

MARYANNE MORSE, CLERK OF CIRCUIT COURT  
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Prepared by and Return to  
Cheyenne P. Young  
Clayton & McCullough  
1065 Matland Center Commons Blvd.  
Matland, FL 32751

**CERTIFICATE OF AMENDMENT TO  
RULES AND REGULATIONS  
ATTACHED AS EXHIBIT "F" TO THE DECLARATION OF  
CONDOMINIUM OF ROYAL ARMS CONDOMINIUM**

KNOW ALL MEN BY THESE PRESENTS:

That on this 3rd day of November, 2003, the undersigned, ROYAL ARMS CONDOMINIUM ASSOCIATION, INC., (hereinafter the "Association"), pursuant to Florida Statutes, and the Association's By-Laws, (hereinafter referred to as the "By-Laws"), recorded as Exhibit "E" to the DECLARATION OF CONDOMINIUM OF ROYAL ARMS CONDOMINIUM, recorded in Official Records Book 1460, Page 1564, *et seq.*, of the Public Records of Seminole County, Florida, as amended and supplemented, (hereinafter referred to as the "Declaration"), hereby certifies that the Rules and Regulations, recorded as Exhibit "F" to the Declaration, have been amended and restated, which Amended and Restated Rules and Regulations are attached hereto as Exhibit "A," and by reference made a part hereof, were duly adopted on the 21<sup>st</sup> day of August, 2003. Said Amended and Restated Rules and Regulations were approved pursuant to Article II, Section 2.02(e) of the By-Laws, at a regular meeting of the Board of Directors of the Association.

The Board of Directors conducted its regular monthly meeting and passed the attached Amended and Restated Rules and Regulations. Proper notice was given for the August 21, 2003, Board of Directors meeting pursuant to the By-Laws of the Association (i.e., the meeting where said Amended and Restated Rules and Regulations were passed). Said Notice stated the date, time and place of the meeting.

At the meeting at which the Amended and Restated Rules and Regulations were proposed and considered, a resolution adopting the Amended and Restated Rules and Regulations was approved by a vote of at least seventy-five percent (75%) of the entire Board. A copy of the Amended and Restated Rules and Regulations was provided to each Unit no later than forty-five (45) days prior to the effective date of said Amended and Restated Rules and Regulations.

IN WITNESS WHEREOF, ROYAL ARMS CONDOMINIUM ASSOCIATION, INC. has caused these presents to be executed in its name, this 3rd day of November, 2003.

Signed, sealed and delivered  
in the presence of

ROYAL ARMS CONDOMINIUM  
ASSOCIATION, INC

[Signature]  
Witness Signature  
Jose V. Rivera  
Print Name of Witness

BY [Signature]  
PRINT NAME BILL PERUCHA  
TITLE President

[Signature]  
Witness Signature  
Arlene J. Rumley  
Print Name of Witness

ATTEST [Signature]  
PRINT NAME: Geraldine Kaplan  
TITLE: Secretary

Association Address:  
500 Orange Dr.  
Altamonte Springs, FL 32701

STATE OF FLORIDA  
COUNTY OF SEMINOLE

The foregoing Certificate of Amendment was acknowledged before me this 3rd day of November, 2003, by Bill Perucha, as President of Royal Arms Condominium Association, Inc., a Florida corporation, on behalf of the corporation, [ ] who is personally known to me or [ ] who produced \_\_\_\_\_ as identification.



NOTARY PUBLIC  
[Signature]  
State of Florida, At Large  
(Print Name) Margaret J. Reardon  
My Commission Expires: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF SEMINOLE

 Margaret J. Reardon  
MY COMMISSION # DD167245 EXPIRES  
November 24, 2006  
BONDED THRU TROY FAIR INSURANCE, INC

The foregoing Certificate of Amendment was acknowledged before me this 3rd day of November, 2003, by Geraldine Kaplan, as Secretary of Royal Arms Condominium Association, Inc., a Florida corporation, on behalf of the corporation, [ ] who is personally known to me or [ ] who produced \_\_\_\_\_ as identification.

