



The Rules We Live By 2023

(AND GENERAL INFORMATION)

Harmonious living in a condominium community requires little more than a thoughtful sensitivity to the needs of others and an awareness of The Rules We Live By. These pages contain rules and other information governing the most frequent activities at Pelican Cove. Items in this document are based on/or a result of state law, Pelican Cove documents, or Board approved resolutions. Consider them a starting point in being a good neighbor. If you have further questions, contact a member of the Pelican Cove office staff for assistance.

Please realize that while these rules were current at the time of printing, they may be changed from time to time.

The Pelican Cove Board of Directors has established a Rules Committee to, assist in resolving conflicts, and a Neighbor to Neighbor Dispute Resolution Program (see section XII).

Residents are reminded that our condominium documents empower the Association to assess fines for offenses committed. A complete list of Board and Committee Members is available at the Pelican Cove Office and on the Pelican Cove website.

A special thanks goes out to Jean Gomoll, who so generously gave of her time and talent to provide the cover illustration.

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The information contained herein is proprietary and is not authorized for use in solicitation.

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THE RULES WE LIVE BY AND GENERAL INFORMATION

I. BOARD AND COMMITTEE STRUCTURE

A. Board Role and Composition

The role and composition of the Board of Directors is outlined in the AMENDED AND RESTATED BYLAWS OF PELICAN COVE CONDOMINIUM ASSOCIATION, INC., Section 4.1 which indicates ...*“The affairs of the Association shall be managed by the Board of Directors consisting of not less than seven (7) Directors.”*, and Section 5.11 which indicates... *“The powers and duties of the directors shall include but are not limited to the following:*

5.11.1 Assess. To levy and collect Assessments against members for Common Expenses and to levy and collect all Assessments, charges, fees or other costs provided for in the Condominium Documents.

5.11.2 Disburse. To use the proceeds of Assessments in the exercise of its powers and duties.

5.11.3 Maintain. To maintain, repair, replace and operate the Condominium Property and all property leased by the Association.

5.11.4 Purchase. To purchase the necessary equipment and tools required in the maintenance, care and preservation referred to above.

5.11.5 Insure. To insure and keep insured the Condominium Property and property leased by the Association in the manner set forth in the Declaration of Condominium Ownership or the insurance provisions of the State Condominium Act and to purchase such other insurance as the Board may deem advisable.

5.11.6 Enforce. To enjoin or seek damages from the Unit Owners for violation of these Bylaws, and the terms and conditions of the Condominium Documents.

5.11.7 Employ. To employ and contract for the maintenance, service and management of the Common Elements and to delegate to such contractor and manager, or either of them, any of the powers it possesses.

5.11.8 Regulate. To make reasonable Rules and Regulations concerning the occupancy of the Condominium Parcels consistent with the Condominium Documents.

5.11.9 Emergency. In the event of an emergency as defined in Section 6, the Board of Directors may exercise the emergency powers described therein, and any other powers authorized by Sections 617.0207 and 617.0303, Florida Statutes, as amended from time to time.”

B. Board Meetings

1. Board meetings are generally scheduled monthly on a Tuesday in the Harbor Club at 9:30 a.m. Board Workshops are typically scheduled the week prior to a regular Board meeting on a Tuesday at 9:30 a.m. Board meetings during the months of June, July and August may be cancelled at the discretion of the Board. Please check with the office staff. Every Unit Owner has the right to participate in meetings of the Board of Directors and the Committees to the extent required and permissible under applicable law, subject to the following rules:
2. Unit Owners may make statements on any topic pertaining to Pelican Cove during the Owners' Comments section of a Board Meeting. Owners' statements may not exceed three minutes.

3. Unit Owners may not make or second motions, may not participate in discussions after Owners' Comments are concluded, and may not vote.

C. Committees

Committees have been established to advise Pelican Cove Management (the President, the Board and the General Manager). Committees have no power to act for, or on behalf of, Management. All Unit Owners are invited to attend and participate in committee meetings. Schedules for committee meetings are published in the Pelican Cove News, are posted at the three enclosed bulletin boards located at the Office, Pelican Pavilion and Harbor Club, and are shown on our website at www.pelicancovecondo.com.

D. Committee Descriptions

Please contact the Pelican Cove Office if you are interested in more information on any of the committees:

1. **AUDIT** – Reviews audit proposals and makes recommendations to the Board.
2. **BAY, WATER & ENVIRONMENTAL** – Develops policies and makes recommendations to improve the quality of Little Sarasota Bay. Areas of concern include, but are not limited to, the Sarasota County Septic Replacement Program, Sarasota County Storm Water Drainage Program, land development, and Pelican Cove activities which affect the water quality of the Bay.
3. **BUILDINGS & FACILITIES** – Develops policies and procedures on matters relating to the long-term renewal and maintenance of all buildings and other physical facilities with the exception of the Harbor.
4. **COMMUNICATIONS** – Develops policies and procedures to recommend to Pelican Cove Management on all matters relating to internal media and communications. Included are Pelican Cove News, the Pelican Cove Website, bulletin boards, neighborhood meetings, and orientation programs for new owners and renters.
5. **EMERGENCY PREPAREDNESS** – Develops storm and storm evacuation-related information. Obtains and makes available written materials on these subjects; while these materials will primarily be obtained from Sarasota County, the committee may develop Pelican Cove-specific materials as needed.
6. **FINANCE** – Develops policies and makes recommendations on all matters relating to the long-range financial integrity of the Association, including proposing an annual operating budget, monitoring the annual budget, and overseeing the Legacy program.
7. **GOVERNMENTAL & NEIGHBORHOOD RELATIONS** – Develops relationships with government entities and neighboring community organizations, and as issues arise, develops positions on all issues being considered by governmental and other

neighboring organizations which could reduce property values or the quality of life in Pelican Cove.

8. **GROUNDS** – Develops policies and makes recommendations to Pelican Cove Management on all matters relating to landscaping and planting. This committee serves as the primary collecting place for information relating to grounds and as a sounding board on matters relating to prospective plans and projects involving the grounds.
9. **HARBOR** – Develops policies and procedures on all matters related to the operation and maintenance of the Pelican Cove Harbor and other boating-related issues within Pelican Cove. In addition, assures compliance **by** boat owners with rules and regulations approved by the Board of Directors for use of the Harbor and for the safe mooring of boats.
10. **INSURANCE** – Develops positions and makes recommendations on all insurance matters of the Association, including General Liability, Umbrella Liability, Hazard, Flood, and Windstorm policies. The committee also recommends informational programs that would assist in educating residents on insurance issues. Insurance is an often confusing, but very important matter for condominium owners. For this reason, owners are urged to review the materials presented in the INSURANCE section of the Pelican Cove website for more complete descriptions of owner and Association responsibilities.
11. **LEGACY FUND COMMITTEE** – **Recommends policies and guidelines to encourage, facilitate and oversee gifts and bequests to the Legacy Program for the betterment of Pelican Cove and the quality of life of its residents. Further, to ensure that all gifts which are received are tracked and that appropriate acknowledgement is provided to donors.**
12. **PERFORMING ARTS ALLIANCE** – Assists in providing all of Pelican Cove with a varied wealth of performances that will enhance the cultural lives of our entire community.
13. **PERSONNEL** – Develops policies and procedures on all matters relating to personnel and acts as a sounding board for Management when personnel-related problems or issues arise. This committee also periodically reviews the Association’s compensation and benefit package.
14. **PLANNING** – Develops and recommends long-range plans for the preservation, protection, and improvement of Pelican Cove’s organization and operation, physical environment and facilities, community climate, and reputation and influence.
15. **RULES** – Develops policies and procedures which will be recommended to Pelican Cove Management on all matters relating to safety, security, use of recreational facilities, real estate and resident behavior standards. This committee also reviews annually the published rules for the community.

II. BUILDINGS & FACILITIES

A. Buildings, Recreation – General Use

1. All Pelican Cove recreation buildings are designated as No Smoking/Vaping areas.
2. The buildings will be open for residents' use per the timetable below unless reserved for private use. For after-hours use of the Exercise Room, the Harbor Club key can be picked up at the Gatehouse and returned following use.
3. Recreation buildings are open weekdays during the hours listed below:
 - a. Wilbanks 7 a.m. to 10 p.m.
 - b. Harbor Club 7 a.m. to 10 p.m.
 - c. Pelican Pavilion 7 a.m. to 10 p.m.
4. On weekends and holidays, all buildings will be opened at 7:45 am.
5. Persons in swim wear or with bare feet are not allowed in the Wilbanks, Pavilion or Harbor Club at any time.
6. When utilizing recreation buildings, persons under 12 must be accompanied at all times by a parent or designated guardian.
7. Residents and visitors **are** prohibited from using drones outdoors on Pelican Cove property or in any common facility.
8. Pelican Cove residents may reserve these buildings for private use at a fee established by the Board of Directors.
9. A Board-Recognized Group that is composed of Pelican Cove residents only, may reserve the use of recreational facilities for **its** group. Reservations need to be made through the Pelican Cove Office. There is no charge for this type of use. This is to differentiate from "private use" which is defined below.

