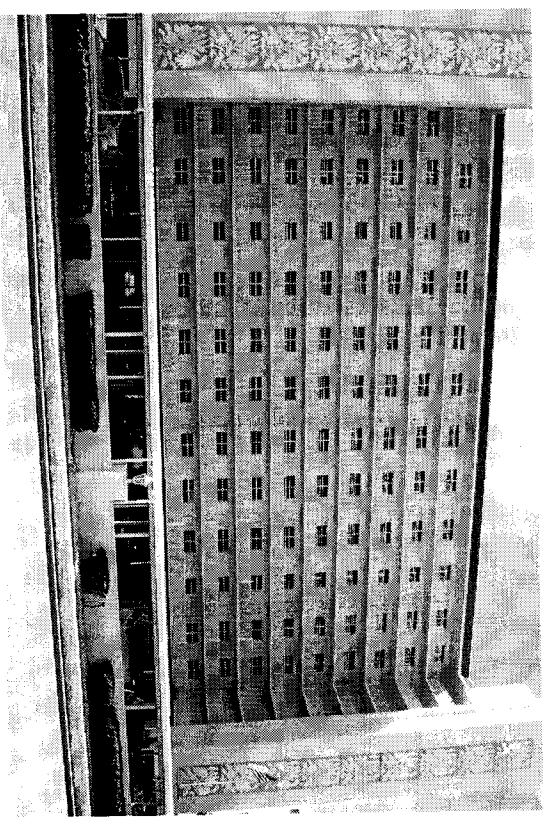


**GULF SHORES
CONDOMINIUM
HOUSE RULES AND
INFORMATION-
GENERAL**



**255 THE ESPLANADE NORTH
VENICE, FLORIDA**

FOREWORD

The Board of Directors is pleased that you have chosen Gulf Shores as your home. We are committed to making Gulf Shores a place where Owners and guests alike can enjoy the beautiful surroundings and we have adopted this set of House Rules and Information to support our community in maintaining our home.

The primary purpose of this booklet is to serve as a handy reference for Owners, renters and guests of the key expectations of our community. All residents, whether Owners, renters or guests are expected to become familiar with and comply with the guidelines here and to share the information with their visitors so that we may avoid any awkward situations. We recognize that rules are no substitute for the good judgment and neighborly behavior of all residents.

While we know that this document is long, we have recently reorganized the information into separate sections: this one for all residents (renters, guests, Owners) and one with additional information specifically for Owners. And, to distinguish Rules from more general information, **WE HAVE PUT THE RULES IN CAPITAL LETTERS.**

These House Rules are based on the official Gulf Shores Condominium Association documents on file with the State of Florida; these documents include our Articles of Incorporation, Declaration of Condominium and By-Laws. We are governed by a number of Florida laws and regulations that direct condominiums in the state and these are reflected in these House Rules, which have been formally adopted by the Gulf Shores Board of Directors.

Enjoy your time with us!

the floor of the storage room are subject to removal/disposal **without** notice. Bicycles are to be stored in a Resident's unit or individual storage locker; they may not be left outside the bin. Owners may not appropriate for themselves unused or empty lockers.

WALKWAYS & STAIRWELLS

For the health of all, Owners and Residents are requested not to smoke in exterior common areas such as stairwells or walkways.

THE VENICE FIRE DEPARTMENT RULES STATE THAT NOTHING CAN BE PLACED OR STORED ON THE WALKWAYS, RAILINGS OR STAIRWAYS. THE WALKWAYS AND STAIRWELLS MUST BE CLEAR AT ALL TIMES. NO CONSTRUCTION WORK MAY BE DONE ON THE WALKWAYS.

NO ADVERTISING CAN BE AFFIXED TO THE BUILDING INCLUDING WALKWAY, STAIRWELLS, ELEVATORS, ETC.

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ADDITIONAL INFORMATION FOR OWNERS IS INCLUDED IN THE FULL BOOKLET.

not responsible for losses that may occur from unauthorized access to a unit. Residents are urged to monitor their surroundings and lock units based on that assessment.

