



WINDWARD EAST CONDOMINIUM ASSOCIATION

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RULES AND REGULATIONS

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FORWARD

In accordance with the Bylaws of the Association, the Board of Administration (BOA), also known as the Board of Directors (BOD), and hereafter referred to as the Board, updates, issues, and revises the Rules and Regulations as authorized in Article 4, Paragraph K (4) of the Bylaws.

No item in the Rules and Regulations is intended to conflict with terms of the Bylaws or Articles of Incorporation of Windward East Condominium Association or the Declaration of Condominium of Windward East or Florida statute

These Rules and Regulations are published for the benefit of owners, residents and guests. Some of these are dictated by local, county and/or state law--these items will be identified in following pages where appropriate.

It is necessary for everyone in a condominium to exercise care and consideration for their neighbors with whom they share common property, external space and recreational facilities.

Enforcement of the rules will be in accordance with provisions of the Declarations of Condominium Articles of Incorporation and Bylaws of the Windward East Association. Disregarding notification of a violation and/or flagrant actions contrary to the Rules and Regulations may result in fines levied by the Board of Directors. Fines up to \$100 may be assessed per individual violation as authorized by Florida Statutes, Chapter 718, "The Condominium Act".

Every resident (owner, renter, and guest) needs to read and abide by these Rules and Regulations. If clarification is needed on any issue, please contact the office or a member of the Board.

GENERAL

--Condominium Maintenance Fees or any other Assessments are due, IN FULL, on the first of each month.. Interest will be charged consistent with Florida statute 718.116. Assessments that exceed ninety (90) days will be turned over to a collection agency, or as necessary, for legal procedure. Credits or re-imbursements to Owners are not deductible from Maintenance Fees or other Assessments.

-- When a unit is rented, the owner forfeits the right to use all the common element facilities to the renter for the duration of the lease. A copy of the signed lease and Cocoa Beach Police Department addendum must be on file in the office.

--Owners are prohibited from licensing their use rights for (renting) garages. A tenant has the right to use of an owner's garage space unless otherwise specified in the terms of the rental agreement or lease.

--A fee of \$250 will be charged to the owner for providing requested information from a mortgage company/Real Estate agencies for a sale/refinancing of the condo. The fee will be paid by the owner at the time of the request.

--Association employees take direction only from the Board of Directors or the office manager, if so designated by the Board.

--Residents are encouraged to make suggestions relating to the improvement of operation or administration of the condominium complex. All suggestions must be written and presented to a member of the board or dropped off at the office.

--All renters must register at the Office within 24 hours after arrival.

--All guests using a condominium unit in the absence of the Owner are required to advise the office of their arrival and length of stay. This will facilitate security and insure a welcoming atmosphere for all visitors. Required Guest Forms are available in the office and on the Association website.

--No smoking in elevators, stairwells, recreation room, swimming pool area and rest rooms. Vaping, e-cigarette use, and use of similar devices is prohibited wherever smoking is prohibited.

--Carts are provided for moving groceries and luggage. The carts are located at the east first floor stairwell only and **should be promptly returned to the proper storage area after use. Carts should not block stairwell access area. The luggage/bellman cart shall only be used by residents for transporting household possessions and luggage; it shall not be used by contractors.**

--Draping towels, clothing, etc., from balcony, walkway handrails, and bushes is prohibited, as is shaking of mops, dust rags, etc.

--Lawn furniture, doormats, shopping carts or **objects of any kind** are not permitted to be stored/left on the walkways. These areas are to be used for transit only.

--The recreational facilities of your condominium are for residents, their immediate families, guests and occasional parties. **An owner renting out their unit relinquishes their rights and privileges to all recreational facilities during the period of the rental.**

--Excessive noise of any nature that could annoy your neighbor is prohibited. Noise levels of stereos, radios, televisions, etc., must be kept to a minimum between 11 p.m. and 8 a.m. The owner is responsible for the conduct of their renters or guests. To limit construction noise, unit renovation by owners and contractors shall be limited to the hours between 8:00AM to 8:00PM Monday-Friday and 9:00AM to 5:00PM on Saturday-Sunday. Emergency unit repairs (such as AC repair and leak mitigation) may still be made, as needed.

--Running or playing on walkways, stairwells, pool area, and parking/drive areas are prohibited. Use the beach walkway when accessing the beach area. It is illegal (a misdemeanor) to walk through the sand dune area.

--Skateboarding, rollerblading, shoe skates, skating of any kind, go-carting, recreational scooters, bike riding, etc., are not permitted on condominium property.

--Motorcycles (including scooters) and bicycles (traditional and electric) are not permitted to be operated on condominium property except to enter and exit property. Motorcycles may be parked in a parking space during the day. Bicycles may be parked temporarily in an area in front of the trash room. (see section titled Bicycles)**Motorcycles and bicycles must be stored in the garage overnight.**

--Playing on the East lawn (ocean side) is prohibited, due to sprinklers, protruding security lights, limiting access to adjacent dunes, and for the courtesy of those using A Building balconies and patios. Similarly, playing is prohibited on the lawn between the B Building and the south fence for the courtesy of those using the B Building balconies and patios. These areas are available for playing: the north lawn area adjacent to garage A and neighboring Fischer Park.

--Work on automobiles, boats or any other vehicle in the parking lot is limited to minor adjustments and /or emergency repair.

--DAMAGES: Unit owners are financially responsible for damage to condominium common areas and limited common areas, when such damage is the result of any action or omission of their own, their renters, their guests, their children or their pets.

--Cleaning of articles such as chairs, screens, etc., must be done in the car wash area.

--Turtle season lighting restrictions are listed in Appendix A. Owners must adhere to this City ordinance or be fined as noted. **PLEASE READ THE ORDINANCE.**

"WWE requires inquiries to the board to be submitted in writing and be limited to one inquiry per month per unit at the discretion of the board and that additional inquiries from the same unit may be responded to in the subsequent month or months." Adopted January 18, 2010 Board Meeting.

