



*Condominium Association, Inc.
5801 North Banana River Blvd.,
Cape Canaveral, Florida 32920*

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.

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WELCOME TO COSTA DEL SOL

We are happy you have chosen this community as your home. In an effort to make living here pleasant and enjoyable for everyone, we have found it necessary to establish some rules and regulations regarding the use of the clubhouse, pool, fishing pier, tennis courts, buildings and grounds. This handbook includes copies of the forms used by the Association to facilitate compliance of the rules and regulations.

We trust you will find the handbook beneficial to you and your family as well as to the other occupants of the community. All of us working together will make this a beautiful and desirable place to live.

If you have any questions, please do not hesitate to call the office at 799-4575, Monday through Friday between 9:00 a.m. and 2:00 p.m.

THE BOARD OF ADMINISTRATION

HANDBOOK OF RULES

Foreword

The Board of Administration, in accordance with Article VI of the By-Laws of the Condominium Documents, has the responsibility to maintain the quality of living at Costa del Sol in such a manner as to provide all the pleasure that an owner has a right to expect in a residential condominium. In fulfilling this responsibility, the following rules and regulations have been established.

It is not expected that the regulations contained in this handbook will, in any sense, limit the lifestyle of the majority of the owners and tenants. These regulations largely represent a compromise dictated by group living in a condominium community.

Any violations shall be levied on owners and handled as follows:

- (1) First time - notice of violation requesting voluntary correction and a specific deadline for compliance.
- (2) Second time - if violation continues, an official letter informing violator of possible legal action.

All restrictions, reservations, covenants, conditions and easements contained in the Declaration of Condominium shall constitute covenants running with the land or equitable servitude upon the land, as the case may be, and shall rule perpetually unless terminated as provided in the Declaration of Condominium and shall be binding upon all parties or persons subsequently owning property in said condominium.

In almost every case, a considerate person who accepts Costa del Sol as a residential condominium will find little restriction in these regulations.

Owners and other residents are responsible for informing guests and renters of their responsibilities.

RULES AND REGULATIONS

AS AMENDED AND ADOPTED BY THE BOARD OF ADMINISTRATION
ON JUNE 14, 1994

The following regulations pertaining to use restrictions are extracted from the Costa del Sol Condominium Declaration and apply to all occupants including owners, guests, renters and/or lessees.

- A. Each unit is hereby restricted to residential use by the owner or owners thereof, their guests and tenants.
- B. No two bedroom unit shall be occupied by more than four (4) persons and no three bedroom unit shall be occupied by more than six (6) persons.
- C. The keeping or harboring of animal pets is restricted to one (1) dog or one (1) cat. Snakes and reptiles of any kind may not be kept or harbored on the property and no birds or fowl except those ordinarily domesticated and kept as pets may be kept on the property.
- D. All pets shall be leashed or carried. Pet owners must remove animal waste from common areas immediately. Pets shall not wander loose on common areas or condo grounds. Pet owners are required to repair any damage done by their pets within fourteen (14) days. **If the pet owner fails to make repairs or remove animal waste, the Association will have these services performed at the owner's expense.** All pets which are a nuisance or an unreasonable disturbance must be removed from the property.
- E. No nuisances shall be allowed to be committed or maintained upon the condominium property, nor any use or practice that is the source of annoyance to residents or which interfere with the peaceful possession and proper use of the property by its residents. This includes offensive fumes-smoke. All parts of the property shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate, nor any fire hazard allowed to exist. No unit owner shall permit any use of their unit or make use of the common elements that will increase the cost of insurance upon the condominium property.
- F. No immoral or improper use shall be made of the condominium property nor any part thereof, and all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction of the condominium shall be observed.
- G. No sign, advertisement or notice of any type shall be shown on the common property or any unit therein. No exterior antenna and aerials shall be erected except as provided under the uniform regulations promulgated by the Association, except that one (1) sale or rent sign may be shown on each unit provided it is not over two (2) square feet.