Unit front doors and keys are considered “common elements” of the Condominium. Therefore, a Unit Owner wishing to change the front door lock must get advance permission from Association and ensure that the new key is keyed to the Association’s master key. Owners must also give a copy of the new key to the Association. Owners are not allowed to install additional locks on a unit’s front door.

Pool/beach gates. To further maintain the safety and security of the building and Residents, access to the pool and the beach is restricted by several locked gates. The stairwell/clubroom key opens the beach/pool gates. For the safety and security of all, these gates should always be closed securely after being used. **THESE GATES SHOULD NEVER BE LEFT AJAR OR PROPPED OPEN.**

SMOKING

UNDER FLORIDA LAW, SMOKING IS PROHIBITED IN ANY INDOOR COMMON AREA (E.G., CLUBROOM). For the health of all, Owners and Residents are requested not to smoke in exterior common areas such as the pool area and the walkways.

STORAGE LOCKERS

Each unit has a designated storage locker located either on the North or South side of each floor (except the 1st floor, whose lockers are on other floors). Items must be kept **inside** the locker. Items left outside the locker on

digital call box. For additional information on elevator keys, please see the ELEVATOR section above.

Stairwells. Stairwells are locked at the first floor and may be opened using the clubroom key; the original keys have the Unit Owners assigned parking space number etched on them. Please be sure that the stairwell doors close completely and lock in place when entering or exiting. **UNDER NO CIRCUMSTANCES SHOULD THE FIRST-FLOOR STAIRWELL DOORS BE PROPPED OPEN** and Residents should remove any obstruction, no questions asked, if they see the door propped open.

FIRE REGULATIONS PROHIBIT THE STORAGE OF UNAUTHORIZED MATERIALS IN THE STAIRWELLS.

Clubroom. The Clubroom should also be kept locked. During functions being held in the Clubroom, the room may be unlocked but it is the responsibility of the function organizer to ensure that the room is locked (including the sliding glass doors) at the end of the function. The same key that opens the stairwell opens the Clubroom. Doors to the pool from the Clubroom will be locked and secured at 5 p.m. each day.

Storage rooms and laundry rooms. Residents should have a key that opens the laundry rooms, storage rooms, and the 5th floor room containing the luggage carts. Storage rooms should be kept locked. Laundry rooms may be kept unlocked during the season.

Units. Residents are reminded that the Association is

INFORMATION FOR ALL

ASSOCIATION / BUILDING MANAGEMENT

The Gulf Shores Condominium Association is governed by a Board of Directors elected by the Unit Owners. A list of the current Board members is posted on the first-floor bulletin boards.

The Association retains a management company to support the Board and Owners. The current management company is Keys Caldwell:
Keys Caldwell, Inc.
1162 Indian Hills Blvd.
Venice, FL 34293
Telephone: 941-408-8293
Fax: 941-408-8664
Email: kweb@keys-caldwell.com
Website: <https://kcl.cinwebaxis.com>

CONDO UNIT OCCUPANCY

The organizing documents for the Gulf Shores Condominium Association that are on file with the State of Florida specify that the **CONDOMINIUM UNITS ARE TO BE USED AS SINGLE-FAMILY RESIDENCES** and that **PERMANENT OCCUPANTS MAY NOT EXCEED FOUR (4) PEOPLE**. These documents note that units should be kept in a neat and orderly manner, that they may not be used for any unlawful purpose; further, **NO USE OR BEHAVIOR IS ALLOWED WHICH WOULD CREATE A PUBLIC OR PRIVATE NUISANCE, WHICH WOULD UNREASONABLY INTERFERE WITH OTHER RESIDENTS' QUIET ENJOYMENT OF THEIR UNITS, OR WHICH WOULD BE A SOURCE OF ANNOYANCE TO THEM.**

UNITS MAY NOT BE USED FOR COMMERCIAL OR BUSINESS PURPOSES. Unit Owners (and their Tenants, Guests, Occupants and Invitees) may use Units for “home office” or “telecommuting” purposes, provided that such uses do not involve customers or clients coming onto the Condominium Property, the posting of any signage in the Condominium, or the storage of equipment, products, or materials in the Condominium.