NOTARY PUBLIC  
[Signature]  
State of Florida, At Large  
(Print Name) Margaret J. Reardon  
My Commission Expires: \_\_\_\_\_

 Margaret J. Reardon  
MY COMMISSION # DD167245 EXPIRES  
November 24, 2006  
BONDED THRU TROY FAIR INSURANCE, INC

**EXHIBIT "A"**

EXHIBIT "F"  
TO DECLARATION OF CONDOMINIUM OF  
ROYAL ARMS CONDOMINIUM  
RULES AND REGULATIONS

INTRODUCTION

The Rules and Regulations hereinafter enumerated shall be effective as of November 1, 2003, and shall remain in effect until amended by the Board of Directors. The Rules and Regulations shall apply to and be binding upon all Unit Owners. Unit Owners shall obey the Rules and Regulations and shall use their best efforts to see that the Rules and Regulations are observed by the Unit Occupants, guests, invitees and any other persons for whom they are responsible or for whom they exercise control. Any violation of the Rules and Regulations shall subject the violator to any and all remedies available to the Association and/or other Unit Owners under the provisions of the Declaration of Condominium, the Articles of Incorporation of the Association, the Bylaws of the Association and Florida Law. The Association shall be entitled to recover any and all costs, including reasonable attorneys fees whether suit be filed or not, incurred by it against any Unit Owner or Occupant violating the Rules and Regulations. Any waiver, consent or approval given pursuant to the Rules and Regulations by the Board shall be revocable at any time and shall not be considered a waiver, consent or approval in identical or similar situations.

Unit Owners shall provide a copy of the Rules and Regulations to the Occupant(s) as part of any lease agreement. In addition, specific rules will be posted in appropriate places throughout the community such as the tennis courts, laundry rooms, and pool areas. Rules and Regulations, whenever revised, shall be mailed or hand delivered to all Unit Owners within thirty days after Board approval and, shall be effective upon mailing or hand delivery.

1. DEFINITIONS

All terms used herein shall have the meaning ascribed to them in the Declaration of Condominium for Royal Arms Condominium, Inc., as originally recorded in Official Records Book 1460, Page 1564, *et seq.*, of the Public Records of Seminole County, Florida, as same may be amended and supplemented from time to time.

2. A SINGLE FAMILY COMMUNITY

Royal Arms Condominium, Inc. is a single-family residential community, wherein each Unit may only be occupied by a single family, as hereinafter defined, or by no more than two (2) unrelated adults. Single family occupancy shall mean occupancy by family members who are related by marriage, adoption or blood. In no event shall occupancy exceed the following:

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Adopted by the Royal Arms Condominium Association, Inc. Board of Directors on August 21, 2003

One Bedroom Units----- 2 Persons  
Two Bedroom Units-----4 Persons  
Three Bedroom Units-----5 Persons

3. NOTICE AND DETERMINATION OF VIOLATIONS

Unit Owners and Occupants shall report violations of the Declaration of Condominium or of these Rules and Regulations to the agent appointed by the Board of Directors by phone or in writing. Anonymous notifications of violations will not be acted upon by the Association. Determinations of violations shall be solely within the power and jurisdiction of the Board of Directors and/or the appointed agent.

4. OBSTRUCTIONS

Sidewalks, driveways, entrances, breezeways, and stairways shall be used only for access, ingress and egress to and from the Units. The Common Elements, including but not limited to, the sidewalks, driveways, entrances, breezeways, parking spaces, patios, and balconies shall not be obstructed in any manner and shall not be used for personal storage of any kind.

5. LOITERING

There shall be no playing or loitering on the Condominium's sidewalks, driveways, entrances, breezeways, and stairways. Unit Owners and Occupants shall supervise their family members, guests, invitees and licensees to ensure compliance with the Association's governing documents, including these Rules and Regulations, and to ensure the safety and equal enjoyment of all residents.