- H. **An owner shall not place or cause to be placed in any of the project's common areas, not including limited common elements, any furniture, packages or objects of any kind.** Such areas shall be used for no other reason than for normal transit.
- I. No refrigerators or freezers may be on the porches.
- J. Nothing shall be hung from any of the windows, balconies, walkways or railings of the complex. Further, it is prohibited to shake out or dust rugs, etc. from windows or beat rugs, etc. by beating on exterior of complex. Washing down of porches by hose which results in discharge of water to adjacent units is prohibited.
- K. The following are regulations pertaining to the use of garages and parking areas:
- (1) Garage doors must be kept closed when not in use. Garages are for residential use only and the parking of cars. **Commercial use of a garage is prohibited.**
 - (2) Exit or entry one-way arrows must be obeyed. Residents and guests shall comply with the ten (10) mph speed limit and one-way directional arrows. Speed shall be reduced when approaching blind corners and garage areas. Remember a vehicle leaving a garage does not afford the driver adequate visibility until the vehicle is approximately halfway out of the garage.
 - (3) No freezer, refrigerator, or electrical household appliance will be operated in the garage.
 - (4) Park only in lined spaces. **Do not park on driveways or no parking lanes. Do not park on grass areas because of the potential for damage to the underground sprinkler system and the sprinkler heads.** No major auto repairs or routine maintenance may be made in the parking spaces. **Violators will be towed at owners' expense and any cost for repairs to the sprinkler system will be the responsibility of the owner.**
 - (5) No auto parking space may be used for any purpose other than parking automobiles which are in operating condition. No other vehicles or objects, including but not limited to trucks, motorcycles, commercial vehicles, trailers and boats, will be parked or placed upon such portions of the condominium property unless permitted by the Board of Administration. No parking shall be used by anyone other than an occupant of the condominium who is an actual resident or a guest or a visitor who is visiting a resident. No parking except in designated uncovered parking spots.
 - (6) Carport parking for Buildings 1 through 8 is reserved for those unit owners only. **Upon written complaint of cars in their reserved spots, cars will be towed at the vehicle owners' expense.**

- (7) An R.V. guest may park their vehicle, only by advance reservation permit from the Association office, in a designated spot for forty-eight (48) hours subject to availability. No hook-ups, generators, or occupancy is permitted.
 - (8) Skateboards and roller skates are not permitted to be used on any condominium property. Bike riding continuously around the property is prohibited. No bikes are to be ridden on the walkways.
- L. The Association shall have the right to have keys or code to keyless entry to all units and in the event that an owner installs a new or additional lock or locks on the front entrance door to a unit, the owner shall furnish the Association with a key to all said locks within forty-eight (48) hours after the new lock or locks are installed as per condominium law under Section 718, Florida Statutes.
- M. The Board of Administration or the agents land employees of the Association may enter any unit at reasonable times for purposes of maintenance, pest control, inspection, repair and replacement of the improvements within the units or the common property, or in cases of an emergency threatening units or the common property, to determine compliance with restrictions.
- (1) Owners are required to furnish keys or code to keyless entry to the Association office to be available in case of an emergency. **In the event a key is not available and forced entry is required, damage resulting will be the financial responsibility of the owner.**
 - (2) In emergencies or for a good cause, a Board member may enter the property of others in the owner's absence, providing the member is accompanied by one other Board member or a unit owner.
 - (3) Keys on file in the Association office will be furnished to third parties only upon "written" authorization from the owner or renter. The Association and its employees will not be responsible for any loss or damage resulting from such authorized admissions.
- N. The following regulations pertaining to guests shall be adhered to.
- (1) Owners or renters permitting guests to use an apartment in the owners' or renters' absence are required to inform the Association office of the names of guests, number of occupants, date of arrival and date of departure. This is for the guests protection in case of emergency.