AUTOMOBILES/PARKING

The building has adequate parking but during the busy season, empty spaces are at a premium. As a result, the Owners have established the following rules and guidance to ensure fair use of the limited space. If our lot is full, or for large vehicles, the city has overflow parking across the street.

NUMBERED PARKING SPACES

EACH UNIT IS ASSIGNED A SINGLE NUMBERED PARKING SPACE THAT IS RESERVED EXCLUSIVELY FOR THE SPECIFIED UNIT. A Resident may only use another unit’s assigned space with the express written permission of that space’s Owner.

PASSENGER VEHICLES BEING PARKED CANNOT EXTEND BEYOND THE CARPORT ROOF (see exact size restrictions below).

EXTENDED ABSENCES

Residents who leave their vehicles for extended periods should inform the Maintenance Team of the name of someone here with access to the vehicle in case of an emergency. Residents are reminded that rodents have been found nesting in vehicles left undriven for long periods.

RULES ENFORCEMENT

All state, county and municipal laws and regulations regarding use of elevator, pool, stairwells, etc. must be observed by all **Unit Owners, renters, leidees and guests**. Penalties to the Association from Residents’ failure to adhere to governmental regulations will accrue to the Unit Owner.

In addition, the Board may levy fines not to exceed the maximum amount permitted by law against a Unit Owner for any violations by **Owners, renters or leidees** of the Gulf Shores Articles of Incorporation, the Declaration of Condominium, the By-laws and these House Rules. Fines must be paid within a reasonable time after being assessed. The Board is entitled to begin legal proceedings against a Unit Owner if fines are not paid within a reasonable time.

SECURITY AND KEYS

For the safety and security of all Residents, access to the Condominium Building is restricted: first floor elevators, stairwells and the clubroom are locked at all times. **RESIDENTS SHOULD NOT ALLOW STRANGERS TO ENTER THE ELEVATORS OR STAIRWELLS WITHOUT FIRST DETERMINING THAT THE VISITOR HAS CONTACTED A RESIDENT AND HAS PERMISSION TO ENTER THE BUILDING.** Each Unit Owner or Resident is responsible for ensuring that delivery personnel leave the secure area. Under no circumstances should anyone be granted access to the building for the purpose of soliciting or distributing advertising and other literature.

Elevators. Access to the elevators from the first floor is restricted through the use of an elevator key or the

IS PERMITTED IN OR AROUND THE POOL AREA.

- 10. NO DIAPERED INDIVIDUALS ARE PERMITTED IN THE POOL AT ANY TIME.**
- 11. BATHING SUITS ARE CONSIDERED PROPER ATTIRE WHEN IN THE POOL.**
- 12. STANDING OR SITTING ON SAFETY ROPES IS NOT PERMITTED (ROPE MUST BE REATTACHED BEFORE LEAVING).**
- 13. GUESTS NOT LIVING IN THE BUILDING MUST BE ACCOMPANIED BY RESIDENTS WHEN USING THE POOL.**
- 14. LOUNGE CHAIRS MUST BE COVERED WITH A TOWEL BEFORE USE.**
- 15. ALL FENCING MUST REMAIN CLEAR OF TOWELS AND BEACHWEAR.**
- 16. ALWAYS HOSE OFF FEET WHEN ENTERING POOL AREA FROM THE BEACH.**
- 17. UMBRELLAS MUST BE LOWERED BEFORE LEAVING THE AREA AS UNATTENDED UMBRELLAS MAY BE BLOWN AWAY BY THE WIND AND CAUSE INJURY OR DAMAGE.**
- 18. LOUNGE CHAIRS SHOULD BE RETURNED TO THE ORIGINAL LOCATION AND POSITION.**

ROOF ACCESS

The doors from the 10th floor stairwells to the roof are locked. Access to the roof is restricted to protect the roof warranty and is only allowed for air conditioner servicing or replacement. Access must be requested in advance from the Maintenance Team through a work order form. This includes HVAC servicing.