B. Buildings, Recreation – Private Use

1. "Private use" reservations (available only to residents) of recreational facilities may be made through the Pelican Cove Office. A fee will be charged for the use, based on the recreational facility used and the number of persons attending the event. A resident **may** sponsor use of the recreational facilities for weddings and receptions for family members.
2. Reservations for recreational facilities are not confirmed until a Lease Form is signed and all fees are paid at the office.
3. Pelican Cove residents may sponsor use of the recreational facilities for an outside organization **of** which they, or a member of their family, are a member; providing it is strictly a social function. A fee will be charged for this use.

4. Curfew time for reserved use of the Recreation Buildings is:
 - a.) 11 p.m. Sunday through Thursday
 - b.) 12 a.m. Friday and Saturday (with the exception of New Year's Eve).
5. Rental fees (See Rental Fees – Recreational Buildings Appendix XIII A).
6. Notice of reservation cancellation for any recreational facility (~~excluding the Wilbanks' bedrooms~~) must be received ten (10) or more days in advance of the scheduled use date in order to receive a refund. Notices of cancellation received after this date will not be eligible for a refund.
7. To facilitate our Gatehouse operation, an alphabetized guest list must be submitted to the office seventy-two (72) hours before the party's scheduled time. If more than twenty (20) non-residents are listed, one parking attendant for each 20 vehicles entering the property will be hired and charged to the host. The Host is responsible for **supervising** parking. Guests must not park on grass or block other vehicles.
8. Users of the facilities are required to remove all trash and any materials or equipment brought in from the outside. Management will assess additional charges against anyone abusing or causing damage, Management being the sole judge of such. A reservation shall be valid for the **scheduled** date only. Set-up and clean-up duties must be accomplished on the same date unless other arrangements have been made with the office in advance.
9. ~~Two bedrooms are available for rent in the Wilbanks. These rooms are for the use of residents and their guests as an extra bedroom. Reservations are accepted on a first come, first serve basis. A deposit of 50% of the total charge (excluding tax) is payable at the time the reservation is made. This deposit is non-refundable, **except that a refund will be made for those days for which the room is subsequently rented**, at which time only a \$25 administration fee would apply. The balance is due on the date of occupancy.~~
10. ~~A resident may make a reservation for one (1) bedroom in the Wilbanks for a maximum of seven (7) consecutive nights. Continued occupancy is day-to-day thereafter, dependent upon availability. If a resident has leased one bedroom in the Wilbanks, the second bedroom will be available for lease to that resident only on a day-to-day basis.~~
11. ~~Wilbanks bedroom reservations **may** be made at the Pelican Cove Office. Keys may be picked up at the office Monday through Friday between 1:00 p.m. and 5:00 p.m. Keys for weekend reservations must be picked up on Friday before the office closes at 5:00 p.m. or on Saturday and Sunday at the Gatehouse.~~
12. ~~Both rooms have televisions and courtesy phones for the guests' convenience.~~
13. Smoking/vaping is not allowed **anywhere in the building, including both bedrooms**. Names of guests must be provided at the time of reservation, and children under eighteen

(18) years of age must be accompanied by a parent or designated guardian. No pets are permitted in any room of the Wilbanks.

14. The Association reserves the right to charge the resident a reasonable fee to replace locks to the buildings or bedrooms if all keys are not returned to the Pelican Cove Office after the reserved date.

C. Exercise Room at Harbor Club

1. Hours of use are 7 a.m. to 10 p.m. (weekdays) and 7:45 a.m. to 10 p.m. (weekends & holidays). For after-hours use, the Harbor Club key can be picked up at the Gatehouse and returned following use. Non-overnight guests using the exercise room must be accompanied by their resident host at all times.
2. Based on safety concerns, children under the age of 12 must be accompanied and supervised by a parent or responsible adult at all times when in the exercise room.
3. Proper footwear is required. No hard soles or high heels **are permitted**.
4. Shirts must be worn at all times.
5. Wet bathing suits are not allowed in the exercise room.
6. Use of a piece of equipment is limited to 30 minutes if others are waiting.
7. You may not hold a machine for another person.
8. Do not change TV channel or volume or fan settings without the approval of a majority of users present. Closed caption setting of the TV must be turned on if requested. If the TV volume disturbs any authorized users of the adjacent meeting room, closed caption must be used.
9. No equipment is to be removed from the room.
10. Last person leaving room should turn off the TV, lights and fans.

D. Harbor (see "Rules We Boat By" for more details)

The following rules and regulations are applicable to all residents, guests, and **lessees of boat slips and kayak racks**. Only pleasure boats may operate from the harbor. No commercial ventures of any kind may be conducted. Chartering, leasing or renting a boat constitutes commercial use. The arrival of all visiting boaters must be reported to the Pelican Cove Office as soon as possible or to the Gatehouse if the Office is closed. Harbor maintenance issues are best addressed by completing a Work Request form available on the website or from the PC Office.

1. Main walkways, sundecks, the gazebo and fishing piers are available to all residents and guests. However, caution should be taken on the finger piers as they are often in use by boat owners in loading and off-loading, for personal equipment and for the general service

and maintenance of their boats. Running, cycling, skating, skate boards and pets are strictly prohibited on all docks with the exception of service dogs. Bicycle riding on the Boardwalks is prohibited. Children under 12 on the main dock walkways and fishing piers must be accompanied by an adult.

2. Handrails are provided around the harbor for the safety of residents and guests. No one is to sit on these handrails.
3. Routine boat maintenance in the harbor is permitted. Major work must be performed on an emergency basis only with permission from the Harbor Master or his designate. Spray painting or welding will not be allowed. Routine fueling of a vessel in the harbor is strictly prohibited.
4. Anyone wishing a boat slip or kayak storage must inquire at the Pelican Cove Office to learn of the leasing procedures and space availability.
5. Littering or discarding refuse on docks or in the water is strictly prohibited.
6. Fishing and crabbing are permitted on main docks and walkways, but must not interfere with operation or mooring of boats.
7. Owners or guests arriving by boat may tie-up at the north side of the "L" Dock during daylight hours without charge. The owner of a boat docking overnight must register in advance at the Pelican Cove Office and pay a \$10 per night charge to the Association. If the visiting boat arrives after normal office hours, on a weekend or on a holiday, the owner of the boat is required to notify the Gatehouse upon arrival.
8. Living aboard a boat overnight is prohibited.
9. To promote sound fish cleaning practices and to support County and Florida State clean water management codes, cleaning of fish is allowed only at the fish cleaning station located at the end of the L Dock, followed by a thorough wash down of the area. Fish waste, unwanted bait, or bait packaging may not be thrown into the harbor water. Waste will be placed in sealed double plastic bags and deposited in the L Dock waste container located next to the fish cleaning station. Alternatively, you might freeze and reuse waste as chum or bait.

E. Kayak/Canoe/Paddleboard Storage

Kayak, canoe and paddleboard storage racks are available for lease by Unit Owners and renters. Two storage racks may be leased per unit. There are storage racks located at four locations in Pelican Cove. Approved storage locations for kayaks, canoes, and paddleboards (other than an assigned rack) are on a car-top carrier, within a condominium unit, or on a boat in an assigned boat slip. Additional guidelines and lease rates are available in the Pelican Cove Office. Paddleboards may be stored on or concurrent with kayaks on a leased kayak rack.

F. Swimming Pool Rules and Information

The following rules apply to all six Pelican Cove pools, which are located in the following places: Wilbanks, Harbor Club, Pelican Pavilion, Far Harbor, Brookhouse, and Glenhouse. All pools are heated to 82 degrees with the exception of the Pelican Pavilion pool, which is maintained at 85 degrees and **the** Brookhouse pool, which is 84 degrees. The hot tub is located at the Harbor Club.