- (2) Owners will be responsible for informing renters, lessees and/or guests of all regulations pertaining to restrictions on the use of condominiums and shall be responsible for violations thereof. Renters, lessees and guests are subject to all regulations on use restrictions governing the condominium. Therefore, this handbook should be readily accessible to all. **Owners are responsible for any violations of rules committed by their guests or renters.**
- O. All bulletins or notices to be placed on bulletin boards must be approved by the Board of Administration through the Association's office. Unauthorized bulletins will be removed.
- P. Temporary decorations on doors, windows and balconies for holiday occasions are permitted. Such decorations will be promptly removed when the holiday season is over.
- Q. The following regulations pertaining to noise shall be adhered to.
- (1) Residents should be considerate of their neighbors and not intrude upon their privacy by making unnecessary noise.
 - (2) Particular care should be exercised whenever radio, television, stereo or musical instruments are played. This is particularly important on balconies and when doors to balconies are open.
 - (3) Radios, televisions or tape players must not be played in the pool area so loud as to be offensive to occupants of adjoining units or other users of the pool area.
 - (4) Slamming of unit front doors or screen doors must be carefully avoided.
 - (5) Care should be exercised when using the recreation facilities after 10:00 p.m. so that the other residents will not be disturbed.
 - (6) The City of Cape Canaveral noise ordinance bans excessive noise between the hours of 11:00 p.m. and 7:00 a.m.
 - (7) Refrain from shouting from balconies or walkways.
 - (8) Grass areas are not to be used as a playground for any team or group sports. No ball playing is allowed on the property. **The Association is not insured against any injuries that might occur due to these illegal activities.**
- R. Nothing may be thrown from walkways.

- S. The following regulations pertaining to trash disposal shall be adhered to.
- (1) Aluminum cans; clear, green, and brown glass; newspapers (no magazines or color inserts); plastic milk, juice, water, and soda bottles only are to be sorted and placed in designated containers. All other trash must be securely tied in proper packages before disposing in dumpsters.
 - (2) All cartons must be broken down and brought to dumpsters.
 - (3) All contractors, including delivery services, must remove their debris, including obsolete carpet, furniture and equipment, from the Association property.

- T. The following regulations pertaining to rentals shall be adhered to.
- (1) All renters/lessees, whether acquired by an owner personally or by an owner through a real estate broker, must be registered with the Association office prior to occupancy. The Association office will provide a Residential Registration Form for the purpose of listing the number of adults, number of children, number of cars and the names of the renters. This form is required by the Association and will provide the necessary information should an emergency arise.
 - (2) All renters/lessees must be presented a copy of the Costa del Sol Rules and Regulations to be read prior to occupancy. A statement acknowledging the fact that the rules and regulations have been received and read will be filed in the Association office. Renters/lessees are subject to all regulations and use restrictions governing the condominium. One (1) month minimal rental period is required.

U. **AMENITIES** - The amenities key opens recreation facilities.

- (1) No local guest may use the amenities without a resident present.
- (2) It is the responsibility of all residents to protect the common elements from fire, theft or vandalism.

V. Clubhouse - General Rules:

- (1) The use of the Clubhouse, as with all the facilities, is made at your own risk. Clubhouse will be open for residents use on a daily basis from 9:00 a.m. to 2:00 p.m., OR
- (2) You may obtain the Clubhouse access key by showing proof of residency at the office during office hours and signing-out the key overnight, however, it **MUST** be returned the next day, OR

- (3) From 2:00 p.m. to 10:00 p.m., the Clubhouse is accessible by obtaining the special access key from a designated volunteer. Check with the office for more details. If privileges are abused different measures will be taken.
- (4) Renters must have written permission from the owners of their unit on file in the office before they can request the access key.
- (5) For Clubhouse use over the weekend, please call the office during the week to make arrangements for getting the access key.
- (6) No children under the age of sixteen (16) years will be permitted in the Clubhouse unless accompanied by a parent or an adult (18 years or older).
- (7) No smoking is requested in the Clubhouse.
- (8) No pets will be allowed at any time.
- (9) The last person leaving the Clubhouse is responsible for turning off the lights, fans, air conditioner, sauna, etc., and locking doors.
- (10) No wet bathing suits or bare feet are allowed.
- (11) No equipment such as tables, chairs, etc. are to be removed from the Clubhouse.
- (12) For pool table use, residents must furnish their own cue stick and chalk. Cue balls are furnished.
- (13) Each owner is responsible for any damage to the Clubhouse by himself, family, guests or tenants. The owner will be charged for the repairs of such damage.
- (14) The recreation room and surrounding area must be cleaned after each use and all debris removed, whether following casual use or a reserved private party.

W. Clubhouse - Private Use:

- (1) The Clubhouse may be reserved by owners for their or their tenants private parties (when not in use for Association functions) on a first come, first reserved basis. A minimum of one month advance notice is required. No private parties will be permitted on holidays. The Clubhouse maximum capacity is 86 persons. There is a 12:00 a.m. curfew.