GUEST SPACES

GUEST SPACES ARE FOR GUESTS ONLY AND MAY NOT BE USED BY OWNERS, RENTERS, OR INDIVIDUALS TO WHOM THE OWNER HAS LENT THE UNIT ("LENDEE").

An Owner cannot leave a vehicle in the assigned space and then rent or lend the unit and expect that the renter or lendeo will use a guest space. Overnight guests should place a card on the dashboard with the unit number to assist with identification during an emergency.

VEHICLE SIZE LIMITS

VEHICLES ARE NOT PERMITTED TO USE CARPORT SPACES IF THEY EXCEED 216 INCHES LONG OR 80 INCHES WIDE OR IF THE WHEELBASE IS GREATER THAN 125 INCHES. Vehicles exceeding any of these dimensions will be assigned a guest space without a carport. This guest space will be numbered and reserved for that Owner. The Owner's original space will be temporarily designated as a guest space. Vehicles that violate this rule will be subject to removal at the Owner's expense.

OTHER PARKING RULES

- 1. THE SPEED LIMIT WITHIN THE PARKING LOT IS 5 MPH.**
- 2. CAR COVERS ARE NOT PERMITTED FOR SAFETY REASONS.**
- 3. DELIVERY, SERVICE, REPAIR OR CONSTRUCTION VEHICLES MAY NOT PARK IN VISITOR OR NUMBERED SPOTS.** Such vehicles should park in the designated spot on the South side of the building. If full, such vehicles should park in the guest spots in back along the North side of the building. All such personnel must sign in on the log-in sheet in the

North trash room.

4. **CARS MAY BE WASHED IN THE DESIGNATED SPOT ON THE SOUTH SIDE OF THE BUILDING.**
5. **VEHICLES MAY NOT BE REPAIRED IN THE PARKING LOT.**
6. **UNIT OWNERS WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE PARKING LOT OR CARPORTS CAUSED BY THEIR VEHICLES OR VEHICLES OF THEIR GUESTS OR RENTERS.**
7. **VEHICLES MAY NOT BE PARKED IN ANOTHER UNIT'S ASSIGNED SPACE FOR ANY LENGTH OF TIME.**
8. **VEHICLES IN VIOLATION OF THE ABOVE MAY BE TOWED AT THE OWNER'S EXPENSE.**

If a vehicle is inappropriate parked in a Resident's parking spot, the Resident should inform the Maintenance Team (or a Board member, if after working hours). They will try to find the car owner and will leave a note on the car. If the situation persists, a Board member may authorize the vehicle to be towed. At the time of this writing the towing company is Johnson's Towing and the number is 941 488-8022.

BICYCLES

BICYCLES MUST BE KEPT IN THE UNIT, INSIDE THE UNIT'S ASSIGNED STORAGE CLOSET, OR PLACED IN THE BICYCLE RACK ON THE NORTH SIDE OF THE BUILDING. When a unit is occupied, bicycles may be placed in the bicycle rack on the North side of the building or in the Owner's unit. When the unit is not occupied, bicycles must be stored inside the Owner's unit. Bicycles placed in the bicycle rack must have an

open during daylight hours. Residents must enter and exit the pool area through the gates (**not** through the Clubroom). Pool users may use the Clubroom toilets with the proper dress (foot coverings & tops over bathing suits).

The pool is heated to a target temperature of 82-86 degrees. During the cooler months the pool will be covered at night to save electricity and to keep the pump working efficiently. **CONSISTENT WITH THE FLORIDA CODE THAT GOVERNS THE GULF SHORES POOL, NO ONE IS PERMITTED IN POOL AREA WHEN POOL COVER IS ON. GATES AND CLUBROOM DOORS MUST BE LOCKED WHEN POOL IS COVERED. AT NO TIME IS THE POOL TO BE PARTIALLY COVERED.**