1. Pool hours are one half hour after sunrise to one half hour before sunset.
2. Cover-ups must be worn to and from the pool.
3. No pets are permitted in pool areas or in the pools.
4. No rafts or inflatables are permitted except for safety purposes.
5. No food is permitted on concrete areas surrounding pools.
6. In an effort to better maintain the condition of the community pools, a shower is required before entering the pools. The use of soap and shampoo is discouraged.
7. Beverages are permitted only in unbreakable containers and not closer than four feet from the edge of the pool.
8. If wearing suntan lotion or oil, please cover the chair or lounge with a towel to prevent damage to the furniture straps.
9. Children under 12 must be supervised by a parent or designated guardian.
10. Rough play, running, jumping, and ball-throwing in and around the pools are prohibited.
11. Chairs may not be reserved by leaving towel or garment in the absence of the owner.
12. Volume on audio devices and cell phone conversations must be kept low enough so as not to disturb other guests.
13. Diapered children must wear swim diapers or plastic pants in the pools.
14. Rollerblades, skates and skateboards are not allowed on the pool decks.
15. Respect the "right of way" of people swimming laps.
16. Children under the age of 18 may not have more than two guests unless the group is accompanied by a parent or designated guardian.
17. No diving is allowed.
18. Slope ropes are to remain in place. When slope ropes are removed to swim laps, the resident is to reinstall the slope ropes to the proper position.

19. Pool side phones are available for local and emergency calls.
20. At no time will smoking/vaping be allowed within the fenced areas of any swimming pool or underneath the covered gazebos located at the Pavilion pool, the Cove, and the Harbor.
21. Subsequent violation of this section by Owners, their renters, guests, caretakers, vendors or other invitees or an employee of Pelican Cove shall, after a written warning, subject the Owner or Employee to a fine not to exceed \$100 per incident.

G. Tennis and Pickle Ball Court Information

1. The tennis and pickle ball courts are located at the Harbor Club & Pelican Pavilion.
2. Tennis Court **hours at Harbor Club** are as follows:
 - a. June 1 to August 31: 7 a.m. to 10 p.m.
 - b. September 1 to May 31: 7:30 a.m. to 10 p.m.
3. Pickle Ball & Tennis Court **hours at Pelican Pavilion** are as follows:
 - a. November 1 to March 14: 8 a.m. to 5 p.m. (week days) and 9 a.m. to 5 p.m. (weekends).
 - b. March 15 to April 30: 8 a.m. to 6 p.m. (week days) and 9 a.m. to 6 p.m. (weekends).
 - c. May 1 to October 31: 7 a.m. to 8:30 p.m. (all week).
4. Courts may be used for tennis and pickle ball only.
5. Hard soled shoes, skates, skateboards and rollerblades damage the court surface and therefore are not allowed in the court area. Tennis shoes are required. Appropriate tennis court attire requires that shirts or blouses be worn along with the rest of the appropriate attire. Bathing suits are not allowed.
6. Tennis clinics are permitted but must be scheduled for 10:30 a.m. or later, and are not to be scheduled **on** more than two tennis courts at a time.
7. Use of courts is restricted to residents and their house guests. Sarasota area residents are permitted as **local** guests when accompanied by a resident. From 12/20 – 4/30, each resident is limited to not more than one local guest per week. No local guests are allowed between 9-11 a.m. between 12/20 and 4/30.
8. Night players **must** turn off the lights when finished.
9. Court time is limited to one hour for singles and one and one-half hours for doubles when others are waiting.
10. Court reservations must be made at pelicancove.skedda.com.
11. No person may reserve a court for another person.

III. CLUBS AND GROUPS

A. Club and Group Operation

1. Groups and clubs are open to all residents. With a vast array of Board Recognized Groups and Clubs, Board Committees, and special events to schedule in Pelican Cove each year, a detailed scheduling process has been developed. Only the Board, Board Committees and Board Recognized Groups and Clubs may reserve space within Pelican Cove facilities at no cost. Reservations and walk-in usage **may** also be made for other quiet activities in the same room. The contact person from each group or club will be asked to submit a "Reservation Request Form, Income & Expense Report and Attendance Record" during the summer months, and each group will be scheduled for the upcoming season based on this information. Subsequent requests will only be scheduled in available time-slots and locations. Should a previously unscheduled event need to be scheduled, Board or Board Committee events will take precedence over group and club events. Management will notify the contact person from each affected group if the space must be re-assigned.
2. Board Recognized Groups are authorized to reserve and use Common Element facilities and request reasonable copy services, appropriate use of the Pelican Cove News, the website and the appropriate bulletin boards at no charge as long as they comply with all administrative guidelines. (See BRG Pamphlet).
3. Board Recognized Groups may charge fees to offset expenses when membership is a requirement for participation in the group (e.g., Pelican Cove University, Social Club, Woodworkers, and Yacht Club). Likewise, a course fee may be charged to individuals when paid directly to an instructor for services rendered (e.g., Line Dance, Exercise Class, and Watercolor Class).
4. Admission fees for Pelican Cove events open to all residents are not permitted; however, a donation may be requested. All requested donations made in connection with admission to events financed through Legacy Program funds must be deposited into the Legacy Fund, except for cash placed in tip jars at such events. If donations are made by check, the check should be made payable to the Pelican Cove Condominium Association (PCCA) with a designation of a Board-recognized group's sub-account in the memo line of the check. Residents who choose to make donations in excess of the amounts requested for admission to events should write a separate check to the Board-recognized group, which may be deposited into the Board-recognized group's private bank account. Admission may not be denied for anyone failing to make this donation. Groups that collect funds in the above-described manner must be prepared to provide a financial report to Unit Owners, upon request.
5. Board-recognized groups may establish private bank accounts, and are responsible for any and all associated fees and tax liabilities. Funds for events that do not receive funding from the Legacy Fund or funds generated through other fund-raising activities, may be deposited into such private bank accounts. Upon request, Pelican Cove management will establish a dedicated sub-account within the Arts, Music and Education section of the Legacy Fund for the exclusive use of Board-recognized groups that are eligible to receive funds from the Arts, Music and Education section of the Legacy Fund. Upon the approval by the Board, and the submission of documentation to management of prior expenses

incurred from their private bank accounts in support of events open to all residents, Board-related groups will be reimbursed from available balances in their designated sub-account in the Legacy Fund.

6. If a capacity crowd is expected, the Board Recognized Group sponsoring the event or class must indicate that non-residents (house guests and local friends or relatives), other than overnight guests, are prohibited from attending. This designation can be made by including "Pelican Cove Residents Only" in the promotional material for the event or class. The sponsor or instructor of the event or class is responsible for the enforcement of this designation and may refuse admittance to anyone not a resident of Pelican Cove. The event sponsors may elect to require reservations as an alternate way to ensure adequate seating for Pelican Cove residents.

B. Club and Group Descriptions

Pelican Cove is a special community brimming with active, interesting people. Residents have organized a number of Board-Recognized Groups and Clubs as outlined below. An active Pelican Cove lifestyle can include any of the following:

1. AQUALOGIX – This class provides water exercise using specialized equipment.
2. ART CLUB – This club meets monthly. It sponsors a variety of classes, and many members display their works in Art Club-sponsored Exhibits during season. The Art Studio is accessible by key only. Members may also rent lockers to store supplies.
3. ART SHOW – This annual event showcases the talents of our many resident artists. Photography, sculpture, watercolor, oil, woodworking and various other works are displayed during this popular weekend event each March at the Pelican Pavilion and Harbor Club.
4. BRIDGE – Tuesday evening games of Party Bridge are held weekly throughout the year, and Wednesday evening games of Duplicate Bridge are played weekly from January through March.
5. CANASTA CLUB – This club meets weekly to play the card game canasta.
6. CINEMA CLUB – This club meets monthly from November through April to discuss films in the evenings at the Pelican Pavilion.
7. CULINARY CLUB – This club arranges activities related to the enjoyment of food, wines and dining.
8. CULTURAL EVENTS GROUP – This group is dedicated to producing high quality classical and other musical events for the enjoyment of the residents of Pelican Cove.
9. FIBER ARTS GROUP – This group meets twice a month for workshops and meetings at Wilbanks.

