 1, 2015

SUBJECT: REGISTRATION of GUESTS

STATEMENT: The overall security of Key Royal is the responsibility of the Association through the Board of Directors. One aspect of this responsibility is to ensure that all guests who are occupying a unit in the absence of the owner are properly identified and registered and receive an informational briefing on the rules of the Association. The below Policy reiterates what is already set forth in our documents as well as additional information for clarification.

POLICY:

1. **Guest Defined:** For the purpose of this policy, a guest is any person not under lease who will occupy the unit on temporary basis, without payment or consideration, when the owner is not present. Exempt from this are members of the owner's immediate family (spouse and children).
2. Paragraph 13 of the Rules and Regulations of the Association states: "Guests. All guests who occupy a unit in the absence of the unit owner shall register with the Association or management company in advance of their arrival." This includes guests of tenants having a lease in the unit.
3. Paragraph 4.8 of the Declaration of Condominium states in part "Temporary" means not longer than 60 days in any calendar year."
4. All guests will register with the Association Manager's office on the first business day after arrival. A "Welcome" package will be provided at this time as well as vehicle passes upon presentation of a driver's license and vehicle registration.
5. Owners will submit the attached form to the Association by mail, fax or email at least 15 days in advance of the guest's arrival.
6. Owner's are always ultimately responsible for the conduct of their tenants/guests and will ensure they are aware of and comply with the documents and rules and regulations of the Association.

Approved by the Board of Directors on September 22, 2014

Encl: Guest Registration Form



GUEST REGISTRATION

Unit #: _____

Owner: _____

Address: _____

Telephone #: _____

Email: _____

Guest's name: _____

Guest's Contact # _____

Additional persons:

Arrival date: _____

Departure date: _____



STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: March 1, 2015

SUBJECT: TRASH COLLECTION AND COMPACTOR AREA

STATEMENT: The amenities and services of the community are the responsibility of the Association through the Board of Directors. Door-to-door trash collection and providing a compactor to remove this trash, as well as participating in a recycling program, are important keys to these responsibilities.

POLICY:

1. Trash will be collected at each unit's door Monday through Friday starting at 7:30 PM. Approved containers should be placed outside your door, no lid, in a securely tied bag between 5:30-7:30 PM. Bag weight limit 20 pounds. No boxes unless in bag in container. Bag should not be placed on breezeway floor but should be able to be easily removed from the container by collector. Tuesday is "recycle" day. Residents should use the green bags provided by the Business Office and place the recycles in the container. All containers should be returned inside your unit by 9:00 AM the next day.
2. Containers must be in the approved "Hefty Swing Lid" 13.5 gallon container, black in color, available from the Business Office (\$15) or from WalMart. Residents needing an approved container may order one from the Business Office before March 6. Effective date for implementation is March 15, 2015. After this date, trash not in an "approved" container will not be collected.
3. Recycles may be taken to the compactor area and must be placed in the "yellow top/green bottom" recycle bins. Do not put trash bags in the recycle bins. If recycle bins are full, do not overload or put trash or bags on top of bins. Use the compactor. Cardboard boxes: Break them down and put them in bins or in compactor.
4. Compactor. Place trash inside the metal compactor door. Do not place bags on the ground. If the space inside the compactor is full, open and shut the door up to 4 times to activate the system, and it will clear space for you to deposit the trash.
5. The compactor will accept small pieces of wood and/or metal, and they may be placed inside the compactor. If it doesn't fit, do not leave it.
6. NO FURNITURE, TIRES, ELECTRONIC EQUIPMENT, APPLIANCES OR PAINT MAY BE LEFT ANYWHERE IN THE COMPACTOR AREA.

Approved by the Board of Directors February 17, 2015



STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: March 1, 2015

SUBJECT: REGISTRATION OF VEHICLES

STATEMENT: The overall security of Key Royal is the responsibility of the Association through the Board of Directors. One aspect of this responsibility is to ensure that all vehicles on Association property driven by owners, tenants and guests are properly identified and issued a pass as appropriate. The below Policy amplifies what is already set forth in our documents as well as additional information for clarification.

POLICY:

- 1. Every resident shall register all permanent vehicles with the Association by presenting their driver's license, vehicle registration and proof of insurance. A decal indicating their parking space as assigned shall be issued and displayed on the right rear window at all times.**
- 2. Owners who do not live in Key Royal on a permanent basis will receive a temporary Owner's Pass when visiting the property if they are remaining overnight.**
- 3. Vehicles belonging to visitors and guests remaining on property overnight need to be registered by presenting their driver's license, vehicle registration and proof of insurance. A temporary Visitor's Pass indicating their host's parking space and vehicle information shall be issued and displayed on the rear view mirror with the front of the pass facing outward. A vehicle will not be towed until the office is open a full business day.**
- 4. Vehicles belonging to visitors, guests and vendors/contractors not remaining on property overnight do not have to be registered and do not require a decal or pass.**
- 5. Failure to register a vehicle will result in the following:**
 - a. First Violation: A written warning will be issued by Security.**
 - b. Second Violation: A Parking Violation ticket will be issued by Security indicating time and date vehicle will be towed.**
 - c. Third Violation: Regardless of the time lapse between violations, the vehicle will be towed at the owner's expense.**
 - d. If a vehicle receives a First Violation but does not receive another violation for 6 months, the vehicle's record will be erased.**
 - e. No vehicle will be towed without a full business day that the Association's office will be open for vehicles to be registered.**
- 6. Effective March 1, 2015 the "Visitor Pass Hang Tag" system will be null and void. They will no longer be used as a method of vehicle/guest identification.**

Approved by the Board of Directors September 22, 2015



STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: March 1, 2015

SUBJECT: BREEZEWAYS

STATEMENT: The overall appearance and use of the common and limited common areas of the community are the responsibility of the Association through the Board of Directors. One aspect of this responsibility is to ensure that all breezeways not only adhere to a single policy, but are void of clutter and personal property that do not conform and could be considered a fire code and safety violation.