SAFETY

Owners and Residents (including Board Members) are not permitted to be on the property roofs, nor are they permitted to use Association-owned ladders or power tools. Access to the roof is restricted to Staff Members, licensed contractors, utility company employees, government officials, and other such parties with Staff or Board permission.

The Association golf cart shall only be operated by Windward East staff.

RESPONSIBILITY OF OWNERS

Individual Unit Preventative Measures and Maintenance

All plumbing and electrical connections inside the condo unit are the responsibility of the unit owner(s). This includes all drain connections to the common plumbing (toilets, showers, tubs, sinks, washers, hot water heater, air conditioning, etc.), and all electrical including the circuit breaker box, switches and outlets, cable and phone.

FAILURE TO PROVIDE PROPER MAINTENANCE COULD RESULT IN WATER PENETRATION AND DAMAGE TO THE UNIT(S) BELOW AND COULD RESULT IN OWNER BEING HELD LIABLE FOR EXPENSES TO REPAIR ALL RESULTING DAMAGE.

AIR CONDITIONER DRAIN LINE

Monthly action: Add 1/2 cup of bleach (such as Clorox) or white vinegar into the condensate (drain) line and check that the plastic connector line is clear.

THIS MAINTENANCE IS THE RESPONSIBILITY OF EACH UNIT OWNER. IF LINES BECOME CLOGGED, WATER LEAKAGE TO UNITS BELOW CAN CAUSE SEVERE DAMAGE. IF YOU DO NOT KNOW HOW TO PERFORM THIS MAINTENANCE,

CONTACT THE OFFICE FOR A DEMONSTRATION.

- NON RESIDENT OWNERS SHOULD CONTRACT WITH THEIR RENTAL AGENCY TO INSURE THIS PREVENTATIVE MEASURE IS TAKEN. MAJOR DAMAGE TO UNITS HAS BEEN CAUSED BY CLOGGED AIR CONDITIONER DRAINS.

IT IS HIGHLY RECOMMENDED THAT EACH UNIT INSTALL A SAFETY FLOAT SWITCH IN THE AC CONDENSATE LINE. THIS SWITCH WILL PREVENT WATER FROM OVERFLOWING/FLOODING YOUR UNIT (AND NEIGHBORING UNITS) BY SHUTTING OFF THE AC SYSTEM IN THE EVENT THAT A CLOG IN THE CONDENSATE LINE OCCURS (DESPITE PERFORMING THE ABOVE MONTHLY MAINTENANCE). INSTALLATION OF THESE SWITCHES SHOULD BE PERFORMED BY A PROFESSIONAL WHO IS EXPERIENCED WITH YOUR AC SYSTEM.

BALCONY SLIDERS

Routinely check sliders to ensure that they are in good repair and the sill drains are open. Additionally, sills should be maintained to ensure that all screws, cracks, holes, etc. are sealed from water penetration. Owners, (resident and non-resident) are responsible for maintenance and repair.

DRYER VENTS

Dryer vents (from dryer to common vent) should be cleaned by Owner periodically. Build-up of lint in these vents may cause a fire.

METAL VENTS (NOT PLASTIC) ARE REQUIRED BY CODE FOR NEW DRYERS.....IT IS STRONGLY RECOMMENDED THAT EXISTING PLASTIC VENTS BE REPLACED.

HOT WATER HEATERS

Hot water heaters are usually warranted for five (5) years and have a 10-12 year life. It is incumbent on the owners, whether full-time or part-time, to inspect on a regular basis. For rental units, it is the realtor's responsibility, but it behooves the owner to make sure this is done. You cannot expect a renter to be vested in this type of preventative maintenance.

DRAINS

All units in the same stack (e.g. 101, 201, 301, etc.) have a common drain. Any abuse to the common drain results in problems for those living below. To prevent potential problems:

- Do not pour grease into sinks as it coagulates in the common drain.
- Do not deposit large vegetable/fruit seeds in sink drains as they can accumulate and clog the main drain.

- Use of garbage disposals is discouraged as disposals are a frequent cause of kitchen drain line clogs (causing issues to multiple units and leading to increased costs to the Association). When using a garbage disposal, run water continuously for one minute after all refuse has been dispelled. Avoid putting onions, cabbage, celery, pasta, large seeded vegetables/fruit and potato peelings in the disposal. Also avoid putting large quantities of food into the disposal.
- Only use “low sudsing” (ALL, SURF, ARM & HAMMER) liquid soap in washing machine. Powdered detergents tend to accumulate and can clog the drain.

MAIN WATER SHUTOFF VALVE

Many owners have replaced the original gate valves (conventional turn wheel operated) with ball valves (lever operated). If the main shut off valve in your unit has not been replaced, it is **HIGHLY RECOMMENDED** that you do so to prevent possible leaks to the units below and, also, to make life easier for yourself. **THE MAIN WATER SHUT OFF VALVE SHOULD BE CLOSED WHEN THE UNIT IS VACANT.**

TOILETS

It is the Owners responsibility to provide proper maintenance of the toilet tank hardware. Failure of this hardware can result in significance loss of water and expense to the Association. The Owner can be held responsible for this cost. Shut off of the main water valve when the unit is vacant will preclude water damage if the toilet hardware fails.

Do not put wet wipes, feminine products, paper towels, tissues, baby wipes, or anything else into the toilets other than toilet paper and human waste.

WASHING MACHINE HOSES

The standard black rubber inlet hoses are prone to bursting. Replacement with stainless steel braid armored hoses is strongly recommended. A good safety measure is to shut off the unit main water valve when away.

Condo Unit Remodeling

All Owners planning to remodel their units must submit a plan to the Board for approval. **Should a licensed contractor be utilized, the office requires a copy of their Certificate of Liability insurance form prior to the start of job.** An approval letter from the Board is required by the City of Cocoa Beach before permits for the work is issued. Owners shall meet with the Cocoa Beach building department to establish what permits are required for their proposed work. Periodic and final inspections will be scheduled by the office manager and conducted by Windward East staff members and/or Board members.