6. DESTRUCTION OF PROPERTY

Unit Owners and Occupants shall not damage, destroy or deface any part of the Condominium Property. Unit Owners shall be responsible for any damage, destruction, or defacement of the Condominium Property caused by their own acts, or the acts of their tenants, guests or invitees.

## 7. EXTERIOR APPEARANCE

The Common Elements shall not be painted, decorated or otherwise modified or altered without the written permission of the Board of Directors. No awnings, lawn ornaments, window guards, screen doors, light reflecting materials, hurricane shutters, ventilators, or air conditioners shall be put or placed on the exterior of any Condominium Building without the prior written consent of the Board of Directors. No Unit Owner, agent of any Unit Owner, or Occupant may post signs, names, notices or advertisements of any type on any part of the Common Elements, including windows, doors, bulletin boards, automobiles and/or mailboxes. There shall not be anything protruding out of any window or screen, nor shall any antennae be attached to the roof or affixed to the exterior of any Condominium Building.

## 8. CLEANLINESS

All household trash and garbage shall be deposited in the Association dumpsters intended for this purpose. No furniture, appliances, paints, batteries, toxic materials, wood, concrete, televisions, electronic devices, carpeting or similar items shall be placed inside or next to the dumpsters, nor anywhere on Common Elements.

## 9. BREEZEWAYS

No plants, trees, pots, containers, receptacles, boxes, trash, furniture, bicycles, toys, sculptures, statues, mops, brooms, buckets, coolers, shoes or any other personal item shall be stored on the breezeways at any time. No clothing, material, rugs or mops shall be shaken, hung or thrown from windows, railings, balconies or breezeways at any time.

## 10. PATIOS/ BALCONIES

Balconies and patios are intended to be extensions of the living space of each Unit, and shall not be used for the storage of trash, trash containers, storage bins, animal cages, ladders, coolers, gas or charcoal grills, bicycles, toys, or weight sets.

## 11. DOOR LOCKS/KEYS

Each Unit Owner shall deliver, and keep on deposit in the Association's management office, a key to his or her Unit. The key(s) shall be kept in a locked storage cabinet maintained by the Association, and, in accordance with Section 718.111(5), Florida Statutes, (2002), as same may be amended from time to time, the key(s) may be used by the Association for the purpose of entering a Unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a Unit to

be maintained by the Association pursuant to the Declaration, or as necessary to prevent damage to the Common Elements or to a Unit or Units. The Association shall not be responsible for emergency access to any Unit should the key not be deposited in the management office. In the event that emergency entrance is required, the Unit Owner or Occupant shall be responsible for any and all cost incurred for emergency access. Upon the alteration or installation of a new lock on a Unit, the Unit Owner shall provide a new key to the Unit to the managing agent.

#### 12. ATTIRE

Unit Owners, Occupants, and their guests and invitees, shall be properly clothed while on the Common Elements.

#### 13. PLUMBING, SEWER & DRAINAGE SYSTEM

Unit Owners, Occupants, and their guests and invitees, shall not use the plumbing, sewer or drainage facilities for other than their intended use. Only the following materials shall be deposited or placed (*i.e.*, flushed) in any toilet in the Units or on the Common Elements: toilet paper, bodily wastes and cleaning products specifically designed for toilets. No grease may be disposed of in the drains of any Unit. No material or debris of any kind shall be deposited or placed in the storm drain system by a Unit Owner or Occupant. Carpet cleaning services must have a self-contained tank for the disposition of extracted water from carpets. The cost of any damage resulting from the misuse of the plumbing, sewer or drainage facilities shall be borne by the Unit Owner.

#### 14. SERVICE AREAS

No Unit Owner, Occupant, guest or invitee, shall enter or attempt to enter the maintenance areas or the pool service areas, nor shall any unauthorized person tamper with, adjust, or repair service equipment.

#### 15. SOLICITATION

Except as otherwise permitted by law, solicitations by any person on the Condominium Property for any cause, charity or any purpose other than condominium business is prohibited.