POLICY:

1. Residents are completely responsible for the privilege of placing pots/plantings on the breezeway. This includes cost, care and maintenance of such displays.
2. No more than two (2) units (plantings) may be displayed. No more than two (2) potted plants/flowers or two (2) pot trays may be placed next to the front entrance of the unit on the breezeway surface. (Combination of one pot & one tray is acceptable).
3. All potted plants/flowers must be placed in a "saucer/catch tray" to collect excess water and prevent damage to the breezeway.
4. Pot trays and plantings cannot exceed 12" wide, 28" long and 20" high. Overgrown plants need to be trimmed.
5. Pots must have a minimum diameter of 12" and a maximum of 15". (A minimum size is necessary so as not to become a danger in windy/inclement weather.).
6. Pots and plantings may not exceed 20" high and 19" across, which would include overgrowth on the sides. If overgrown, plants need to be trimmed.
7. Pots and plantings may not be displayed on any type of stand, table or display devise.
8. Nothing may be hung or anchored on the railings or placed adjacent thereto.
9. Pots may contain live and/or artificial plants, flowering plants and herbs. No vines or vegetables are allowed.
10. Nothing else related to plantings may be kept on breezeways, i.e. potting soil, watering cans, etc.
11. If a resident is not "in residence" pot/pot trays must be removed. During hurricane warning, pots should be removed to prevent becoming a "missile".
12. Dead plants and empty pots/trays must be removed.
13. Bona fide outdoor door mats may be placed in front of the unit door; no bath mats or towels. Size should not exceed 3' long and 2' wide.
14. No furniture may be permanently placed on the breezeway. Tables and chairs may be used but must be moved inside when not in actual use.

Approved by the Board of Directors February 17, 2015



SWIMMING POOL AND SPA

The following Rules and Regulations are for the safety and benefit of all Residents and their guests when utilizing the swimming pool and/or spa and include the applicable requirements outlined in Chapter 64E-9 of the Florida Administrative Code:

THERE ARE NO PRIVATE PARTIES ALLOWED AT THE POOL AREA AT ANY TIME. ANYONE WHO VIOLATES THIS RULE WILL BE FOUND IN VIOLATION OF THE RULES AND REGULATIONS OF THE KEY ROYAL CONDOMINIUM DOCUMENTS AND WILL BE FINED.

1. The pool and spa will be open from dawn until dusk, weather permitting. Our county license does not allow for use of the swimming pool or spa after dusk. Dusk is defined by the county as 30 minutes before dark. The Tiki Hut and pool deck will be open until 10:00PM.
2. All persons using the pool and spa do so at their own risk. **NO LIFEGUARD WILL BE ON DUTY!!!**
3. Residents will be held responsible for the actions of their guests. Residents will be allowed a limit of four (4) accompanied guests per day. Adult residents and unaccompanied children over 15 must have a pool pass to enter the pool. Guests must have a yellow pool pass to enter.
4. The pool and/or spa may be closed at any time due to mechanical malfunctions or other operational difficulties, and at the discretion of the Management Office.
5. All residents and guests must shower off suntan oil and other body lotions before entering the pool and/or spa as required by the Florida Administrative Code. It is recommended that beach towels be used to protect the pool chairs when in use.
6. Proper swim attire is required in the pool and spa at all times.
7. An adult resident of the community must accompany and be responsible for any person under the age of 15 while in the swimming pool, spa and surrounding areas. The minimum age for use of the spa is 12 years of age.
8. Special "pool diapers/sanitary garments must be used on any person who is not toilet trained or who special medical needs and wishes to utilize the pool and/or spa.
9. Running, pushing, diving, wrestling, ball-playing, playing loud music and/or causing undue disturbance in or about the pool and/or spa area will not be tolerated. Earphones must be used with any music/TV/electronic device so as not to disturb other residents and guests.
10. No life preservers, tubes, rafts, toys, floats or play equipment may be used in the pool. Adults may use kickboards and noodles for exercise routines only.



11. Bikes, skateboards, scooters, roller skates, roller blades, motorized vehicles, and other similar conveyances are not permitted in the pool area at any time, other than handicap certified vehicles.
12. No more than 42 people are allowed in the pool at any one time as legislated by the State of Florida.
13. All food or drink brought into the pool area must be in paper or plastic containers. No food or drink will be allowed in the pool or spa or on the pool "wet deck" (within 4 feet of the pool perimeter curbing). Any food or drink items brought into the pool area must be disposed of properly.
14. Glass containers in the pool area (inside the fence) are PROHIBITED at all times by the Florida Administrative Code.
15. No pets are allowed in the pool area.
16. USE OF THE SPA:
 - . The maximum water temperature is 104 degrees F.
 - . No children under age 12 are allowed in the spa.
 - . Children between the ages of 12 and 15 must have ADULT SUPERVISION in the spa.
 - . Pregnant women, people with heart problems and people using alcohol, narcotics or other drugs that may causes drowsiness should not use the spa without first consulting a doctor.
 - . Long exposure in the spa may result in nausea, dizziness or fainting.
 - . Maximum spa use is 15 minutes.
17. A red emergency telephone is located on the Clubhouse wall and is available to call to **911 for emergency calls only.**

Anyone who does not abide by the rules and regulations stated above will be asked to leave the pool area.

These rules and regulations have been adopted by the Board of Directors to ensure the safety and enjoyment of ALL residents. This is a general representation, but not a complete set of rules and regulations for the Key Royal Community. Please refer to the Condominium Documents for additional rules that may be applicable.