POOL RULES

1. **NO ONE IS PERMITTED ON THE POOL DECK WHEN THE POOL COVER IS ON, CONSISTENT WITH FLORIDA LAW.**
2. **USERS SHOULD ENTER THROUGH THE SIDE GATES AND NOT THROUGH THE CLUBROOM.**
3. **USERS MUST SHOWER AT POOLSIDE BEFORE USING POOL.**
4. **CHILDREN UNDER 12 YEARS OLD MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES.**
5. **NO FOOD IS PERMITTED IN POOL AREA EXCEPT AT BOARD APPROVED FUNCTIONS.**
6. **NO GLASS IS PERMITTED IN POOL AREA.**
7. **DRINKS (NOT IN GLASS CONTAINERS) MUST BE KEPT 4 FEET FROM POOL CURB.**
8. **NO TOYS OR FLOATATION DEVICES MAY BE USED EXCEPT EXERCISE NOODLES.**
9. **NO RUNNING, BALL PLAYING, DIVING OR JUMPING**

for periodic inspections and any required treatment for standard pests (ants, silverfish, roaches, earwigs). The service providers also treat laundry and trash room areas quarterly. Call the Maintenance team to report any service needed.

The Association completed a comprehensive and successful anti-rodent, unit-to-unit “seal-up” program associated with two plumbing renovations projects in 2018 and 2019.

As a precaution to avoid attracting unwanted pests, the Association recommends that Residents not leave food out or uncovered at night, that they keep opened food in glass or heavy plastic containers, and that they close toilet seat covers when not in use.

PETS

PETS ARE NOT ALLOWED ON THE PREMISES AT ANY TIME. VIOLATORS OF THIS POLICY WILL BE FINED IN ACCORDANCE WITH THE GOVERNING ASSOCIATION DOCUMENTS.

POOL

The Association’s pool is regulated by Florida State Health and Safety Regulations and is inspected by Sarasota County Department of Health to determine compliance with these regulations. Failure to follow these regulations will result in closure of the pool by the authorities. Any Owner observing a violation of a rule should notify the offender and report the infraction to the Association for follow-up action.

Owners, guests and Residents use the pool at their own risk; there is no life-guard on duty. The pool area is

identification tag with at least the Owner’s name. Bicycles not identified or left for long periods in the rack will be removed. **BICYCLES MAY NOT BE LEFT OUT OR HUNG IN STORAGE ROOMS.** The Condominium accepts no responsibility for any bicycle placed in the bicycle rack or anywhere on the premises.

CABLE TV AND INTERNET

Through Owner dues, the Association provides basic cable television access and internet service through a bulk services agreement. The current provider is Frontier FiOS. The current package includes Preferred HD FiOS video service and 50 Mbps broadband internet service. For service, Residents should call Frontier directly at 1-844-660-0648 and should mention that they are receiving service as part of the Gulf Shores Bulk Services agreement. Owners may call to add additional services (such as VCRs or expanded video services, VOIP telephone service) for preferential rates; these additional services will be charged directly to the Owner’s account.

Equipment includes 2 set top boxes for TVs, 1 wireless router and various wall mounted switching equipment. Residents are cautioned to take care around the tiny fiber optic cables that run from the front door to the staging equipment. Any repair for damage of the fiber optic cables will be charged to the Owner’s account. (The user name and password at time of set-up can be found on the side of the router.)

CLUBROOM

Gulf Shores’ Clubroom (located in the middle of the

ground floor) is available for use by Residents. It includes a self-serve library, games, TV, comfortable chairs, game tables and a kitchen. Owners or renters may reserve the Clubroom for private functions by signing up in advance on the calendar on the bulletin board there. From time to time, private use may be need to be preempted for use by the Condominium Association. Residents who use the Clubroom for any activity are responsible for leaving it clean with the furnishings returned to their original order.

USE OF THE CLUBROOM FOR COMMERCIAL BUSINESS IS NOT PERMITTED.

THE CLUBROOM SHOULD NOT BE USED TO ACCESS THE SWIMMING POOL.

Users must be appropriately attired in the clubroom, with shoes, shirts and top.

ELEVATORS

Gulf Shores has two elevators to serve Residents, one each on the North and South sides of the building. For the safety and security of all Residents, access to the elevators from the first floor is restricted through the use of an elevator key or the digital call box.