10. FOLK MUSIC CLUB – This club meets once a month, December through March, to allow owners to get together to listen to, play and review various categories of folk music.
11. JAZZ, **RHYTHM & BLUES** – Pelican Cove residents and local musicians assemble and play for your listening and dancing pleasure on Thursday evenings from January through March in the Pelican Pavilion.
12. KAYAK/CANOE CLUB – Members participate in regular outings on the water.
13. LIBRARY – Located in Pelican Pavilion; hours: 8 a.m.-10 p.m.; books, tapes, DVDs, games, puzzles; for use by all residents.
14. LINE DANCE – This group meets weekly from October through April in the Pelican Pavilion.
15. MAHJONG CLUB – This club meets twice a week to play mahjong from January through April.
16. MUSIC FESTIVAL – This group produces an annual event to entertain and showcase the talent within the community.
17. NEIGHBOR TO NEIGHBOR – This group provides emergency help and transportation to residents who have had an accident or sudden illness. Resident volunteers may prepare a meal or provide transportation to doctors' appointments, grocery stores and pharmacies.
18. NIA DANCE – This group incorporates dance, martial arts and mindfulness to tone your body, while transforming your mind and promoting fitness in a fun atmosphere.
19. PELICAN BRIEFS – This group gathers original short stories, poems and essays from residents to publish in a quarterly magazine.
20. PELICAN COVE UNIVERSITY – Resident instructors conduct a wide variety of classes at the various recreational facilities. This is a unique program for those who wish to continue learning in a relaxed atmosphere.
21. PELICAN PROGRAMS – These evening programs are held monthly at the Pelican Pavilion from January through March and feature a variety of guest speakers for residents' enjoyment.
22. PHOTOGRAPHY CLUB – This club meets weekly at the Harbor Club January through March. There is a computer photo lab in the Wilbanks accessible by key only.
23. PICKLE BALL CLUB – This club meets at the Pelican Pavilion tennis court to play pickle ball.
24. PING PONG – This group meets weekly from December through March.

25. SCULPTURE CLUB – The Sculpture Studio and Sculpture Court are located adjacent to the Harbor Club. The Sculpture Studio is available during posted hours for PC Resident members and by key only. This group meets with an instructor each Saturday morning for three hours from December through March. Additional classes will be posted.
26. SOCIAL CLUB – This club offers a themed gathering where residents can enjoy getting to know one another. A new host/hostess each month plans the monthly event held at the Pelican Pavilion.
27. STAN HENDRICKS JAZZ GROUP – Donations accepted throughout the year for this group that sponsors special jazz performances and presentations.
28. STRENGTH TRAINING - This group teaches exercises using mats and hand weights to maintain and improve balance, stamina, coordination and vitality.
29. TAI CHI – This group meets weekly with an instructor at the Harbor Club.
30. TAP DANCE – This group meets weekly at the Pelican Pavilion.
31. TENNIS CLUB – This club organizes frequent tournaments that attract many participants at various skill levels.
32. WATER AEROBICS – This fitness fun class meets weekly on Mondays and Thursdays at the Pavilion pool.
33. WATERCOLOR CLASS – A resident instructor conducts this class weekly from January through March at the Wilbanks.
34. WATER EXERCISE – This class is held year-round at the Pavilion pool. The class routinely meets three mornings per week.
35. WOODWORKERS CLUB – Located in the Wilbanks garage, members meet in the shop to complete projects and share ideas and knowledge. The woodworking shop can be accessed by key only.
36. YACHT CLUB – Annual membership in this club includes a monthly rendezvous to local restaurants or events. This group sponsors the popular “Lighting of the Harbor” each December. You must have a boat docked in Sarasota County to join.
37. YEAR “ROUNDERS” CLUB – This club primarily meets outside of season for planned and spontaneous activities: classes, game nights, live music, trips, entertainment, brunches, boat trips, etc. Essentially encompassing all clubs’ seasonal activities.
38. MAT AND CHAIR YOGA – This group meets at the Pavilion to learn and practice yoga techniques, to improve balance, core strengthening, body tone, suppleness, and flexibility.

IV. COMMUNICATION TOOLS

A. Address Changes

Unit Owners are encouraged to advise the Pelican Cove Office of their current mailing and e-mail addresses and telephone numbers throughout the year. This information facilitates receipt of all Association mailings, including the Pelican Cove News, while you are away. This information is also important in case of an emergency involving your unit.

B. Community Postings

1. The designated locations for the posting of all official Association Notices are the enclosed bulletin boards located on the front porch of the Pelican Cove Office and the lobbies of the Harbor Club and Pelican Pavilion. Mailbox bulletin boards that allow for a single page posting are also reserved for official announcements of the Association.
2. The "Owners and Residents" bulletin boards inside the Harbor Club and Pelican Pavilion are for the exclusive use of Pelican Cove owners and residents. These bulletin boards may be used by owners and residents to advertise their own commercial ventures or businesses in addition to other personal notices with the exception of real estate sales and leases. **Handing out or leaving flyers or similar paper materials of a commercial nature within the confines of Pelican Cove is not permitted.** All notices, other than real estate, relating to items 'for sale', 'for rent' or 'wanted', must be posted on material not to exceed 5" x 7", must be dated and contain the unit number and name of the person posting. Residents may post similar notices for real estate 'wanted'. Violation of this policy will be cause for immediate removal of the notice; however, all notices must be removed after 30 days.
3. Specific bulletin boards identified with the heading of "Community Affairs" are located inside the Harbor Club and Pelican Pavilion. These bulletin boards may be used to post announcements relating to local government meetings, community meetings and civic events that have a defined governmental, educational, cultural, artistic or humanitarian benefit. Political campaign literature, announcements of political meetings and endorsements for elected office are prohibited. Announcements of Pelican Cove meetings, classes and events are not permitted on these boards. Size of posted material is not to exceed 8.5" X 11". Commercial postings, including those of non-profit groups, are prohibited and will be removed.
4. Board-recognized Pelican Cove Clubs and Groups may post announcements throughout the property on the outside club/group message boards no earlier than seven (7) days before the event, must have a "Remove By" date at the bottom of the page. **All postings may be no larger than 8.5x11. Between 12/1 and 4/30 of each year, posted material must be on half sheets, not to exceed 8.5x5.5, and must be submitted to the PC Office for approval, duplicating and inclusion on the website.** Clubs/groups that have two events within a seven-day period shall consolidate the posting on one sheet. The sheet may go up seven (7) days before the first event and remain until the date of the second event. Notices of multiple on-going weekly activities/classes **which are the same event or class at the same time and day of the week at the same place** must be submitted to the PC Communications Committee which shall include them on a single sheet containing

multiple activities. These **on-going weekly activity postings** shall occupy one section of each bulletin board and shall have "DO NOT COVER OR REMOVE". Information regarding PC University class schedules should be consolidated to occupy no more than one single page on the bulletin boards. Club/Group leaders are responsible for removing all notices from these boards the day after the event. Notices from the Association take priority over all other postings.

5. The single bulletin boards located at mailboxes are used for Board announcements as well as emergency notices (e.g., water shut-off in area) and also for events sponsored by Pelican Cove Standing Committees. Board announcements include events such as the Hurricane Meeting, Town Hall Meeting, Annual Meeting, etc.
6. Outdoor signage must be approved by management, and is only permitted for major community events to offer direction. Such signage may not be posted more than 24 hours before the event and shall be removed immediately following the event.

C. Social Media

There is a Pelican Cove Facebook page which is monitored by the Office.

D. Pelican Cove News

1. The Pelican Cove News is published ten times per year.
2. Issues are published monthly except for the **Summer**, when it is published bimonthly.
3. Classified ads and display ads can be placed and paid for at the Pelican Cove Office. The deadline for ads is posted in the Pelican Cove News for the subsequent issue.
4. Distribution is via first class mail to the current Unit Owner address on record and to all annual tenants. Extra issues of the newsletter are placed in the box on the Pelican Cove Office porch or you can read the **newsletter** online at our website (shown below).

E. Pelican Cove Website

Our community has a website at www.pelicancovecondo.com published by the Board of Directors of Pelican Cove Condominium Association, Inc. (PCCA) to provide accurate, detailed, current information to keep you informed of activities, events and other items of interest to Pelican Cove owners and residents. Access to the website is both public and private. The public side includes information descriptive of PC and its amenities; and the private site includes all of the public information as well as information about the governance of the association, club/group information and owner specific information. A confidential password allows residents (both owners and residents) to access the private site. We invite you to visit the website any time you wish - 24 hours a day, 7 days a week - to look up information about your home. The following are some of the things you can find **or do** on our website:

1. View confidential, password protected information about your home, such as the status of your work requests.

2. Check meeting, class, and event schedules and locations.
3. Download official documents such as The Rules We Live By, and forms needed for automatic payments, sale or lease of unit, changes to the common elements, etc.
4. Communicate with residents via the Directory and Message Board.
5. Obtain the latest up-to-date information on news and happenings in Pelican Cove through the events calendar, announcements and e-bulletins.
6. Advertise or view condominiums in Pelican Cove that are for sale or lease.
7. Read or print a copy of the Pelican Cove News.
8. Submit a work request online.
9. View **the** Calendar.
10. Read **the** Agendas, Minutes, Resolutions and Authorities for Expenditures (AFE) of all Board and Committee meetings from 2015 through present time.
11. Use the Market Place to share information and sell/buy items.