For any private use, a plan for guest parking must be submitted and approved by the Board. **Remember you are reserving the interior of Clubhouse only. Guests may not mingle in pool area.** Plans for daytime functions must also be approved by the Board.

- (2) A \$25.00 (cash) users fee for private parties and a \$200.00 (cash) fee for weddings and/or receptions will be charged.
- (3) A damage deposit of \$200.00 (cash) is required for all private functions. The deposit will be refunded if rooms are left in a clean condition and if no loss or damage of equipment, furniture, carpets, etc. occur. The party reserving the accommodations must acknowledge an understanding of the refund policy.
- (4) Teenage parties are permitted only when continuously supervised by the parent's or legal guardian.
- (5) Clean up should be completed before 2:00 p.m. the following day. Exception to this - food must be removed from the Clubhouse at the end of the party.
- (6) Regularly scheduled activities and social events sponsored by the social committee have first priority.

X. **Sauna Room:** The sauna room can be dangerous to the health and safety of its users. **Safety precautions must be used at all times.**

- (1) No smoking allowed in the sauna room.
- (2) Use of the sauna will be limited to 30 minutes.
- (3) No children under the age of sixteen (16) years permitted in the sauna.
- (4) All lights and other electrical power must be turned off after using the sauna.

Y. **Pool and Deck Area:** The Association reserves the right to deny use of the pool to anyone at anytime. Individual property will not be left in the pool area over-night. Safeguarding of individual property is the owner's responsibility and the Board of Directors will not be responsible for lost or stolen property. No pool furniture is to be removed from the pool area. The following pool usage rules have been established.

- (1) Please be aware of the people living near the pool and keep noise levels down.
- (2) No drinks allowed in the pool.

- (3) **Absolutely no parties, private or otherwise, allowed in the pool area.**
- (4) Absolutely no one shall tamper with the pool operational equipment or with the pool safety equipment.
- (5) No games such as water polo shall be permitted, therefore, no balls or toys are to be placed in the pool.
- (6) No objects of any nature other than acceptable swimming aids shall be placed in the pool. Rafts will be permitted if they do not interfere with the activities of other pool users.
- (7) No horseplay will be permitted either on the deck or in the pool. This includes diving, running, wrestling, jumping, dunking, jumping from the deck onto a swimmer in the pool, and all other similar and potentially hazardous activities.
- (8) Pool use is for residents and their guests only. Do not open the gate for anyone other than your party. Do not lend your key to a non-resident.
- (9) **No food or glass containers are allowed in the pool area.**
- (10) No pets or bikes are allowed in the pool area.
- (11) Everyone must shower before entering the pool. No suntan lotion or oil in the pool. Those with shoulder length hair are requested to wear a bathing cap.
- (12) Children under the age of twelve (12) years must be accompanied by a parent or adult (18 years or older). No children with disposable diapers are allowed in the pool.
- (13) Children between twelve (12) and sixteen (16) years old may have only one non-resident at the pool.
- (14) Radios may be used in the swimming pool recreation area if kept at a low courteous volume.
- (15) **No Lifeguard is on duty, swim at your own risk.**
- (16) Persons returning from the beaches must wash sand off their feet and any items, such as toys, **BEFORE ENTERING** the pool area. Since the pool cannot filter out sand, tar or grit, this may cause damage to the pool coating and to the equipment. A water spigot and hose is provided on the side of the clubhouse for rinsing purposes. Turn off water after each use.

Z. **Tennis Courts:** The courts are to be used for playing tennis only.

- (1) Do not let strangers or non-playing persons in when courts are occupied.
- (2) Tennis shoes with smooth soles only should be worn.
- (3) No smoking or eating on the courts.
- (4) No pets allowed on the courts.
- (5) Do not adjust the nets. If this becomes necessary, please notify the office so maintenance can be done.
- (6) The courts cannot be used by a resident for monetary gain.
- (7) No one under the age of twelve (12) years may use the courts without an adult (18 years or older).
- (8) **Replace Padlock and secure the gate when you leave** to prevent unauthorized use of the courts or vandalism and theft of Association property.

AA. **Car Wash Area:** Please use common sense and turn off the water after use to relieve the pressure on the hose.

- (1) Use amenities key to get the hose.
- (2) Use for car wash only, no vehicle repairs or maintenance allowed.
- (3) No parking of unattended vehicles allowed.
- (4) When finished, do not leave hose on the ground, return it to the proper storage area and lock it up.