#### 16. VEHICLES/PARKING

The following vehicles are prohibited from being parked on the Condominium Property: limousines, motor homes, travel/recreational vehicles, buses, dual axle trucks, box vans/trucks, vehicles designed to provide temporary living quarters, vehicles exceeding 8 feet in width, vehicles exceeding 12 feet in height, vehicles longer than 18 feet, vehicles to which a platform or rack for carrying items (other than personal effects) has been added. Any cargo in the bed of a permitted truck must be covered and may be no higher than the sides of the bed. Vehicles on the Condominium Property shall have a current license tag affixed to it, and shall be

in a good state of repair. No vehicle which cannot operate on its own power shall remain on the Condominium Property for more than twenty-four (24) hours. Vehicles shall not create a nuisance, hazard or be considered detrimental to the Association.

All traffic regulations as posted shall be obeyed. No double-parking, fire lane parking, parking in marked crosswalks or parking in or across two (2) spaces is permitted. Motorcycles shall be parked in a parking space, and shall not be parked or stored in breezeways or sidewalks.

No repairs of vehicles shall be allowed on Condominium Property except minor emergency repairs, such as battery changes or charges, or fixing flat tires. No changing of oil and/or other automotive fluids is permitted.

Any vehicle parked or stored on the Condominium Property which does not comply with these Rules and Regulations shall be deemed an "improperly parked vehicle," and is subject to towing by the Association, at the owner's expense, any time after twenty-four (24) hours have elapsed from when a violation notice has been posted on the vehicle by the Association.

Nothing herein shall be construed to prohibit bona-fide loading/unloading of goods from a commercial vehicle, moving van, or parcel delivery truck, nor prohibit public transports, including taxicabs, from entering the Condominium Property.

#### 17. BOAT PARKING

Unless in use or properly anchored on Lake Orienta as provided for herein, all boats, boat trailers and jet skis shall be parked in the reserved spaces provided for these types of vehicles, and shall be properly tagged and kept in a good state of repair, provided however, that the boat parking spaces shall only be used by Unit Owners who have entered into a lease agreement with the Association for use of such parking spaces.

#### 18. HURRICANE PREPARATIONS

Pursuant to Section 718.113(5), Florida Statutes, as same may be amended from time to time, each Unit Owner or Occupant who plans to be absent from the Unit during hurricane season (*i.e.*, June 1<sup>st</sup> through December 1<sup>st</sup> of each year) must prepare the Unit for the hurricane season prior to departure by removing all furniture and plants from the balcony or patio and by designating a responsible firm or individual to care for his or her Unit during the absence in the event that the Unit shall suffer hurricane or other damage. The Unit Owner or Occupant shall furnish the name of such firm or individual to the managing agent.



Hurricane Shutters – Unit Owners may install hurricane shutters that conform to the following specifications

1. The installation must be completed by a licensed and insured manufacturer's authorized installer;
2. The installation shall be accomplished in a professional manner meeting all appropriate existing building codes;
3. Any damage to the Buildings caused by the hurricane shutters must be repaired promptly at the Unit Owner's expense, including restoring the Building to its original condition in the event the shutters are removed;
4. The cost of installation, maintenance, and repairs will be at the Unit Owner's expense;
5. All shutters will be the "roll up style", either electrically or manually operated, with a cover over the exterior mechanism in the same color as the shutters;
6. All shutters must carry a wind rating in excess of 200 m.p.h.;
7. The shutter's selected color must be as close as possible to the color of the Buildings. If the colors of the Buildings are changed, the Association will include the painting of the shutters into the contract, but only for the initial color change. Thereafter, any required repainting or other maintenance of the shutters will be the responsibility of the Unit Owner.
8. All requests for installation of shutters must be submitted in writing to the Board of Directors. The Board shall approve the installation as long as all previous criteria are met. The Board may require proof of compliance, and if any of the criteria are not met, the Board may cause the Unit Owner to remove the shutters or to correct the deficiencies. All related costs shall be borne by the Unit Owner.