Recycle

Recycle bins are located on the south side of the complex. These are for glass, plastic bottles, aluminum cans, magazines, newspapers and telephone books. **Note: No recyclables**

are to be deposited in plastic or paper bags. Empty into appropriate bins and deposit plastic or paper bags in the dumpsters.

Trash and Trash Chute

PLEASE NOTE: Trash is picked up on Monday, Wednesday, and Friday of each week, usually in the morning. Do not use trash chutes on these days until trash has been picked up and the dumpsters are back in place. **If the dumpster is in the parking lot, please do not put trash/rubbish down the chute. If the dumpster is in the parking lot, please do not heap trash above the rim as the Association will incur extra charges each time this occurs.**

A trash chute is located on each floor, north of the stairwell door directly behind the East elevator. Trash/garbage must be placed in plastic bags and tied before depositing in the trash chute. Ground floor occupants should take their refuse to the dumpster located behind stairwell on ground floor at the convergence of buildings A and B.

Under no circumstances should trash bags be forced down the chute. If the trash chute is jammed, please notify the office. Do not stack garbage on the ground or the walkway; carry it down to the dumpster until the chute has been cleared.

Do not put large and/or heavy items down the trash chute...use the dumpster on the first floor of the Hi-rise building or the one located next to the car wash near the townhouses. ALL CARDBOARD BOXES MUST BE BROKEN DOWN BEFORE DISCARDING IN A DUMPSTER, NOT THE TRASH CHUTE.

Furniture, carpets, mattresses and large appliances are to be put on the east side of the recycle bins enclosure. Please notify office prior to placing items there so that special pick up can be arranged for. Owner/occupant is responsible for the disposition of these items. *There is a fee that will be assessed to the owner for a special pickup that will need to be prepaid to the association prior to any large items being placed by the dumpster.*

Construction debris must be removed from the property by the Contractor performing work in each unit....**DO NOT USE CONDO TRASH BINS.** Construction dumpsters may be used on the property after receiving approval from the office; if space is available, the office manager will provide approval (with Board concurrence) and assign a location for the dumpster for a maximum period determined by the office manager. **Hazardous materials shall not be disposed of anywhere on the property. Contact the condo office for direction regarding disposal of this material.** Christmas trees are not to be put down the chute. Place them by the recycle bins.

Security Keys

Security keys are required to access elevators, pool, beach, sport/tennis court, recreation room doors, car wash, and first floor stairwells. Each key is numbered and the office maintains a list of each key issued. Initially, up to five keys were offered to each unit. Lost keys may be replaced, by Owner request in writing only, at a cost of \$50 each.

For security and safety, the ground floor stairwell, recreation room, pool entrance doors/gate, and all other doors/gates with locks must remain locked at all times. Do not leave doors or gates propped open. Recreation/Clubhouse door adjacent to the office may be left open during office hours at the discretion of Windward East staff.

Elevators and Doors

- Elevators and first floor stairwell doors are opened with a security key.
- Playing is not permitted in the elevators. Children should be instructed regarding proper use of the elevators.
- Do not hold an elevator for individual convenience.
- Bathers must be reasonably dry before entering the elevators.
- The west elevator must be used for all freight, furniture and all oversized objects. This elevator is consistently equipped with pads to protect the elevator interior surfaces during such use, whether scheduled or unplanned.
- Smoking/vaping in elevators is prohibited--**this is a State law**.
- Occupants must be certain of individuals they allow into the elevator. For safety and security, do not allow anyone access unless known to you.

An emergency call system is located in the elevators and should be used **ONLY** if the elevator does not function or if one is entrapped in the elevator. Follow instructions documented inside the elevator.

If the power fails, emergency lighting will come on in the elevator. The elevator will automatically return to the first floor and the door will open. Exit the elevator immediately. The elevator will be inoperative until power is restored.

Telephone Security System

An occupant telephone security system is located next to the east and west elevators. Visitors can locate the entry code number next to the unit occupant's name on the roster....instructions are posted. The visitor will dial the code number which will ring in the desired unit. Please see Appendix E for further instructions on use of the elevator call system.

Please contact the office for any required updates as a result of new ownership, new telephone numbers, or changes in tenants.

Keys/Access to Units

A member of the Board or its agents (accompanied by a Windward East Representative) may enter the units at reasonable times for the following reasons:

1. Maintenance, repair, inspection or improvement.
2. Pest Control: Owners will be advised of scheduled maintenance or pest control activity via notice on the Condo bulletin boards. The townhouses and first (1st) floor Hi-rise condos are treated every other month. A licensed, bonded and insured company employee performs this maintenance and will be accompanied by a Windward East Board Member or Employee.

3. To deal with emergencies: An “Entry Log” will be kept in the office. When keys are used to enter a unit in the absence of the owner/renter, an entry will be made in the log, and a note will be left in the unit indicating date/time/reason for entry and signed by the office administrator or Board member(s) performing entry.

Duplicates of garage keys, regular entrance keys, screen door keys, and emergency release keys for garage electric openers must be kept in the office for emergency use. Owners with electric openers are required to leave a duplicate control key or access code with the office for emergency purposes. It is the Owners responsibility to provide the tools for access.

Keys, common and unit, will not be given to realtors or workers not contracted by the Association. Entry to units for relatives or guests of an Owner may be provided only upon authenticated approval by the Owner. No keys will be provided. In this instance, an entry in the log will be made.

Grills

Electric Grills only are permitted to be used on condominium property, including on exterior balconies and patios. Hibachis, gas-fired (propane) grills or charcoal grills are not permitted to be used on condominium property, however, they may be stored in the garage. No grills of any type, including electric grills, shall be STORED on balconies or patios.

An Association-owned natural gas grill is available for resident use. Prior to each person’s first usage, please obtain the list of instructions and safety rules from the office or Association website. At that time, please complete/sign the form acknowledging your receipt and understanding of the instructions and rules and return to the office.

Balconies/Patios

As of April 1996, balcony/patio floor covering (e.g. tile, Chattahoochee or carpets) other than Association weatherproofing will NOT be permitted. Grandfathered balcony/patio floor covering must be maintained and waterproofed by the owner.