BB. **Fishing Pier:** Tie up at the fishing pier is prohibited in accordance with the Department of Natural Resources permit number 051196854.

- (1) No boat launching or docking allowed.
- (2) No one is permitted on the fishing pier after 11:00 p.m. unless quietly fishing.

(CDS 7/94)

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.

Important Telephone Numbers

Condo Association Office	799-4575
Elevator emergency service	269-1018
Police/non-emergency	632-2511
Police/Fire/Ambulance emergency	911
Sheriff's Department	264-5100
Florida Power and Light (FPL)	631-2000
City of Cape Canaveral	868-1200
Cape Canaveral Hospital	799-7194
Western Waste (for large item pick-up)	636-6894
Cablevision of Central Florida	254-3300
Water Department (Cocoa Utilities)	639-7508
Lift Station Alarm	868-1241
Brevard County Animal Control	779-4020

Sample Forms

The enclosed forms are copies of those used by the Association to facilitate compliance of the rules and regulations. These forms may change or be up-dated at any time by the Board of Administration, but shall contain the same basic information.

If you should find it necessary to complete one of the forms, please contact the Condo office for the latest revision.

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.
5801 North Banana River Blvd., #958
Cape Canaveral, Florida 32920
(407) 799-4575

RESIDENTIAL REGISTRATION FORM

All residents must complete and return this form to the Association office within 24 hours of occupancy.

UNIT # _____ OWNER(S): _____

Mailing Address: _____

Date Occupied: _____ Home Phone #: _____ Work Phone #: _____

1. Winter Residents - Alternate Address: _____

_____ Phone #: _____

2. If owner is an absentee investor, the name and phone number of a local (Florida) person to contact in case of an emergency must be provided.

Contact Person: _____ Emer. Contact Phone #: _____

3. TENANT(S) (if leased): _____

Home Phone #: _____ Work Phone #: _____

Previous Address: _____

Leasing Agent: _____ Terms of Lease: _____
(starting date, length, etc., if applicable)

4. In case of disaster evacuation, who will know where we can reach you? Give someone who lives outside of the area or state.

Name(s): _____ Phone #: _____

5. Occupancy by: # of Adults _____ # of Children _____ Ages: _____, _____, _____

6. Number of Pets: Dog(s) _____, Cat(s) _____, and/or Bird(s) _____

7. Number of Vehicles: _____ (Tag #, Make & Model of each)

a) _____ b) _____

The undersigned acknowledge receipt of a copy of the Costa del Sol Condominium Association **HANDBOOK OF RULES**, and have read and understand these regulations as they apply to all occupants including owners, guests, renters and/or lessees. Further, by signing this form, the undersigned agree to abide by these rules and any future amendments to these rules and regulations.

Date: _____ Signature(s): _____

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.
5801 North Banana River Blvd., #958
Cape Canaveral, Florida 32920
(407) 799-4575

WORK ORDER REQUEST FORM

(Note - all requests must be handled through the office first)

Date Requested: _____

By: _____ Unit#: _____
(Owner or Tenant)

Phone #: _____

In case additional information is needed, please provide a phone number we can call.

Do you wish a reply by phone on action taken? ___/Yes ___/No

Type of Problem (check one):

___/Grounds ___/Posted Signs ___/Lighting ___/Pest Control

___/Building - Exterior ___/Building - Interior

Please describe repairs needed or problem and the location.

COPY

Date received in office: _____ Time: _____

Action taken by the Association: _____

Completed By: _____ Date: _____

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.
5801 North Banana River Blvd., #958
Cape Canaveral, Florida 32920
(407) 799-4575

COMPLAINT FORM

(Note - all complaints are handled in strict confidence)

Date Reported: _____

By: _____ Unit #: _____
(Owner or Tenant)

Phone #: _____

In case additional information is needed, please provide a phone number we can call.

Do you wish a reply by phone on action taken? ___/Yes ___/No

Type of Complaint (check one):

___/Noise ___/Pets ___/Trash ___/Parking ___/Other

Please state the complaint or problem in as few words as possible and the location.

COPY

Date received in office: _____ Time: _____

Action taken by the Association: _____

Completed By: _____ Date: _____

COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.