Residents should not allow strangers to enter the elevators without first determining that the visitor has contacted a Resident and has permission to enter the building. Contractors should be asked if they have signed the log book at the North Elevator before allowing them access to the elevator.

KEY ACCESS

Owners were provided two non-duplicable elevator

1. **Both** elevators not working. (see discussion on Elevators above for more information.)
2. In-Unit **water leaks** that do not stop when the unit's main water shut off valve is turned off. The shut off valve is located in the kitchen near the stove.
3. **Broken glass in the parking lot, on walkways, or in the pool area.**
4. Any general maintenance emergency that **threatens** the immediate safety of Residents and or **threatens** damage to the building or to the building facilities.

RESIDENTS SHOULD CALL 911 EMERGENCY SERVICES, AND NOT THE MAINTENANCE TEAM, FOR HELP WHEN A RESIDENT OR GUEST IS INJURED OR INCAPACITATED.

UNIT OWNER MAINTENANCE RESPONSIBILITIES

The following items are the responsibility of the Unit Owner. Renters and lendees must report these items to the Unit Owner (or their representative) and not to Maintenance.

1. **ANY** malfunction of the unit air conditioning or heating.
2. **ANY** malfunction of the unit water heater.
3. **ANY** malfunction of the unit dishwasher, refrigerator or stove or other appliances.
4. **ANY** malfunction of the unit toilets, sinks or showers.

PEST CONTROL

The Association contracts with a pest control company

their units (such as windows, front doors, behind the wall plumbing); requests for such support must go through the Maintenance Supervisor (or in an emergency, a board member). Residents needing support with Common Area items or observing a general building issue should complete a maintenance work order as described below.

MAINTENANCE STAFF ARE NOT PERMITTED TO DO ANY PERSONAL WORK FOR OWNERS OR RESIDENTS DURING TIME BEING PAID FOR BY THE ASSOCIATION. This includes letting in and closing up after service personnel engaged by absent Owners.

MAINTENANCE WORK ORDERS

1. Residents requesting support must submit a written Work Order form, available in the Clubroom.
2. Residents should keep the back copy of the form after completing it.
3. Put the completed Work Order in the **mail slot** in the clubroom office (1st door on the right as you enter).
4. If Forms are not available, Residents may submit a written note including **NAME, UNIT NUMBER, DATE** and a detailed **DESCRIPTION** of the request.

MAINTENANCE EMERGENCIES

The following are examples of maintenance emergencies, which **should** be reported immediately either by phone or personally to a maintenance staff member (941-800-7675) during the work week or, after hours, to the management company, Keys-Caldwell at 941- 408-8293, ext. 302.

keys and are responsible for safeguarding those keys. Keys lent to workers should be returned daily to Owners. **OWNERS SHOULD REPORT THE LOSS OF A KEY TO THE MANAGEMENT COMPANY; IF NECESSARY, THE MANAGEMENT COMPANY WILL PROVIDE A PERMISSION SLIP FOR A LOCKSMITH TO DUPLICATE THE KEY.**

DIGITAL CALL BOX

Visitors should follow the call box directions for contacting the unit Residents, who then should press 6 on their telephone to send the elevator to the first floor. Residents are urged to test the system to be sure that the call box has the correct telephone number for them or that pressing 6 will open the door. To change the designated telephone number for a unit, Residents should contact the Maintenance team who will notify the Call Box manager.

USE OF ELEVATORS FOR DELIVERIES

Gulf Shores does not have a designated freight elevator. **RESIDENTS MUST INFORM THE MAINTENANCE STAFF IN ADVANCE PRIOR TO USE OF THE ELEVATORS FOR MAJOR DELIVERIES SO THAT THEY CAN INSTALL THE PROPER PADDING AND FLOORING PROTECTION.** This rule applies to deliveries of appliances, furniture, carpeting and construction materials or the removal of such items. Residents are responsible for any damage to the elevators or common areas from deliveries to them. **NOTE: The elevators can only accommodate items less than 88 inches high.**

OUT OF ORDER PROTOCOLS

Non-emergency (1 elevator working). The outage of

one elevator does not constitute an emergency (unless someone is trapped inside). When one unit is out, report the problem to the maintenance team, by phone or text (941-800-7675), or by email to gulfshoresmaintenance@gmail.com. They will contact Florida Elevator for service (week-days between 8 and 4 pm). They will put up signs that the elevator is out of service; if the outage occurs outside of their working hours, please put an “out of order” sign on the first-floor elevator door.