#### 19. LEASING RESTRICTIONS

A Unit Owner may lease his Unit only pursuant to a written lease a copy of which shall be supplied to the Association management office within thirty (30) days of the signing of the lease. No lease shall be for a term of less than six (6) months. Leases may not be assigned or subleased. Boarders are not permitted. A copy of the current Rules and Regulations of the Association shall be provided to the tenant(s) as an addendum to the lease. The Unit Owner, or his or her agent, shall provide to the Association a current key to the Unit, the names of all of the people living in the Unit, their phone number(s), and any other pertinent tenant information.

20. INSURANCE

Each Unit Owner shall be responsible for furnishing his or her own condominium insurance on the contents of his or her Unit, including appliances, plumbing, furnishings, and personal property therein, and any personal property stored elsewhere on the Condominium Property, and for said Unit Owner's personal liability to the extent not covered by the policies of liability insurance obtained by the Board for the benefit of all the Unit Owners.

21. FLAGS & BANNERS

Except as expressly permitted by law, no flag, pennant or banner shall be attached to any part of Condominium Property.

22. CHARCOAL AND GAS GRILLS

There shall be no use or storage of any open flame grills anywhere on the Common Elements, including the Limited Common Elements, such as the balconies and patios. Electric grills are permitted on the Unit porches balconies and patios. In accordance with the local fire safety code regulating multi-dwelling facilities, grills shall not be abandoned at the dumpster sites.

23. SATELLITE DISHES

The Board of Directors upon written request of the Unit Owner may approve satellite dishes of one meter or less in diameter. The satellite dish shall only be free standing or attached to or on a small table. At no time shall the satellite dish be mounted on the roof, exterior walls of the Building, screens, railings, or attached to the floor of any balcony or patio. Screening may not be removed. All wiring that requires drilling of a hole into the exterior wall must be caulked or otherwise completely sealed and all wiring outside of the Building shall be kept to a minimum. Upon removal of the satellite dish or service, all areas shall be restored to their original condition.

24. DISABLED PARKING

The Americans With Disabilities Act (ADA) requires condominium facilities to provide a policy that allows Unit Owners to make alterations or changes to the Common Elements to provide for a disabled parking space. All requests, including architectural plans, for permission to make alterations or changes to the Common Elements to provide for a disabled parking space shall be submitted to the Board of Directors in writing for approval. If such permission is granted, the altered Common Elements shall be restored to their original state upon the sale of the Unit, or when the Unit Owner no longer requires the disabled parking space. Any and all expenses related to the alteration, maintenance, and repair of the disabled parking space, and the restoration of the Common Elements when so required, shall be borne by the Unit Owner.

25. SCREEN DOORS, SECURITY DOORS, AND WINDOW GRILLS

The installation of screen doors, security doors and window grills is permitted upon the prior written approval of the Board of Directors. All screen doors shall be made of anodized aluminum, black metal or wood, or other approved material painted the approved trim color of the Building. Only black iron security doors are permitted. All window grills shall be painted the trim color, and shall only be mounted to the exterior casing of the window.

26. PETS

Unit Owners, Occupants, their guests or invitees shall not keep, board and/ or raise any animals, livestock, poultry or reptiles of any kind on the Condominium Property, except that the keeping of orderly domestic pets (e.g., cats, fish or caged birds), is permitted; provided, however, such pets are not kept or maintained for commercial purposes or for breeding; and also provided that any such pet causing or creating a nuisance or unreasonable disturbance or noise may be permanently removed from the Condominium Property upon ten (10) days' written notice from the Board of Directors; and finally provided, that all dogs shall be prohibited.

27. ALTERATION OF UNITS AND BALCONIES/PATIOS

No Unit Owner or Occupant may make structural additions or alterations to any Unit or to the Common Elements without prior written approval of the Board of Directors. To facilitate proper water drainage, the addition of paint, ceramic tile, brick, slate, vinyl or like materials is not permitted on the balconies or patios. Carpeting is permitted on the balconies, but such carpeting shall not be glued down.