If the removal of existing tile or floor covering is required to make structural repairs, it shall be at the Owners expense, and such floor covering may not be reinstalled. Repairs to small areas of removed floor covering may be made by Owners only with Board approval and at the Owners expense.

Sliding doors, including the door tracks and frames plus waterproofing of these items are the responsibility of the owner.

Patios/balconies shall not be used for storage (bicycles, coolers, etc.).

Patio surfaces must conform to the specifications approved by the Board. Ground level patios only may be enclosed by screen as specified by the Board. When the buildings are to

be painted or repaired, the bid for their service will include as a separate item, the excess cost for masking, preparations and painting the screen enclosed patios by unit. This cost will be assessed to the owner of the unit.

Shutters

Shutter installation requires a Board approval letter and permit from the City of Cocoa Beach.

Shutters are to conform to the building color. Installation and maintenance are the owner's expense.

All shutters mounted against the building must be roll-up shutters....this includes over the sliding glass doors on balconies and patios.

The Board **strongly** recommends roll-up type shutters, attached to the main wall over slider doors and windows.

Accordion storm shutters may be installed **only** on the patio/balcony inside the safety railing. Accordion storm shutters are not allowed on walkway windows or any other building windows, including over sliders on balconies and patios. If the accordion shutters and attachment hardware is required to be removed to accommodate patio/balcony repairs, the owner will be responsible for the expense. The re-installation is also the Owners responsibility and expense.

THE BOARD DOES NOT RECOMMEND ACCORDIAN STORM SHUTTERS.

It is **strongly** recommended that shutters be closed when the unit is unoccupied.

Screen Enclosures

Screen enclosures may be installed on the ground floor townhouse patios and the ground floor patios of the hi-rise buildings only. **No screen enclosures are permitted above the ground floors of the Hi-rise or Townhouse buildings.**

Owners are responsible for maintenance and repairs of the screen enclosure. If not corrected after notification from the Board, a contractor will repair the damage and the unit Owner(s) will be assessed the amount of the repair.

Should removal of the screen enclosure be necessary for structural repairs, the removal and re-installation will be at the owner's expense.

The frame for a screen enclosure should be 1X2 box aluminum with 2X2 struts for support. Color must be brown to blend in with the railing and color scheme of the building. Ground floor units require a kick-plate of at least 16 inches to prevent damage from the lawn maintenance equipment and intrusion from the sprinkler system. At least one door is required for exit. Stainless steel anchors are recommended due to the salt environment.

Sliding Glass Doors, Windows and Screens

Maintenance and replacement is the Owners responsibility. Bronze frames (exterior) are required to conform to the building colors and requires Board approval. Replacements must also meet building code and law as required by the City of Cocoa Beach.

Entrance Doors

Owners are responsible for maintenance and replacement of entrance doors, jams and thresholds. Replacement doors will conform to the standard of the building. The Association is responsible for the painting of entrance doors and door jams that are accessible with the door closed.

Damage or deterioration to entrance doors shall be repaired upon notice from the Board. If action to correct the problem is not taken by the Owner, a contractor will be hired to make the repair and the Owner will be assessed the amount of the repair.

Storm/Screen Doors

Storm/Screen Doors may be installed at the owner's expense. Doors and hardware will be brown/bronze to conform to the color scheme of the buildings. The owner is responsible for the maintenance and upkeep except for scheduled painting by the Association. Deterioration of the door in any manner shall be repaired upon notice from the Board. If not corrected, the Board will arrange for a contractor to repair the damage or remove the screen door and the owner(s) will be assessed for the amount.

All modifications such as installation of entrance doors and hardware, screen doors, shutters, balcony enclosures, window replacements, may be made only if they conform to the style prescribed by the condominium and with prior approval of the Board. All modifications must conform to all applicable building and safety codes. (

Article IX, Section (a) of the Declaration of Condominium specifies the Owner's responsibility for the maintenance, repair, and replacement of sliding glass doors and windows. Section (b) of article IX requires the Association to paint exterior doors and windows except those which open onto patio porches/balconies. The Rules and Regulations have long permitted Front Door Screen/Storm Doors.

New Installation/Replacement of Entrance Storm/Screen Doors.

- a) **Screen Door Only:** Notwithstanding the fact that screen-only doors are less expensive than the combination doors, the minor cost savings are offset by lack of durability. Therefore, the Board will NOT approve screen-only replacement doors.
- b) **Storm/Screen Doors:** Should be brown/bronze similar to:
 - i) ***Larson Tradewinds Selection Full-View Aluminum Storm Door (Brown) with Larson QuickFit Handle (Bronze) In-Stock at Lowes as of January 2022***
 - ii)

All installations/replacements must have prior written approval of the Board of Directors

Garages and Doors

The association is responsible for roofs, gutters, garage doors, garage locks, outside stucco walls and electrical service outlets as installed inside the garage (except for additional electrical services installed by owners). Owner(s) are responsible for all maintenance of their garage door opener, hardware, and light bulbs. The Association will be responsible for painting the garage doors. Damage to garage doors is the responsibility of the owner(s) and will be repaired upon notice from the Board. If not corrected, the Board will hire a contractor to make the repair and assess the owner accordingly. Any repairs/replacement must conform to existing doors and Board approval is required.

For security reasons and appearances, it is requested that garage doors remain closed when not in use. The office is required to have an emergency key and/or code to enter garages on file at all times.

Common Area Care

Owners are financially responsible for damage done to common areas, when such damage is the result of any action or omission by themselves, family members, guests, contractors, renters (including family and guests of renters), and pets. Occupants are reminded that Board members and residents have the right to protect the property from abuse.

Recreation Room

- The Recreation (Rec) Room is available for use between 9 a.m. and 10 p.m., unless special arrangements are made with the Board.
- The Rec Room facilities are for the use of residents, their immediate families and house guests. Your security key will permit you access. The Room is locked when not in use.
- No item of the Association property may be removed at any time from the Rec Room.
- Wet bathing suits are not allowed in the Rec Room.
- Pets are not allowed in the Rec room.
- Access to the restroom and showers is via the separate patio entrance to the west side of the pool. Your security key will permit access. You must be reasonably dry before entering the buildings.