V. EMERGENCY PROCEDURES

A. 911

In the event of an emergency, all residents are encouraged to CALL 911 DIRECTLY. By doing so, the most accurate information available can be directly transmitted to emergency personnel. Following the 911 call, notify the Gatehouse (941) 966-2992.

B. Hurricane Preparedness

Pelican Cove units and common buildings are not built to current hurricane standards and should not be used as shelters by residents in a hurricane. Although our 71 residential buildings are located in three different hurricane evacuation zones, PC Management will most likely extend evacuation orders to all residents. This will be disseminated via Pelican Cove's email blasts, bulletin boards, and website <http://www.pelicancovecondo.com>. Information on evacuation zones is available in the PC Office and on the Sarasota County website (<http://www.scgov.net/EmergencyServices/allhazards.asp>). The hurricane season begins June 1 and ends November 30. Residents living here during hurricane season should develop a hurricane preparedness plan prior to June 1 that includes evacuation. Seasonal residents should prepare their unit for a potential hurricane before they depart for the season.

1. The Sarasota County Disaster Planning Guide, available in the PC Office, includes information about hurricane preparedness plans, an evacuation map, hurricane shelters

(including ones that take pets), persons with special needs, hurricane supply kits, emergency contacts, insurance information, and re-entry procedures after a hurricane.

2. The Pelican Cove Emergency Preparedness Committee provides information and advice to residents about hurricane preparedness, **and** conducts a hurricane information meeting each year.
3. If you will need assistance during an evacuation, it is important that you call Special Needs Registration at (941) 861-5000. You must pre-register for this service - do not wait until the storm is here.
4. If you have home health care service, plan ahead with your agency for emergency procedures. During an emergency, the Pelican Cove Staff will not be able to assist every individual.
5. Second floor units should evacuate at the same time as the first-floor units. A severe storm may damage the structural integrity of a building.
6. Once a Hurricane Watch is announced, the Association will implement its Hurricane Plan. The Pelican Cove Office will be secured for the storm and staffed as long as it is deemed safe.
7. All recreational buildings and pools will be prepared for the storm and deck furniture will be secured.
8. As soon as Sarasota County issues a tropical storm or hurricane warning, residents must remove all outdoor objects: patio furniture, hanging pots, potted plants, grills, hoses, decorative items and other unsecured items. These must be moved inside to limit the amount of flying debris during hurricane season. If it is necessary for the Pelican Cove staff to remove such items, the owners will be fined \$100 per storm, plus the costs of the removal of items as determined by Management. Note: Fire Department regulations do not permit storage of any propane tanks in apartments. Tanks must be legally EMPTIED before being stored. EMPTY propane tanks can be stored in a carport storage area. If you do not have a carport storage area, EMPTY propane tanks must be chained to the carport post.
9. Boat and canoe/kayak owners are solely and completely responsible for the safety and security of their own boats and must abide by the Hurricane Regulations in the Rules We Boat By.
10. Residents should stay updated by watching the National Weather Channel (Comcast cable channel 31) or local television channels.
11. After a hurricane, there will be building damage information on the PC website. Unit owners not in residence may be instructed to call a special telephone number to find out specific information about their condo unit.

12. Residents who have evacuated must be aware of Sarasota County re-entry procedures in effect, especially the need for valid credentials with a Pelican Cove address such as a drivers' license, utility bill, property tax bill or condo lease agreement.
13. After a hurricane, Pelican Cove Board Emergency Powers may be implemented, which includes the right to close the property for occupancy and contract for items or services as outlined in the Pelican Cove Disaster Preparedness and Response Plan.
14. Should the Association need to contact individual owners directly and their whereabouts are unknown, the Association will contact the person(s) designated as their Emergency Contact.
15. The Association will make an effort to keep roads clear from debris.
16. The Association will direct traffic and will open the South Gate, if necessary.
17. Upon re-entry, call one of the numbers listed in the hurricane guide. Use Sarasota County website for updates on the local conditions.

C. Hurricane Shutters

Unit Owners may install permanent and removable hurricane shutters that conform to building codes and are approved by Management. Permanent hurricane shutters may be closed at any time. Removable shutters may be put up at any time if they are bronze, clear or a color that blends in with the building paint color. Additional guidelines are available in the Pelican Cove Office.

D. Plumbing Emergencies

In the event of any water leak that creates a plumbing emergency, such as a broken water supply pipe or a blocked wastewater line, please notify the Pelican Cove Office (941) 966-5674 during business hours or the Gatehouse (941) 966-2992 after business hours. The appropriate personnel will be notified immediately to determine who can respond.

VI. GATEHOUSE

- A. The Gatehouse provides controlled access to Pelican Cove. All residents must notify the Gatehouse staff by calling (941) 966-2992 or by emailing pcgatehouse@comcast.net to advise staff in advance of expected visitors.
- B. Visitors and guests include contractors, vendors and service personnel.
- C. By advising the Pelican Cove Office via phone, fax or email - in advance - residents can authorize permanent entry to family members, friends or vendors. This information will be recorded and forwarded to the gate.
- D. When Unit Owners are not in residence, only friends and relatives staying in Pelican Cove are permitted to use the recreational facilities.

- E. Pelican Cove will not be responsible for exchanging keys, packages or information between residents and their family, friends or vendors. All such arrangements must be made directly between the parties.

VII. GROUNDS MAINTENANCE

A. Maintenance and Landscaping

Grounds maintenance and landscaping programs will be implemented by Pelican Cove Management. Plantings may be installed, removed, moved or altered at the discretion of Management in support of the overall program and for the maximum benefit of the entire community. Major changes will not be made without consideration of those most affected.

1. No shrub, ornamental or tree may be planted, removed or altered by any resident without prior written consent of the General Manager or his designee.
2. State law mandates that mangroves not be trimmed, pruned, or removed.
3. Vegetables may not be grown on the Common Elements.
4. If residents leave for extended periods of time, they must remove plant containers placed on the Common Elements. Staff will remove and dispose of plants and containers which interfere with grounds maintenance.
5. Plant containers, decorative items, lawn chairs, signs or other personal property, may not be placed or stored on lawn areas or immediately adjacent to grass where they will interfere with mowing or other maintenance.
6. Adhere to Sarasota County's water conservation instructions regarding watering lawns and plants. Excessive watering costs money and may violate water conservation measures. Hand-held hoses are required to have a shut-off nozzle.
7. Residents who wish to initiate major new changes to area plantings and/or changes that affect an immediate neighbor's view must obtain the prior written consensus of immediate neighbors who may be affected. The collected information should be attached to the work request submitted for review by Management.
8. Residents may plant small annuals or perennials in established plant beds near their units. The care of these plants is the responsibility of the resident. As a courtesy, planting schemes should be discussed in advance with immediate neighbors.
9. Upon review with Management, residents may purchase specific trees or shrubs for planting near their unit. These plants must be suitable for the planting environment, complement the area's planting program, and be in agreement with neighbors' wishes.
10. Residents wishing to install birdbaths and/or bird feeders on Common Elements must first obtain written consent of their neighbors, then approval of Management.

11. Vines found growing on buildings or carports will be removed by Management. It is acceptable for vines such as Confederate Jasmine, Allemande and Flame to be cultivated on lattices, trellises, dumpster enclosures and privacy fences.

B. Maintenance Schedule

1. Each Pelican Cove neighborhood receives routine landscaping maintenance five times per year. During each visit, the basic functions of raking, pruning, trimming, replacement of dead plant material, edging and weeding are performed. In addition, any previously submitted work requests that address routine maintenance will be completed.
2. Fertilization and tree trimming programs, as well as special projects, will operate on a separate timetable.
3. Maintenance of each neighborhood takes eight to thirteen (8-13) working days to complete. Poor weather may delay this schedule.

VIII. RECYCLING AND TRASH

- A. Recycling in Sarasota County is mandatory under county ordinance. Please properly dispose of your recyclable plastics, glass, metal and papers. **Plastic bags are NOT recyclable. Sarasota County will not empty bins if they are not closed properly or if they are overflowing and won't close.** (See Trash and Recycles Appendix XIII, B)
- B. Enclosures in each neighborhood are marked for either recyclables or non-recyclable garbage materials.
- C. For your convenience, flyers are posted at the recycling bins and "Sarasota County Recycling Guides" are available at the office. This information should be given to domestic help as well as to ensure proper disposal of recyclables.
- D. Corrugated cardboard boxes are recyclable and must be **broken down, flattened and cut to fit inside bins** prior to disposal.
- E. All non-recyclable garbage must be securely tied in plastic bags and placed inside the dumpsters. Waste Management will not remove garbage that is placed outside, around or on top of the dumpsters.