28. DOORS AND WINDOWS

Unit Owners shall maintain all Unit doors and windows, including the sliding glass doors, and all appurtenances to them, in a good state of repair. All doors and windows shall remain uniform in color, material and design as when originally installed.

29. WINDOW TREATMENTS

All Unit windows shall maintain a neat appearance, whether consisting of interior curtains, blinds, shades or other appropriate coverings. All window treatments visible from the exterior of the Buildings shall be neutral in color (i.e., white, tan or beige). The Board of Directors has the right, but not the duty, to cause a Unit Owner to remove and replace any window treatment it deems, in its sole discretion, violates this rule.

### 30. RECREATIONAL FACILITIES

Unit Owners and Occupants may have up to five (5) guests per Unit using the recreational amenities, including the swimming pools and tennis courts. In the event that a Unit Owner or Occupant wishes to invite 6 (six) or more guests to use the recreational amenities of the Condominium, prior notice of such activity must be given in person or by telephone to the management office.

#### A. Swimming Pools – the following rules apply:

1. Swim at your own risk, no lifeguard on duty.
2. Pool hours are 7:00 a.m.-11 p.m.
3. No glass permitted in the pool area.
4. Safety ropes shall not be removed by order of the Health Department.
5. No food or drinks permitted inside the pool.
6. For safety reasons, an adult shall accompany children under fourteen (14) years of age.
7. Radios and CD/tape players are to be kept at a minimum volume.
8. No running, horseplay, bikes, skateboards or excessive noise is permitted.
9. No jumping or diving into the pool is permitted.
10. Proper bathing attire is required at all times. No cut-offs or thong bathing apparel.
11. Unit Owner/Occupant shall register guests at the management office.
12. The use of floats, rafts and toys shall not interfere with other swimmers' use and enjoyment of the pool.

#### B. Tennis Courts – the following rules apply:

1. The tennis courts shall be used for tennis play only.
2. No skateboards, roller blades or bicycles are permitted inside the tennis courts.
3. No glass is permitted inside the court area.
4. Soft-soled shoes are required.
5. Unit Owners, Occupants and their guests are restricted to a one-hour time limit when others are waiting to use the tennis courts.
6. Tennis gate is to remain closed and locked at all times.
7. Report all light outages or other problems to the management office.
8. There shall be a non-refundable fee for a tennis gate key.
9. Only those persons using the tennis courts may park their automobiles in the tennis court parking area.

C. Lake Orienta & Boat Ramp -- the following rules apply:

1. There is a non-refundable boat ramp key fee.
2. The boat ramp key is for the exclusive use of Royal Arms residents.
3. The boat ramp is to be locked after use.
4. The boat ramp is to be used as the only entrance onto Lake Orienta.
5. The entrance to the boat ramp may not be blocked at any time.
6. The boat ramp is for loading and unloading purposes only.
7. When a boat is in use on Lake Orienta, the boat's trailer may be parked along the west property line parking area. In no event shall boat trailers be parked in a parking spaces designated for vehicles.
8. Except as provided herein, boat mooring is permitted upon request and registration by a Unit Owner or Occupant.
9. No boats shall be anchored more than three (3) feet onto the shore.
10. No Unit Owner or Occupant shall harm or disturb the landscaping around the lake. All boats shall be anchored along the open spaces of the shore.
11. No boats shall be tethered to a tree or shrub. Boats may only be secured to a stake or pole.
12. All nautical vessels shall be licensed, registered at the management office, and remain in a good state of repair.
13. For safety reasons, and given the possibility of hurricanes, from June 1<sup>st</sup> through December 1<sup>st</sup> of each year, all boats and jet skis shall be removed from lake after use and must be stored elsewhere.

D. Clubhouse Usage/Rental

Two recreational clubhouses are available for the Association's meetings and social functions. Unit Owner and Occupants may rent either of the clubhouses for personal entertaining provided that the Unit Owner or Occupant reserving the room attends the event to be held there. The clubhouses may not be used by any civic or religious group, private club or for any commercial event. The Unit Owner or Occupant who obtains the exclusive use of either of the clubhouses shall submit a rental fee and security deposit according to the policy adopted by the Board of Directors. At no time is the use of the pool included in the use of the clubhouse. Clubhouse occupancy shall be no more than 100 people for the main clubhouse and 30 for the lower clubhouse. The Unit Owner or Occupant shall hold harmless the Association against all claims of any kind arising from the use of the recreational facility, and shall be responsible for any damages.