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Reserving Recreation Rooms for Special Functions

- Three types of special functions (events) may be scheduled in the Recreation Room (Clubhouse):
 1. Association-Sponsored Events – one-time or recurring events that have been approved and scheduled by the Board which are open to all owners, all residents, or all residents and their guests depending upon the type of event). No deposit is required for these events.
 2. Resident-Sponsored Events – one-time or recurring events that have been set-up and scheduled by a Windward East resident (owner or lessee) which are open to all residents (and their guests). The requirement for a deposit (described below) is at the discretion of the Office Manager (with Board concurrence) and is dependent upon the type of event and any prior experiences.
 3. Private Functions/Events – one-time or recurring events that have been set-up and scheduled by a Windward East resident which are attended by invitation only. These events are always subject to the deposit described below.
- The Rec Room may be reserved by an Owner or Lessee with a signed lease for a special function. The unit owner or lessee making the reservation **must** be present at the event. The Rec Room will not be available for use to outside clubs or organizations unless approved by the Board. **THE REC ROOM WILL NOT BE USED FOR COMMERCE FUNCTIONS.**
- Reservations should be made at least one week in advance, after which a notice advising date of reservation and resident's condo number will be posted on the bulletin board across from the mailboxes. Additionally, the event will be posted on the Association website's calendar of events. ***A \$150.00 deposit is required on the date the reservation is made, in cash or by check payable to the Windward East Condo Association, and presented to the office.*** Reservation is not final until the requestor receives an approved letter by the Office Manager or Board of Directors. The reservation form can be found on our website. Pending inspection after the event, the deposit may be refunded in full or in part based on condition of the room. Funds will be withheld for any damage and/or cost of cleaning. a
- The Owner or Lessee making the reservation will be responsible for the conduct of their guests. Control must be exercised so that their guests will not annoy fellow residents by acts, loud talk, music or roaming around the premises. The Rec Room will be locked by 10:00 p.m. unless arrangements have been made with the Board.
- The Owner/Lessee making the reservation must clean up, straighten chairs, turn off lights, turn off air conditioning if on, and lock all doors. Remove all trash to the dumpster. The Rec Room will be inspected the following morning to determine refund and assess damage, if any.

Unit Occupancy

Units are limited to residential use. One bedroom units are limited to two (2) permanent occupants, two bedroom units are limited to four (4) permanent occupants and three bedroom units are limited to five (5) permanent occupants. These requirements are stated in the Condominium Documents.

While the number of permanent occupants for any one unit is defined as above and in the renter's lease, residents may have overnight guests from time to time, but should use good judgment as to the number and length of stay. **Residents who have extended guests (longer than forty-eight hours) are required to register them at the office as to the number and length of stay.**

Units shall be used in accordance with the laws, zoning ordinances and other regulations or governmental authorities having jurisdiction in the area.

Leases

- **The minimum rental period for a unit is 30 days. Subleasing or time sharing is prohibited. Owner's/Owner's Agent are responsible for ensuring this requirement is met.**
- **Copy of leases must be provided by the Owner or Owner's agent prior to arrival of Occupants and will be on file in the office.**
- **Owners or Owner's agent shall also provide the following to the Association prior to arrival of Occupants:**
 - **Rental Agreement Form listing information including the Occupants names, home address, phone number, vehicle information, pet and size, date of arrival, departure**
 - **Addendum signed from Cocoa Beach Police Department**
 - **Pet information form, and supporting information, if applicable**
 - **Waiver forms signed by each occupant for use of common elements (specifically the sauna, pool, fitness center, and sport court)**
 - **Signed Grill Usage Form, if tenant plans on using the association gas grill**

All Forms are available from the office or on the Association website.

- **Renters must be informed of condominium rules by the Owner/Owner's Agent. Renters should be aware that their rental agent is primarily responsible for any problem or discomfort occurring inside the unit, unless the problem is the responsibility of the Association. A copy of the Rules and Regulations must be present in the unit for renters/guests to read.**
- **Must comply with City and State for an Occupational License. This information can be found on our website. Once you receive your license a copy will need to be provided to the office for your file.**

Guests/Registration

- All guests and visitors who stay overnight for longer than forty-eight (48) hours are required to register at the office upon arrival. If the office is not open, they must register when office is next opened or via the after hours slot in the office door. The security key will permit access to the exterior office space. Remember that the door will not lock itself.
- Office hours: As posted outside the office, Monday through Friday.
- Office telephone number (321) 783-6592
- Email to the office: windwardeast@cfl.rr.com
- Forms can be found on the website: www.windwardeastcondos.com
- The owner and/or rental agent is responsible for the renter's compliance.

Guests at Windward East are expected to adhere to Condominium Rules and Regulations. Failure to do so will reflect on the Owner or renter hosting their visit and may result in penalties/fines for the Owner as determined by the Board.

Day Guests

Day Guests are defined as those guests invited by a Windward East resident (owner, tenant, or registered guest) to use Windward East common elements, but will not be staying overnight.

Before each use of the designated common element amenities (Sport Court, Swimming Pool, Fitness Center, and/or Sauna), all day guests and their hosts must sign the logbook, on the kitchen counter, in the Windward East clubhouse. The host (a Windward East resident) must then accompany the guest while these amenities are being used.

Day Guests will be limited to three (3) adults and their accompanying children (under 18) per unit at any given time. The Host is responsible for day guests in the same manner as any other guest. Windward East rules shall be provided to each guest at the time of waiver signing. A waiver must be signed and filed **prior to the first use** of the facilities.

Information gathered in the Day Guest Logbook will include:

- Date
- Time
- Guest Name
- Guest Vehicle Information (if any)
- Guest Signature
- Checkbox indicating that a waiver has been signed and filed
- Checkbox acknowledging receipt and understanding of rules
- Host (Windward East Owner or Tenant) Name
- Unit Number
- Host Signature

Waiver of Liability for Guests

All guests using the Windward East Sport Court, Swimming Pool, Fitness Center, and Sauna amenities must complete a liability waiver before using any of the facilities for the first time. Forms must be completed for all Registered Guests and for Day Guests. If an individual is less than 18 years of age, then a form must be completed with a parent, guardian, or other responsible adult signing for the minor. Completed forms shall then be returned to the office, where they will be kept on-file.