IX SERVICES

A. After-Hours Work by Employees

Some employees offer "after-hours" services to residents that are not related to their employment at Pelican Cove and should be treated as any other vendor providing services here. After-hours work done by Pelican Cove employees is a private arrangement between the resident and the employee. Residents must contact employees directly. Pelican Cove is not responsible or liable for any after-hours work done by employees, including scheduling, pricing, payment, completion of work and quality of work. At no time is such work to be done on Pelican Cove work time.

B. Contractors, Vendors and Service Personnel

1. Contractors will be restricted to work on renovations Monday through Saturday between the hours of 8 a.m. and 6 p.m.
2. Contractors, vendors and service personnel are not to park on the grass, block roadways at any time, or dispose of any refuse in Pelican Cove dumpsters or recycling containers.
3. All contractors must remove their own debris from the site. Owners doing their own renovation should call Waste Management **at** (941) 924-1254 to schedule debris pick-up.
4. Disposing of hazardous waste and materials on Association property is prohibited. Residents are accountable for their contractors.
5. Authorized service personnel performing repairs or inspections for Unit Owners may access the roof after registering in the Pelican Cove Office. Only those vendors who have provided the Association with the required proof of insurance will be allowed on the roofs.
6. Unit keys will be supplied to designated persons or companies at the Unit Owners' specific request.
7. All keys checked out from the office must be returned to the office no later than 4:30 p.m. on the same day. Locks will be changed and Unit Owners will be billed \$100 for keys not returned to the Pelican Cove Office on time.
8. No cement trucks are allowed on the property without the advance permission of the General Manager.
9. Due to the narrow roads, sharp turns and low tree branches throughout Pelican Cove, no tractor-trailer trucks or trucks over 30' in length and **13' 6"** in height are allowed on the property.
10. On Sundays, contractors, service personnel and deliveries **associated with contractors or service personnel** will have entry to the property **only for essential** emergency services. **Emergency services are for items in need of immediate attention such as air conditioner repair, clogged or broken plumbing fixtures, or refrigerator repairs. The gatehouse must be contacted at (941) 966-2992, and notified of the emergency need for entry to be allowed.**
11. **Handing out or leaving flyers or similar paper materials of a commercial nature within the confines of Pelican Cove is not permitted.**

C. Pest Control Service

Pest control services are provided to the exterior of all buildings. If pest problems occur within a unit, please submit a Work Request form.

D. Work Requests

1. Work Request forms are available in the office or online at www.pelicancovecondo.com. One item per work request, please.
2. If you have a problem that may be the responsibility of the Association, a written work request must be submitted to the office. Exceptions to this rule are pest control callbacks and emergency water problems that may be reported by telephone. All other callers will be asked to visit the office and complete a written work request or to submit a written request via e-mail to pelicancove@comcast.net or through the Pelican Cove website at www.pelicancovecondo.com.
3. Abusive or harassing behavior directed against employees is prohibited. Complaints regarding employees should be directed to the General Manager so that appropriate action can be taken.
4. Residents are not to give instructions or suggestions, or otherwise direct employees.
5. A drop slot is provided in the front door of the office for the convenience of residents.
6. Residents may not give gratuities to employees for work done during regular working hours.
7. The Association has the responsibility to repair and maintain the common elements. Unit Owners should not authorize outside vendors to make repairs to the common elements. If an emergency situation occurs, notify the Pelican Cove Office (941) 966-5674 or the Gatehouse (941) 966-2992 immediately, and the proper personnel will be contacted.

E. Trash Removal

If you have items that are too big to fit into the regular garbage containers you can schedule a special pick-up with the Waste Management group. The Waste Management representatives will work with you to set up a schedule to pick up the bulk items. Please refer to recycling Section VIII Recycling and Trash for more information.

X. UNITS AND THE OWNER'S RESPONSIBILITIES

A. Access to Units

In order to best serve our residents in emergency situations, Unit Owners are required by Section 13.05 of the Declaration of Condominium to furnish the Pelican Cove Office with an operational key to their Unit/s. Please remember to update your key in the office if you change your locks. Emergency entry will be made at the Unit Owner's expense if the key on file is not operational at the time of the incident. All keys checked out from the office must be returned to the office no later than 4:30 p.m. on the same day. Locks will be changed and Unit Owner will be billed \$100 for keys not returned to the Pelican Cove Office on time.

B. Construction / Alterations of Unit

The Board of Directors has established a set of rules regarding modifications to the interior or exterior of a unit. The rules are designed to ensure adherence to the Declaration of Condominium and protect the Common Elements. **The Declaration provides** "No Unit Owner shall make any addition, decoration, repair, replacement or alteration to the Common Elements, Limited Common Elements or to the exterior portion of any building or his or her Unit, without the prior written consent of the Association." Unit Owners who plan to perform any changes should contact the Pelican Cove Office well in advance of construction to ensure conformance and to receive necessary written approval of the proposed changes. Some renovations also require an "Agreement and Covenant To Run With The Land" that is recorded in the Sarasota County public records. Most renovations also require a County building permit:

1. move or add a wall (including lanai enclosures)
2. install a satellite dish
3. install hurricane shutters
4. install tile or other hard surface on **the floor of** a second floor unit
5. replace a front door
6. add / replace any exterior glass window/door
7. install skylights and solar tubes
8. modify the common element in any way

C. Holiday & Seasonal Decorations

1. From December 1 to January 7 of each year, seasonal decorations, including lighting, may be displayed as allowed below: on the outside walls of the Condominium Units, the entry porches and balconies, the stairways, and the planting areas in front of the first floors and along the entry pathways may be decorated, provided that any décor or items placed there have approval of both neighbors. Limited Common Elements, excluding carports, may be decorated. No decorations may exceed the height of the roof or be placed on the roof.
2. It is the responsibility of the owners of the Unit doing the decorating to clean up **immediately** any debris that might be caused during the decorating.
3. Decorations for other occasions (such as Halloween, Thanksgiving, etc.) may be displayed, as allowed below, for a period of 10 days prior to and one week after such holiday.
4. Only the American Flag may be displayed throughout the year in accordance with Florida Statutes.
5. The Grounds Committee is responsible for the Common Elements' decorations.

6. Management is responsible for the decisions as to the conformance of decorations within these guidelines.

D. Fireworks

Fireworks (including without limitation any explosive or pyrotechnic device, sparkler, rocket, etc.) present a real danger to the safety and property of owners and residents of Pelican Cove. The use of fireworks is forbidden at Pelican Cove. Fireworks are “flammable or explosive material” and may not be stored in any unit or carport. Violators of this policy shall be personally responsible for any damages or expenses caused by the use of fireworks on Pelican Cove property.

E. Insurance

Per the Pelican Cove Declaration of Condominium, all Unit Owners are required to obtain HO-6 Condominium Unit Insurance to protect the Unit Owner and the Association for matters of property damage, casualty, and liability. The Association MUST be named as an “additional named insured” and “loss payee” on the policy. Every unit should have at least one fully functioning ABC Rated fire extinguisher and smoke detector. Insurance is an often confusing, but very important matter for condominium owners. For this reason, owners are urged to review the materials presented in the INSURANCE section of the Pelican Cove website for more complete descriptions of owner and Association responsibilities.

In the event of any casualty, the Pelican Cove Office should be notified immediately. Unit Owners should file any claim for damages in a timely manner.

F. Leasing of Unit

1. The Association must pre-approve all Pelican Cove lease agreements.
2. Unit Owners are responsible to assure that a fully completed lease package (Application to Lease, Request for Approval to Lease, a copy of the lease Agreement and the nonrefundable application fee of \$150) is submitted to the office at least 20 days in advance of the start of the lease.
3. Lease Extensions **submitted less than 20 days prior to start of lease may not be fully processed by the beginning of the lease period.**
4. For uniformity and ease of approval, Unit Owners should not scan or re-format the Association’s standardized forms. Simply print or type the information on the forms.
5. The application fee is waived for renewals of leases **if there is** no change in terms and **if there is** no lapse in occupancy.
6. Unit Owners must notify the office when they retain a leasing agent. Leasing agents acting on the Unit Owners’ behalf must provide the Pelican Cove Office with a copy of their current agreement with the Owner in order to authorize entry to the unit or sign paperwork on behalf of the Owner.