5801 North Banana River Blvd., #958

Cape Canaveral, Florida 32920

(407) 799-4575

LEAK REPORT FORM

(Note - all reports of leaks must be handled through office)

Date Reported: _____

By: _____ Unit #: _____
(Owner or Tenant)

Phone #: _____

In case additional information is needed, please provide a phone number we can call.

Type of Problem: _____

Location of Problem: _____

Method of Repair and Cost Data

_____/In House - Total man hours _____ Total materials _____

_____/Outside Contractor: _____
(name & phone #)

Estimated hours _____ & cost \$ _____

Final cost per invoice received \$ _____

Work Performed: _____

Has this area been repaired within the last six months? _____

Date received in office: _____ Time: _____

Action taken by the Association: _____

Completed By: _____ Date: _____

COPY

Criteria for Pest Control at Costa del Sol Condominium

1. Service person must be escorted into each unit if occupant is not present.
2. Service should start between 9:00AM to 9:30 AM on the scheduled day.
3. Call backs will be administered to without extra cost. Only emergency call backs will be taken care of on non service days. The company will respond within a reasonable period of time, 24 to 36 hours.
4. The Condominium cost is based on the service to 225 units per month and the Clubhouse is included in the price. The service company will treat the outside of each building monthly to help control ants, by the perimeter spreading of 1% DIAZINON Crystals, at no extra cost.
5. Most important for each occupant to remember: notify the office... call between 9AM & 2PM Monday to Friday **799-4575** one day before your regular service day to prepare the service person for any special problem you may have.
6. It is the occupants responsibility to be ready for service:
 - a. General pest control, the operator will spray the places which are readily accessible and will not move objects.
 - b. PHARAOH ANT: Remove switch plates and receptacle covers, especially in and around areas of ant activity. The service person will NOT remove them for you.
 - c. GERMAN COCKROACHES: The service person will spray pesticides, use a ULV fog machine or WHITMIRE fogging equipment. Hormones can be used if a severe problem occurs. Areas of probable roach activity; all cabinets, under sinks, refrigerator motors, cardboard boxes brought in from places that are already roach infested. Clean boxes do not make roaches so are OK to have. It must be understood that the occupant will cover or store all foodstuffs and utensils that may be exposed, Lastly you are advised to VACATE the unit for four hours, and upon returning, ventilate for 15 minutes. Roach clean-out procedures are available to each unit if a serious problem exists.
 - d. FLEAS: Control can only be achieved by strictly following directions; The animal must be treated by a professional groomer or Vet. and be out of the unit on the same day as the spraying.
All shoes, toys and valuables off the floor surface, no clutter at all.
The entire floor surface of the unit MUST be thoroughly vacuumed and the bag discarded immediately, OUTSIDE of the unit. If these conditions are not met, you cannot expect the best job.
Lastly, you must vacate the premises for at least three hours to allow the chemical to be effective. Do not disturb the finely sprayed material by walking on it while it is still wet, allow ample drying time.

7. Spec. sheets on all materials used are held in the Condo Office files along with Pest Control Company's license, proof of insurance and Pest Control Certification for the current year.

8. It has been determined that weekly service calls will afford the association better availability of the service person, thus dividing our buildings into four segments. This places the operator in our area every week and available for call-backs.

9. Before making weekly rounds, the operator will check at the office for any call-backs and or complaints. This work can then be fitted into his routine for the day.

Schedule for each month - Tuesday, the service day

1st Tuesday	Buildings 1 and 2	48 units approx. time 3 hours
2nd Tuesday	Buildings 3 thru 8	58 units approx. time 3 hours
3rd Tuesday	Buildings 9 and 10	70 units approx. time 4 hours
4th Tuesday	Buildings 11 and 12	70 units approx. time 4 hours

The clubhouse and the outside perimeter of all buildings, are to be treated at a time best for the operator, but on a monthly basis.

Before making the weekly rounds the operator will check the office for any additional instructions. Occupants cannot expect special services if the office is not notified properly ahead of time.

This criteria is spelled out to be clear as possible so that each occupant knows what service they can expect to receive and what they have to do to prepare their unit for service. If you have any questions CALL THE OFFICE.