Emergency (no elevators working or person trapped in elevator).

It is an emergency when both elevators are not working or if someone is trapped inside the elevator. During hours when the maintenance team is working, contact them and they will call for emergency service.

After-hours and on weekends: (1) call Keys Caldwell (941 408-8293, ext. 304) to report the outage of both elevators and note that it is an emergency. (2) You may also text the Maintenance Supervisor on his personal cell phone (941-914-1123); let him know if you have also contacted Keys Caldwell to avoid duplication of effort. (3) Please put up signs (available in the Clubroom) that the elevators are out of service and that service has been called.

Emergency Action if People are Trapped in Elevator

- Contact Florida Elevator Service, 941-365-3758
- Call 911 and have Fire Department help with passenger removal (if emergency support from Florida Elevator cannot respond quickly)

and run water in the sinks and then turn it off again when leaving.

LAUNDRY ROOM

Laundry rooms are located at the South end of each floor. **LAUNDRY FACILITIES ARE FOR RESIDENTS ONLY** (never for non-residents). Laundry facilities may be used between 7:00 AM – 10:00 PM. Door should remain open during use and closed after use to indicate the room is free.

Laundry room rules are posted in each room. **Please read and follow these rules.** Please be respectful of others and do not leave clothes unattended after cycles are completed.

LUGGAGE AND GROCERY CARTS

The luggage carts are located in the utility room on the 5th floor (North side); the laundry room key will open the door. Grocery carts are available in each trash room. Please return the carts after use and do not leave them unattended on the walkways. Please remember that these carts are for everyone’s use so please return them promptly.

MAINTENANCE

Gulf Shores employs maintenance staff to handle the upkeep of the building. Maintenance staff may be reached by calling 941-800-7675 during week-day working hours. After hours and weekend emergencies should be reported to Keys Caldwell at 941-408-8293, ext. 304.

Maintenance staff may only support Residents with tasks associated with Common Area issues within

these City regulations.

6. Proper attire is required at all times. Footwear and tops must be worn in common areas.

DEPARTING THE UNIT FOR AN EXTENDED PERIOD

1. Thoroughly clean the unit – bathrooms, counters, floors, carpets, appliances, etc.
2. Clean out the refrigerator and discard food that will spoil. If you completely empty the refrigerator and want to turn it off, leave the door ajar.
3. Place all open food (such as cereal, pasta, sugar, flour, crackers) in air-tight containers. If you leave the refrigerator on, consider putting these containers in it and set the temperature to low.
4. Turn off the refrigerator ice maker and empty any remaining ice.
5. Clean stove, especially the oven.
6. Unplug all small appliances and TVs.
7. Close toilet seat cover, cover it with plastic wrap and/or place something heavy on it (water jug, full paint can, heavy dictionary) to keep the water from evaporating and to deter any pests.
8. Remove screens from windows and close window treatments (curtains, blinds).
9. “Hurricane-proof” the lanai by removing any items that might mold or mildew if they get wet from a strong storm.
10. Close doors to the lanai.
11. Leave air conditioner on and set to 80; adjust any humidistat to control mildew or mold. Change the AC filter.
12. Turn off power to the Hot Water Heater.
13. Turn off the water supply. Individuals checking the unit should turn the water on to flush toilets

- Coordinate actions with Kings III Emergency Operator: 941-486-0790.