7. No unit may be leased more than 4 times in any calendar year nor shall any unit be leased for a period of less than two (2) consecutive months.
8. No occupancy is permitted until a lease has been approved. Failure to submit the lease package to the Association prior to the beginning of the lease term (or in the case of annual renewal, the ending date of the expiring lease) will cause the Association to reject the transaction entirely.
9. Those persons with unapproved leases will not be permitted access to the condominium or its common facilities. Any occupancy without approval will subject the owner to fines, which may amount up to \$100 per day of the unapproved occupancy, not to exceed sums permitted by law. No lease will be approved if a fine levied against the unit is unpaid.
10. The loan of a unit to a person who is not a member of the Unit Owner's immediate family (parent, sibling, or child) will be counted as one of the four allowed leases, regardless of the length of the loan period. If the loan period is sixty (60) days or more, a complete lease package, including the \$150 application fee, is required. Unit Owners must notify the office staff, in advance, of any loan.
11. If a member of the Unit Owner's immediate family (parent, sibling, or child) will be occupying the unit for sixty (60) days or more in the absence of the Unit Owner, a Family Member Occupancy Registration Form must be completed to properly record the occupant(s) of the unit. There is no application fee required.

G. Moving

1. Moves on or off the property should be scheduled for Monday through Friday, 7:30 a.m. - 4 p.m. Saturday and Sunday moves may be arranged with advance permission from Management.
2. Due to narrow roads and low hanging foliage, 16 and 18 wheel moving vans are not allowed in Pelican Cove.
3. All moving or delivery trucks entering Pelican Cove must be less than thirty (30) feet in length and less than thirteen (13) feet and six (6) inches in height.
4. If a tractor-trailer is required for a move, a smaller truck must be used to shuttle belongings to or from a tractor-trailer located off the property.

H. Maintenance

Each Unit Owner agrees at owner expense to:

1. Maintain and bear the cost of maintaining the Unit and the entire interior thereof in a good and livable condition.
2. Repair and replace fixtures and equipment located in the Unit, including but not limited to the following where applicable: refrigerator, stove, fans, dishwasher, and all other appliances; drains, plumbing fixtures, meters and connections, sinks, plumbing within the

Unit, electrical panels, wiring, outlets and fixtures within the Unit; interior doors, windows, screening and glass; all exterior doors, except the painting of the exterior faces of doors which are a responsibility of the Association.

3. All water heaters shall be replaced either every ten (10) years or at the conclusion of the manufacturer's recommended useful life, whichever is shorter. Unit owners are to complete a form with installation date and manufacturer's recommended useful life of the unit, if less than ten (10) years. Whenever a **hot water heater** is replaced, the office **must** be supplied with the new information. Tankless water heaters are not required to be replaced every 10 years and are excluded.
4. Maintain, repair and replace the air conditioning and heating system that serves the Unit.
5. Due to the high humidity environment in which we live and the consequent ease with which mold and mildew can occur, Unit Owners, when away, should minimize interior humidity by setting the air conditioning system on "auto" to maintain interior temperature below 80 degrees. If the unit has a humidistat, it should be set at or below 65%.
6. When away from the unit for a period of time in excess of two weeks, a Unit Owner shall turn off the water to the unit via the **unit's** external water valve and engage the biweekly service of a "house checker" to monitor conditions such as leaks and pest invasion. House checkers shall, at a minimum, turn the water on, flush toilets, run the water in the sinks, showers and tubs, and then turn the water back off. The Unit Owner shall provide the Association with the name and contact information for his/her house checker.
7. Should problems such as water leaks, insect or pest invasion, or other types of problems be discovered by the Unit Owner or the "house checker," the Pelican Cove Office **MUST** be notified immediately so remedial action can be taken. Failure to notify the Pelican Cove Office in a timely manner may act as a waiver of the Association's responsibility for damages.
8. Once management has confirmed that an Owner is failing to maintain the unit the Owner shall have fourteen (14) calendar days to take the necessary steps to verifiably initiate **maintenance** in a timely manner consistent with urgency of the situation or complete the proper maintenance of the unit.
9. If after fourteen (14) days the Owner has not verifiably initiated or completed the necessary maintenance, a formal notification will be mailed to the Owner providing an additional fourteen (14) calendar days for the Owner to comply prior to the Association taking action as allowed by the governing documents.
10. Second floor Units are required to meet standards for sound deadening if the wall-to-wall carpeting is replaced by other flooring material.

I. Maintenance Fees and Late Charges

Maintenance fees are due on the first calendar day of each month. When a payment is received in the Pelican Cove Office after the close of business on the tenth calendar day of

the month (weekends and holidays included), an administrative late fee of twenty-five dollars is automatically levied, and a written notice of such penalty is mailed to the Unit Owner.

Owners are encouraged to authorize the Association to automatically deduct the monthly maintenance fee from their bank accounts by completing the necessary form, **which is** available at the Office. As a result of this program, post-dated checks are no longer accepted.

J. Requests for Accommodation under the Fair Housing Act

Under the federal Fair Housing Act, Pelican Cove is required to make reasonable accommodations for persons with disabilities. An accommodation is a change in rules, policies, practices, or services so that a person with a disability will have an equal opportunity to use and enjoy a dwelling unit or common element.

A person is disabled when he/she has a physical or mental condition that substantially limits or impairs one or more major life functions; has a record of such impairment; or is regarded as having such an impairment.

Anyone requesting an accommodation under the Fair Housing Act shall submit documentation of their disability (unless the disability is apparent) from a medical or mental health professional which explains the disability and describes how the accommodation sought is needed to alleviate the effects of the disability to the Pelican Cove Office. Management may meet with the applicant to discuss the accommodation and possible alternatives. Management will determine whether to approve the requested accommodation. A Unit owner can appeal any denial of such a request to the Board of Directors for a final decision.

If the requested accommodation requires a change to the common element, the General Manager is authorized to review and approve such requests, if reasonable, in accordance with Resolution #15-10-02. If the requested accommodation involves a change, to the common element, the General Manager may defer judgment and refer the request to the Building and Facilities Committee for its review and recommendation to the Board of Directors.

If the unit owner's request for an accommodation requiring a change to the common element is approved, all costs, including maintenance for such change, shall be borne by the applicant. The applicant is also responsible for returning the common element to its previous condition at the applicant's expense when the need for the accommodation ends, or upon the sale or transfer of the condominium unit (unless the buyer or transferee requires the accommodation).

Chair Lifts

Some residents living in second floor units have requested to have chair lifts installed on the stairs leading to their units, as a reasonable accommodation to their disability. The Life Safety Code requires that staircases have a minimum clearance of 36 inches.

If the stairs provide access to only one unit, the Sarasota County Fire Marshall has ruled that a chair lift may be attached to the stairs to such units, even if the resulting clearance is less than the requirements of the Life Safety Code. In this circumstance, the General Manager may

approve the installation of a chair lift. If approved, the owner requesting the accommodation must pay to install and maintain the chair lift.

In cases where stairs provide access to more than one condominium unit, the General Manager is authorized to approve requests to expand staircases and install a chair lift, as a reasonable accommodation requested under the Fair Housing Act. The owners of adjacent condominiums will be notified of the request. The General Manager may defer judgment and refer the request to the Building and Facilities Committee for its review and recommendation to the Board of Directors.

All costs including maintenance associated with the expansion of the staircase (which shall include the installation of a handrail across from the lift) and the installation of a chair lift will be borne by the applicant, and the applicant is responsible for removing the chair lift and any modifications when the need for the accommodation ends, or upon the sale or transfer of the condominium unit (unless the buyer or transferee requires the accommodation).

Assistance Animals

A person with a disability may request reasonable accommodation for an assistance animal. To request an accommodation for an assistance animal, unless the disability is apparent, the resident should submit a written statement from a medical or mental health professional which explains the disability and describes how the assistance animal is needed to alleviate the effects of the disability. If the animal is a service animal (i.e. one that does work or performs tasks for the benefit of the person with a disability) the application should provide information that the animal has been individually trained to do work or perform tasks that would alleviate one or more symptoms or effects of the disability, or, despite lack of individual training, is able to do such work.

K. Use of Your Unit

Unit Owners, lessees and occupants may conduct limited business or professional activities which are confined solely within the unit, provided they do not result in a significant increase in pedestrian or vehicular traffic as detailed in the Association's Bylaws, Sec.13.1.7.

Overnight occupancy is limited as follows:

- 1 bedroom unit..... 4 persons
- 2 bedroom unit..... 6 persons
- 3 bedroom unit..... 8 persons

No signs may be displayed on the exterior of a unit or on any Condominium parcel except with the approval of the Board of Directors.

Open houses for the purpose of selling your unit are not allowed.

So called "Garage Sales" or "Tag Sales" are prohibited.

No flammable or explosive material may be kept in any unit or carport except those common in household use.

1. No towels, laundry, clothing or other items may be hung to dry where visible from outside the unit. Outdoor clothes drying shall be limited to the community clothesline located near the basketball court.