Original criteria prepared 1/93, reviewed 2/94, up-dated 6/1994

**COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.
EMERGENCY EVACUATION PLANS**

ADOPTED BY THE BOARD OF ADMINISTRATION AS OF JUNE 14, 1994

NOTICE - At the first warning, which can be up to four days in advance of a storm, we will start to implement the following procedures.

1. Keep updated photographs and video of entire property that were originally done in 1993.
2. Designate someone to be responsible for placing pool furniture into each pool or securing it inside the clubhouse.
3. Microfilm all blue prints of building plans and put into safety deposit box at Reliance Bank.
4. Prepare a list of persons needing transportation in case of evacuation.
5. All units with Hurricane Shutters must have keys on file in the office, including keys to storm doors.
6. Secretary/Treasurer is responsible for the safe evacuation of the Articles of Incorporation, Condo Docs, regulations, corporate seal, contracts, guarantees, checking and savings accounts, safety deposit box keys and all original copies of insurance policies. All unit keys must be put in a safe place. A portable file box (located in the storage room) shall be kept on hand for a quick retreat.
7. List all insurance policy numbers and companies and all bank account numbers and banks. Give a copy to each board member and send a copy of list and photo copies of policies to a designated person, known to a board member, who lives outside of the area.
8. A list for residents to complete shall be placed on the bulletin boards of each building. Each unit owner or tenant should list where they can be reached or the number of an out of area relative or friend they will contact. The last resident to sign out is to bring list to the office or the Secretary/Treasurer. This is in case a unit owners vote is necessary.
9. Residents should be advised to turn off all utilities before leaving and take some of their valuables with them.
10. The Association will try to establish a central phone number that residents can call after storm passes (if it is safe to return or when, etc.).

11. After storm, first priority of the Board is to hire security guards to cover the property. Send proposals of required services to area companies to establish a list of acceptable security companies now. They may require a retainer for this type of service. Keep a list with these plans.
12. Make a master list with residents names (owners or tenants), evacuation numbers and contact persons. Have a relay system to call all owners/members.
13. If possible, the Red Cross may have an information message center system where residents will be able to check for the status of Costa del Sol and whether it is safe to return.
14. First choice for a meeting location is the Costa del Sol Clubhouse after a storm, a phone number will be established and an ad placed in the nearest OPERATING NEWSPAPER for the time and place of the Board Meeting. If the clubhouse is unusable and/or it is impossible to get together, the Board will try to have a joint phone conference call.

This plan shall remain in effect until further action by the Board of Administration.

**COSTA DEL SOL CONDOMINIUM ASSOCIATION, INC.
GUIDELINES FOR SHUTTER INSTALLATIONS**

ADOPTED BY THE BOARD OF ADMINISTRATION ON FEBRUARY 18,1992
AND AMENDED JUNE 14, 1994

1. An owner wishing to install shutters on their unit must give advance notice to the Association office of the proposed supplier and/or installer and the proposed installation date.
2. Owners must give the Board sufficient notice of intent to install shutters so the balcony/patio deck and window sills can be inspected for deterioration, and any required repairs can be completed before shutter installation takes place.
3. The Association will not be responsible for any leaks caused by the installation process.
4. The maintenance of the shutters becomes the responsibility of the owner.
5. If deck or window sill deterioration of any kind occurs after shutter installation, the Board has the obligation and the right to repair the damage at the expense of the Association. The Association will not pay for the removal and/or re-installation of those shutters. The Association will not pay for any damage to any shutter system caused by defect in the balcony or window sills after shutter installation.
6. The shutters should be of the roll-up, roll-down construction form and constructed of individual slats made of PVC and/or aluminum firmly inter-locked to form a unit which can roll up or down mechanically by hand or power driven.
7. The shutters shall be designed to withstand winds of 140 mph, with the design being approved by a recognized testing laboratory.
8. The color of the shutters shall be beige of a shade similar to the building color. The shutter enclosure must not detract from the general appearance of the building.
9. The installer shall be covered by Workman's Compensation and carry liability insurance.
10. All electrical parts shall be UL approved or satisfy the National Electric Code.
11. The overall construction of the shutters and the installation shall conform to the South Florida Building Code.
12. The Association has determined that the following are acceptable suppliers:

Rollix Shutter Systems	Best Shutter Company
Rolladen, Inc.	All Around
13. Any other suppliers must first present their credentials for review.