OTHER

1. Elevators are sensitive. To hold the door open temporarily, please use the designated buttons inside the elevator and do not hold the door open with your hand. Holding the door open with your hand may cause the elevator to malfunction and the doors to remain open. Use the designated buttons to get the doors to close.
2. **REPORT ANY ELEVATOR MALFUNCTIONS TO THE MAINTENANCE TEAM.**
3. Please wear foot coverings and bathing suit cover-ups in the elevators.
4. **DRY OFF BEFORE USING THE ELEVATORS AS WET FLOORS MAY BE DANGEROUS TO OTHER USERS.**
5. **CHILDREN UNDER 12 YEARS OF AGE MUST ALWAYS BE ACCOMPANIED BY AN ADULT.**
6. **SMOKING IS PROHIBITED AT ALL TIMES IN THE ELEVATORS.**

GARBAGE AND RECYCLING

Gulf Shores has two trash rooms on the ground floor, one each on the North and South sides of the building where Residents should place both garbage and recycling. To help us secure our building against unwanted pests and odor, please be sure to close the trash room doors after use.

GARBAGE

During the season (usually November through April), the garbage pick-up is on **Tuesday and Friday** typically between 6:00 and 8:00 AM. Off season, the

garbage pick-up is on **Tuesday** only.

To avoid unwanted odors, insects, animals, etc. in the trash room, garbage should be placed in tightly tied plastic bags and put into the appropriate dumpster. As a courtesy to the first-floor Residents, Residents are requested to hold off disposing of potentially smelly garbage until the night before pick-up.

RECYCLING

Recycling pick-up is once a week on **Tuesday**, also between 6 AM and 8 AM.

Paper to be recycled should go into the **blue** bins in the trash rooms. Shredded paper should be first secured in a plastic bag. Cardboard boxes must be flattened and placed between the blue and brown bins. **DO NOT PUT UNFLATTENED CARDBOARD BOXES IN THE BLUE BINS.**

Glass, plastics and cans go in the **brown** bins in the trash rooms (please rinse containers).

STYROFOAM CONTAINERS AND PLASTIC BAGS MAY NOT BE RECYCLED IN OUR BINS; most grocery stores will accept Styrofoam and plastic bags for recycling.

CONSTRUCTION WASTE AND DELIVERY WRAPPINGS

The City of Venice prohibits disposing of delivery wrappings from furniture, appliances, carpeting, in the trash rooms; these must be removed from premises.

IMPORTANT: OWNERS ARE RESPONSIBLE FOR ENSURING THAT THEIR DELIVERY PERSONNEL AND CONSTRUCTION WORKERS COMPLY WITH THESE REQUIREMENTS.

GENERAL UNIT GUIDANCE

When absent from the unit for more than a week or two, the Association highly recommends that Residents arrange for someone to check the unit once a week for water leaks, to flush toilets, and during hurricane season (May through November), to carry out additional close-up tasks (such as removing furnishings from the lanais, closing interior doors, removing screens, etc.).

Any accidents in common areas should be immediately reported in writing to the Board of Directors.

GENERAL RULES:

- 1. NO SIGNS, ADVERTISEMENTS OR NOTICES OF ANY TYPE MAY BE DISPLAYED ON THE ASSOCIATION PROPERTY, EXCEPT FOR OCCASIONAL REALTOR OPEN HOUSE NOTICES.**
- 2. TELEVISIONS, RADIOS, STEREOS, ETC. AND NOISE FROM SOCIAL GATHERINGS MUST BE KEPT TO A LEVEL THAT DOES NOT DISTURB OTHER RESIDENTS' "QUIET ENJOYMENT" OF THEIR UNITS.**
- 3. RESIDENTS MAY NOT INSTALL SATELLITE DISHES OR EXTERIOR ANTENNA.**
- 4. RESIDENTS MAY NOT INSTALL ADDITIONAL FRONT-DOOR LOCKS OR BOLTS.**
- 5. DURING TURTLE NESTING SEASON (MAY-OCTOBER), RESIDENTS ARE REQUIRED TO ABIDE BY CITY OF VENICE REGULATIONS THAT WINDOW SHADES AND/OR CURTAINS BE CLOSED AT NIGHT.**
Unit Owners are responsible for any fines the building incurs from a unit's failure to abide by