Copies of the Waiver form are available in the office and on the Windward East website.

Bulletin Boards

All posting to the community bulletin boards must first be approved by the Office (with Board concurrence) and posted by the staff only. Contact points for the Board and the office are posted on the bulletin boards located in front of the office and by both elevators.

Vehicles/Parking/Speed Limit

Vehicles parked in violation of these Rules/Regulations and the Condominium Documents may be towed at the expense of the owner.

- **Only licensed, currently registered, operable vehicles owned by a resident (owner, renter or guest) may use the parking area.**

Acceptable Vehicles: Campers, trucks, trailers, boats, motorcycles, recreational and commercial vehicles are not allowed on the parking lot overnight. During the day these vehicles may be parked at the end of the garages. Any of these vehicles may be kept in a garage. Under no circumstances is the parking lot to be used for overnight camping.

- As used in these Rules and Regulations, a truck is defined as a vehicle which has:
 - More than one (1) rear axle on the ground, or
 - More than twenty-two (22) feet long, or
 - More than seven (7) feet tall.
- Commercial vehicles are defined as any vehicle with advertising or display which indicates its use in commerce. Trucks and commercial vehicles are to be parked on the south side of the property or west of the garages, except for temporary loading, temporary unloading, providing services of an hour or less, or for Association maintenance purposes. The unloading zone is located at the West end of building B near the freight elevator.
- **Parking is limited to marked areas only. Parking in front of garages or Townhouses is prohibited.**
- **Parking in the fire lane is strictly prohibited.**

- **Parking in front of the Hi-rise dumpster area is prohibited.**
- Any vehicle not being used for transportation on a regular basis, may be deemed not to be in operating condition under these Rules and Regulations and is subject to removal at the Owner's expense. "Regular use" shall be deemed to be at least once a week. If an Owner or Lessee expects to be away from the Condominium longer than a week, the Board must be notified to arrange for extended parking and location.
- The maximum speed limit allowed on the condo property is 10 mph. **Watch for pedestrians and vehicles.**

Handicapped Parking

Only vehicles displaying registered handicapped plates or a current handicapped hand tag may use the handicapped parking spaces. Violators will be reported to police.

Bicycles

Temporary parking of bicycles is confined to the area in front of the trash room. Bicycles are not allowed to be chained to trees, fences or attached to condo property and **must be stored in the garage (not on patios, balconies, lawn, walkways, drive or parking areas, etc).** Bicycles may not be transported in elevators.

Pool Rules

- All persons using the pool do so at their own risk . **Pool capacity is 21.**
- Pool hours are Dawn to Dusk. ****64E-9.008 Supervision and Safety** (8) Night swimming – Pools shall not be open for swimming at night unless the requirements for lighting as specified in paragraph 64E-9.006(2)(c), F.A.C., are met. Night swimming shall be considered one half hour before sunset to one half hour after sunrise.
- Pool is for the private use of WWE residents and guests only. If asked, users must produce identification.
 - Children under the age of 12 must be supervised and accompanied by a responsible adult.
 - NO GLASS is allowed in the pool or pool deck area.
 - Water in plastic bottles is allowed in the pool deck seating area but not in the pool.
 - NO food, glass or other beverages of any kind are allowed in the pool or on the pool deck. Please use the tables and benches located outside the Rec room for eating, snacking and drinking.
 - All trash must be removed and should be placed in containers before leaving pool area.
 - Per Department of Health Regulations.
 - NO DIVING IS ALLOWED.
 - Do not play with life saving equipment.
 - Do not sit on or remove safety rope.
 - Shower before entering the pool.
 - No diapers are allowed in the pool. Disposable swim pants must be used.
 - NO running allowed in pool deck area.
 - NO pets in the pool, on the pool deck or interior landscaped area.
 - NO rafts, boogie/surf boards, scuba gear, Frisbees, balls or similar items, such as NERF guns and squirt guns, are permitted in the pool or pool walk area. Noodles are permitted to be used for flotation purposes, but shall not be swung in the air or used as

water cannons. NO skateboards, rollerblades, shoe skates, bike riding or scooters are permitted in pool deck area.

- NO shoving, splashing or rough play is allowed in the pool.
- NO throwing of any objects in the pool or pool deck area.
- NO loud music, noise, rowdiness or other activity that disturbs other bathers or residents is allowed in the pool area.

Pool chairs, lounges, and tables are to remain in the pool area. Pool furniture may not be taken to the beach.

The pool will be heated from November 1st to May 1st. The heater will be turned off when the ambient temperature falls below 70 degrees or the wind chill prevents normal pool water heating. The nominal temperature will be at 83-85 degrees during the heating season. If the pool temperature is lower than 83 degrees, then the heater may be used in October and May at the discretion of the Staff/Board to ensure that the pool temperature is comfortable for residents during these transition months.

Gates, Dunes and Beach

- All pool gates/doors must be kept closed and locked per State Law.
- Florida law protects the dunes. Stay off them or risk a fine.
- Cocoa Beach law prohibits dogs on the beach. Comply or risk being fined.
- Cocoa Beach law prohibits glass on the beach. Comply or risk being fined.
- Tar is prevalent on the beach. Remove tar and sand before entering the pool area.
- Do not feed the sea gulls or others birds from a balcony or within the grounds.

It is illegal to set off fireworks in the City of Cocoa Beach and specifically prohibited on Windward East property and dune crossover.

Sauna/Exercise Equipment

The Sauna and exercise equipment are located adjacent to the Recreation Room. Access is through the Rec Room or the exterior door, west of the pool.

Persons under the age of 18 are not permitted in the Sauna or allowed to use the exercise equipment unless accompanied by an adult. Water must not be put on sauna heater coils to increase heat...this destroys the coils.

The Association is not responsible for any injuries resulting in the use of sauna and/or exercise equipment.