### 31. SAFETY AND ABATEMENT OF NUISANCE

Unit Owners and Occupants shall not engage in any activity or permit such activity in their Units which would jeopardize the soundness or safety of any part of the Common Elements or impair any easement or right appurtenant thereto or affect the Common Elements without the unanimous consent of all Unit Owners who might be affected thereby. No obnoxious or offensive activity shall be carried on in any Unit or in the Common Elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to other Unit Owners or Occupants. There shall be no unlawful use of the Condominium Property or any part thereof, and each Unit Owner shall, at its own expense, comply with all city, state, and federal laws, statutes, ordinances, regulations, orders, or requirements affecting his or her Unit.

### 32. UNIT MAINTENANCE

Unit Owners shall maintain the interior perimeter walls, floor and ceiling within the boundaries of his or her Unit and shall maintain these portions in good condition at his or her own expense. Each Unit Owner shall promptly perform all maintenance and repair work required within his or her Unit that, if neglected, would affect any Common Element or any portion of the Condominium Property belonging to other Unit Owners. Each Unit Owner shall be responsible for all damages and liabilities that any failure to maintain or repair may cause.

Each Unit Owner shall perform regular (*i.e.*, at least annual) maintenance to: 1) individual air conditioning systems, including clearing out of the condensation lines; 2) individual dryer ventilation exhaust systems, including removing all lint from the vents; and 3) all plumbing pertaining to his or her individual Unit. Plumbing leaks are to be remedied promptly, including repair, water extraction, mitigation of any drywall, ceiling or flooring damage, use of fans to dry out the affected area, and the use of a mildicide to treat the stain after the affected area has dried. In the event of a plumbing leak, it is the responsibility of the Unit Owner or Occupant to shut off the water to the Unit and notify other Unit Owners or Occupants in the affected Building.

### 33. RECORDS

Members or their authorized representatives, may inspect the official records of the Association by submitting a written request to the Association's corporate office. The request must identify the specific records to be inspected. Non-specific requests are unacceptable, (*e.g.*, a request stated as "all records" will not be permitted). Any and all inspections will be held in the office of the Association or that of the management company, at the Association's determination, during normal business hours. No records may be removed from the Association office or the office of the management company. Copying of records will be allowed at a fee of \$0.25/single sided page payable prior to copying. Upon receipt of the request, arrangements will be made with the party making said request to inspect the records requested within five (5) working days of the receipt. No Member or authorized representative may review Association records more than one time per month.

#### 34. AGENDA ITEMS

Any Voting Member who wishes to make a presentation at any Board of Directors' meeting on a established agenda item must notify the Association in writing at least twenty-four (24) hours in advance of the scheduled meeting. Each Member so requesting will be allowed no more than three (3) minutes for their presentation. An additional three (3) minutes may be allotted for discussion of any motion offered by the Board relating to the Voting Member's original statements. The Board may, at their option, allow additional time if they so deem. If more than one Voting Member has requested to address the Board on the same matter, said Voting Members may yield his or her allotted time to another Voting Member who has requested to address the Board. In no case shall the allotted or yielded time exceed fifteen (15) minutes per Agenda item.

#### 35. MEETING NOTICES

All notices of Board of Directors' meetings and committee meetings shall be posted at the Association's office for forty-eight (48) continuous hours in advance of the scheduled meeting. As a courtesy to the members, the Association will also place a notice of the Board and Annual meetings in each residential Building. All Voting Members have a right to attend these meetings and to address the Board regarding agenda items, according to the procedure provided herein. Annual Meeting Notices will be posted in the same manner, no less than fourteen (14) continuous days prior to the scheduled meeting.