Common Area Restrooms

Restroom facilities are located next to the Rec Room and are accessible from the pool area. Wet bathing suits are not allowed in the Rec Room. Enter restrooms and showers from the separate patio entrance.

Grounds

There shall be no alterations of the common area grounds without the approval of the Board of Directors.

“Alteration” is defined as removal, installation, trimming/pruning of trees/shrubs/ plants, sod, mulch, etc. No potted plants are allowed on the common areas. Requests for additions or changes to the landscape must be submitted to the Board of Directors in writing.

Feeding of Stray Animals

Feeding stray animals and wildlife (cats, dogs, squirrels, birds, etc.) is not allowed. These animals carry fleas and/or diseases. Food left on the premises attracts rodents, snakes and other pests and can cause health and safety issues.

Pets/Animals

Number: Residents are permitted to keep not more than one (1) small dog or cat under the weight of **30 pounds**. This regulation applies to all Owners, renters and visitors.

Reasonable accommodations will be made for Service Animals and Emotional Support Animals when appropriate and valid documentation is provided to the office and approval is formally granted by a vote or majority consensus of the Board.

All pets must be registered with the Association. Forms are available on the website and from the office.

Pets Outside: OWNERS ARE RESPONSIBLE FOR CLEANING UP AFTER THEIR PETS IN ALL AREAS.

When outside, a pet must be kept on a leash. Pets are to be walked on a leash only in areas designated pet areas which are on the North and South side of the condominium property. The North pet walk area is the lawn adjacent to Garage A along the wood fence at the Diplomat Condominium up to the West end of Garage A. The South pet walk area is the lawn adjacent to Garage C along the fence at Fisher Park.

Pets are not allowed in the recreation room, pool area or the interior landscaped areas. Pets are also not allowed on the Building A East Lawn, the Building B South Lawn, the pool area, and the townhouse lawns.

Pets may not create a nuisance, such as loud and excessive barking.

NOTE: THE BOARD RESERVES THE RIGHT TO DISALLOW ANY ANIMAL (PET) CONSIDERED INAPPROPRIATE TO THE SECURITY, SAFETY OR ENVIRONMENT OF THE CONDOMINIUM.

Law: Cocoa Beach City Ordinance prohibits dogs on the beach, except for designated areas and times. Owners, renters and visitors must comply or face fines.

Sport/Tennis Courts

HOURS: 8:30AM to Dusk, within community quiet hours

RULES:

1. FOR RESIDENTS AND GUESTS ONLY
2. TENNIS SHOES OR SIMILAR FOOTWEAR ONLY
3. ONLY ONE HOUR OF PLAY WHILE OTHERS ARE WAITING
4. CHILDREN UNDER 10 YEARS OLD MAY NOT PLAY UNLESS ACCOMPANIED BY AN ADULT
5. NO BICYCLES, SKATEBOARDS, SKATING, ROLLERBLADING OR ANY OTHER WHEELED VEHICLES PERMITTED
6. DO NOT LEAVE TRASH OR LITTER ON COURTS
7. BE CONSIDERATE OF YOUR NEIGHBORS—NO LOUD TALK, PROFANE LANGUAGE OR UNNECESSARY NOISE

Fire Emergency

There are three (3) alarm pull boxes on each floor opposite the exit doors leading to the stairwells.

- Any resident discovering a fire should immediately pull the alarm.
- Dial 911 from the closest phone. Give your name, location and type of emergency.
- If cooking or using an electrical appliance when you hear the fire alarm, turn off the appliance, stove/oven or microwave and exit the building. **DO NOT USE THE ELEVATOR...USE THE STAIRWELL.**
- When the fire department arrives, convey to the officials the location, type of emergency and assistance needed.

SIGNS-DISPLAYING (Advertising, Real Estate, For Sale/Rent, Etc.)

No signs of any kind shall be displayed on condominium property. This includes signs on or in vehicles, on condo windows, doors, balconies, patios, etc., except for a small decal as a safety warning that the sliders are closed.

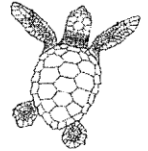
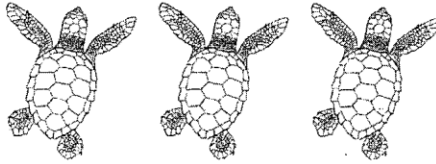
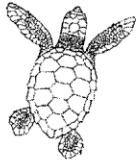
ATTACHMENTS TO COMMON AREAS

There shall be no attachments to common areas (Balconies/patio walls, ceilings, railings, floors, garage exterior, etc.). Exceptions are hurricane shutters, ground floor screen enclosures and temporary decorations during holiday seasons.

DONATIONS TO THE ASSOCIATION

Residents wishing to donate articles to the Association (or funds targeted towards a specific goal) may do so with the approval of the Board of Directors; once details are provided, the Board will determine whether or not to accept the donation. Once donated, the item becomes the property of the Association and its future usage will be determined by the staff and the Board. At the time of donation, the giver may elect to ask that a donated item be returned if the Board no longer wishes to retain it. A donation form is available on the website.

ATTENTION BEACHFRONT RESIDENTS



SEA TURTLE NESTING SEASON

MAY 1 - OCTOBER 31

**BREVARD COUNTY MARINE TURTLE PROTECTION ORDINANCE IN EFFECT AFTER 9 PM
KEEP NESTING & HATCHING SEA TURTLES IN THE DARK!**

OUTDOOR LIGHTS

- Turn off unnecessary lights after 9 pm
- Reposition or shield necessary lights so they are not visible from the beach
- Put lights on a timer or motion sensor
- Replace current fixtures with "turtle friendly" fixtures
- Reduce wattage of outdoor lighting

INDOOR LIGHTS

- Turn off lights in rooms that are not being used
- Relocate movable lights away from windows
- Keep curtains or blinds closed after 9 pm
- Apply window tinting that will reduce visible light by at least 45%

**FOR MORE INFORMATION CALL (321) 633-2016 EXT. 52431 OR EMAIL
paula.berntson@brevardcounty.us**

APPENDIX B-Screen Door Addendum

APPENDIX B: Screen Door Addendum has been eliminated and included in the base document

APPENDIX C: Cocoa Beach Fire Marshal Memo on Grills has been eliminated due to it being outdated

APPENDIX D

Amendments to Rules and Regulations April 2008

Windward East Condominium Association has approved of the following amendments to be made to the Rules and Regulations of April 2008. All rules have been incorporated into the base document effective January 2020.

- **Storm Doors:** “If anyone is replacing their screen doors, you are to check in the office for the current specs that will be available. There will be 3 from Home Depot that are EMCO doors, mid-view glass doors, brown in color, black/bronze/nickel hardware is preferred, brass rusts. One door from Lowe's, the Larson- Savannah door, but it is a special order. All this information will be down in the office.” Adopted July 15, 2009 Board Meeting.
- “A fee of \$100 will be charged to the owner for providing requested information from a mortgage company for a sale/refinancing of the condo. The fee will be paid by the owner at the time of the request.” Adopted July 15, 2009 Board Meeting.
- “WWE requires inquires to the board to be submitted in writing and be limited to one inquiry per month per unit at the discretion of the board and that additional inquires from the same unit may be responded to in the subsequent month or months.” Adopted January 18, 2010 Board Meeting.

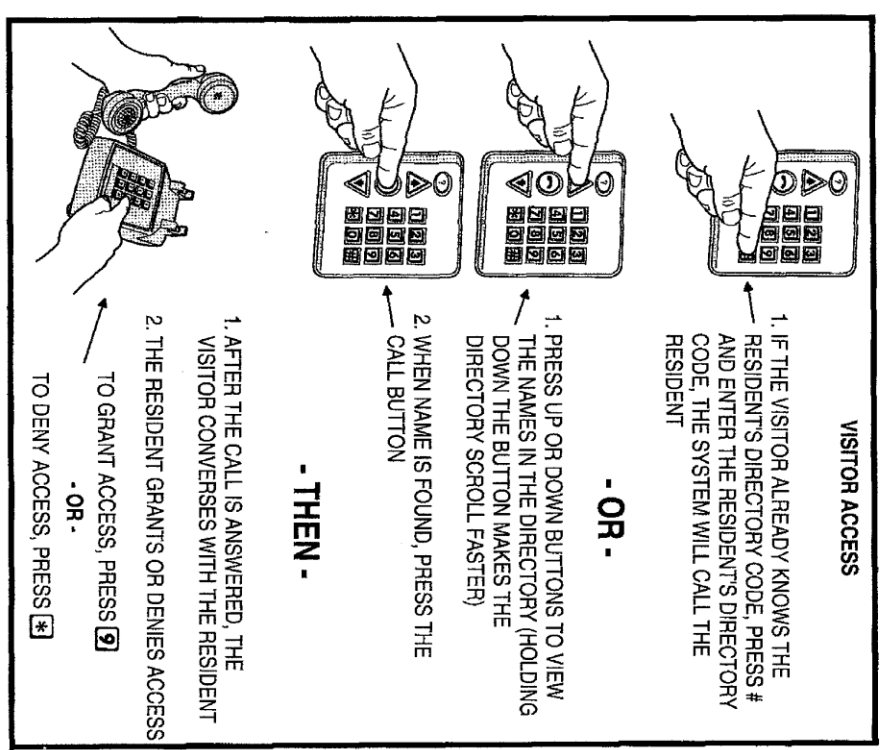
APPENDIX E

APPENDIX E-ELEVATOR CALL BOX INSTRUCTIONS

AE-100 Operation

Requesting Access with a Visitor Call

- If the visitor already knows the resident's Directory Code number, they can press **[#]** first, then enter the Directory Code number to call the resident.
- If the visitor doesn't know the resident's Directory Code number, they can scroll through the alphabetical directory entries by pressing **[Δ]** or **[▽]**.
 - Pressing **[Δ]** scrolls from A-Z.
 - Pressing **[▽]** scrolls from Z-A.
 - Holding down the **[Δ]** or **[▽]** keys will scroll the display faster.
- When the visitor finds the resident's name and Directory Code number, they can press **[C]** to call the resident.
- The system dials the resident's Telephone Number to establish 2-way communications.
- ♦ **NOTE:** The resident's Telephone Number will never be displayed to the visitor.
- The resident answers the call and converses with the visitor to determine if access should be granted.
- The resident can use their telephone's keypad to grant access activating the access relay by pressing **[9]**. After access is granted, the system will disconnect the visitor and resident call.
- The resident can disconnect the visitor without granting access by pressing **[*]** or by hanging up.
- ♦ **NOTE:** Disconnecting by hanging up is not recommended. The system will keep the telephone line seized until the maximum visitor talk time timer runs out (the factory default is 60 seconds).
- The length of time the visitor is allowed to talk can be programmed from 10-180 seconds. At ten and five seconds before the disconnect a tone will sound on the telephone to remind the resident of the pending disconnect. To restart the talk timer, the resident can press **[#]** on their telephone.





Cocoa Beach Police Department

ADDENDUM TO RENTAL AGREEMENT/LEASE

The residential rental agreement/lease dated _____ between _____ as Owner, Landlord or Agent and _____, as Tenant(s), of real property located at _____,

Is hereby amended to include the following terms and conditions:

1. CONTROL OF COMMON AREAS: The Owner, Landlord or Agent shall retain sole control over any common areas of the above-described property for the purpose of enforcing state trespass laws, including but not limited to the issuance of trespass warnings or notices of exclusion and the arrest of any person who does trespass upon this property.
2. DUTY OF TENANT(S): The Tenant(s) agree that upon receiving notice of any persons that have been issued a trespass warning, notice of exclusion or otherwise been prohibited from returning to the property, they will not give permission or invite said persons to return to the property or allow them to enter their premises.

All other terms and conditions of the rental agreement/lease shall remain the same and are hereby affirmed.

Tenant

Date

Apt./Unit Number

Tenant

Date

Apt./Unit Number

Owner/Landlord/Agent

Date