2. No addition, decoration, repair, replacement or alteration may be made to the Common Elements or the exterior portion of any building, carport or unit without an approved "Covenant to Run" with the Land.
3. For the safety of residents and guests, plant containers, decorations or other items may not be displayed on the top of any balcony rail, privacy fence or on any stairs.
4. Nothing may be affixed to the outside of the unit (such as awnings, shutters, antennae, etc.,) without prior written approval of the Board or Management.
5. Barbecues may not be used in such a way that they create a fire hazard or that smoke or odors will disturb other residents.
6. Residents must comply with all safety and fire codes as required by the Florida Fire Prevention Code as of December 2011. With respect to barbeque grills, these codes state: 'No hibachi, gas-fired grill, charcoal grill, electric grills or other similar device used for cooking, heating or any other purpose shall be used or 'kindled' on any balcony or under any overhanging portion or within 10 feet of any multi-family structure.
7. Cigarettes, cigars or pipes may not be smoked/vaped so close to a building that smoke and odors will disturb other residents.
8. As required by the Florida Life Safety Code, no furnishings, decorations or other objects may obstruct any resident's access to that person's unit, and at no time shall any access route be less than 36 inches in width.

L. Noise

No offensive noise is permitted at any time, but especially between 10:00 p.m. and 7:30 a.m. Offensive noise includes noise that is objectionable to nearby residents, for example, shouting, playing blaring music, excessively loud conversation, talking loudly on a cell phone, etc.

M. Pets

1. Pelican Cove owners are required to *Register All Pets* as follows:
 - a. New owners shall register at the time of the application process.
 - b. Except for owners of service animals or emotional support animals, a registration fee shall be charged to defray costs of PC pet tags, for those registering for the first time. The current pet tag will remain in effect and will only be changed as needed.
 - c. During registration the owners shall receive a special tag that will be worn by the pet when the pet is outside. The tag ~~would~~ **must** be distinctive and readily visible.
 - d. Registration shall require the following: unit owner's name and contact information, pet license #, name, age, weight class, color, distinguishing marks and photo.

- e. Only owners are allowed to have visitors with pets and only two per unit (including resident pets). Visiting pets must be registered at time of arrival. Visitors coming to the office to get a parking pass shall be asked if they have a pet. If yes, and the owners do not already have two pets registered, the visitor shall be given a “visitor pet tag”, different than an owner pet tag, that must be worn at all times outside the unit.
 - f. If a visitor visits a renter and comes with a pet, the visitor shall be notified that pets are not allowed for renters or renters’ guests, **except as required by law**.
 - g. At the time of registration, the owners shall be reminded that there are only two pets allowed per unit, that renters are not allowed pets, and that renters’ visitors are not allowed pets.
 - h. Pets are strictly prohibited on all docks within the harbor, with the exception of service dogs. Transferring a dog to or from a boat is allowed.
2. Lessees and/or their visitors may not have pets in Pelican Cove. If a lessee wishes to obtain and live with an Emotional Support Animal, they shall present documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides support which mitigates at least one identified symptom of the disability (as per the Housing and Urban Development). The lessee shall be required to register the Emotional Support Animal. The lessee must repeat the registration process if the lessee acquires a new Emotional Support Animal.
3. Rules pertaining to Pet Control/Pet Bites:
- a. When pets (dogs and cats) are outside, they must be on a leash controlled by the owner/walker at all times.
 - b. If a pet is not controlled by the owner and becomes a nuisance (biting, jumping on people, or any unwelcome, uninvited contact is a nuisance), then as per Pelican Cove Declaration 20.10, the Association has the right to establish the terms and conditions upon which pets may be kept or maintained by Unit Owners in their Units or on the Common Elements, including the right to require the removal of pets that are a nuisance.
 - c. If a resident or a resident’s pet gets bitten by another resident’s pet, the incident must be reported to the PC Office.
 - d. Florida Statutes (Chapter 767) clearly identifies the pet owner as having responsibility for any pet bite. The Sheriff recommends all pet bites when the skin is broken be reported to Sarasota County Sheriff’s Office – Animal Services (941) 861-9500.
4. Pets are not permitted at the swimming pools, tennis courts, or on the piers.
5. No pets, except Service Animals, are allowed in the Recreational Buildings.
6. The pet owner/walker must clean up after the pet or be subject to a fine.
7. Guests should be discouraged from bringing pets to visit.

8. Owners are allowed a total of two pets *including visitors' pets* (cats or dogs) in any combination.
9. Rules for Walking Pets on the Boardwalk (A map is available at the Office):
 - a. Owners may walk their pets on the boardwalk and shell path from the kayak launch point at the end of Bayhouse Point Drive to the end of the path west of the back entrance to the Wilbanks and before Bayhouse Building 1520, and continue on the path from the boardwalk to Pelican Point Drive.
 - b. Pets may be with their owners on the covered deck, commonly known as the Fishing Pier, behind Bayhouse Building 1629 (the Sanctuary).
 - c. Owners may walk their pets over the small wooden bridge in the Brookhouse area.
 - d. Whenever pets are on permitted areas of the boardwalk, they must be walked single file and with a short leash.
 - e. Pets are not allowed on the Sunset Deck at The Point beyond Bayhouse Building 1505 or on the adjacent concrete walkway. The exception is pet owners that live in Bayhouse Building 1505 who are allowed to walk their pets on the concrete from and to their units to the nearest approved walking path or area.
 - f. Pets are also not allowed on the boardwalk behind Bayhouse Buildings 1510, 1512, 1518, and 1520.
 - g. Pets may not be walked on the harbor boardwalk or piers in the harbor except when they are being taken directly to or from a boat or other watercraft.

10. Rules for Walking on Paths and Grassy Areas:

- a. Pets may be walked along paved roads, on mulched paths and shell paths and the grassy areas that are immediately adjacent to those roads or paths.
- b. Pets may also be walked in large grassy or wooded areas adjacent to those paths, for example, along the fence line bordering Bay Village.
- c. When passing others or when walking in a congested area, owners must keep their pets on a short leash.
- d. Pet walkers should refrain from walking in proximity of the rear decks or lanais of other residents. However, unit owners may walk their pets over the grass to and from the rear of their own units.

N. Sales of Unit

1. Resident Ownership: only a resident or a resident-controlled entity may acquire (that is, receive by conveyance recorded in the Sarasota County official records) an ownership interest in more than one Unit in the Condominium. A resident-controlled entity is one in which a majority of the ownership of that entity is by a resident or residents, as demonstrated to the Association by such evidence as the Association reasonably requests. As to a trust, either a majority of the trustees or at least one of the beneficiaries must be residents in order for the trust to be deemed a resident-controlled entity. A resident for the purpose of this provision is a natural person who has resided in Pelican Cove Condominium for not less than six (6) months prior to the date on which the ownership interest is acquired. This restriction shall not apply to acquisition of a Unit by a mortgagee or other lien foreclosure or a deed in lieu of foreclosure or by inheritance or devise. Any transfer of title in violation of this provision shall be void.

2. Application Process: Sale Approval with a written request for approval and a copy of the contract for sale must be submitted to the Association when a bona fide offer is made on a unit for sale. The Association has 30 days to process the application and respond. Copies of the "Request for Approval to Purchase and Application to Sell" can be obtained at the Pelican Cove Office. A nonrefundable \$100 application fee is required when submitting a contract for sale. If approval is desired in fewer than 30 days, an additional "Rush Fee" of \$50 will be assessed. For uniformity and ease of approval, Unit Owners should not scan or re-format the Association's standardized forms. Simply print or type the information on the forms as requested. When approval has been granted, the Association will execute a Consent and Waiver evidencing such approval. When a Unit Owner lists a unit for sale with a real estate broker, the Unit Owner is required to notify the Pelican Cove Office. The listing broker's office may schedule entry to the unit.

O. Smoking/Vaping

The following rules apply to outdoor smoking/vaping at Pelican Cove:

1. Cigarettes, cigars, or pipes may not be smoked so close to a building that smoke/vaping and odors will disturb other residents.
2. At no time will smoking/vaping be allowed within the fenced areas of any swimming pool or underneath the covered gazebos located at the Pavilion pool, the Cove and the Harbor or on sun decks or fishing docks/piers located on the Cove and the Harbor.
3. No Littering – cigarette and cigar butts and other smoking/vaping waste shall be disposed of in appropriate containers.
4. Subsequent violation of this section by Owners, their renters, guests, caretakers, vendors or other invitees of Pelican Cove shall, after a written warning, subject them to a fine not to exceed \$100 per incident.

XI VEHICLES

Access to the property is controlled by the Gatehouse. Proper identification (up-to-date RFID tag, temporary pass or advance notice) is required for access. The right lane is for vehicles with RFID tags. The left lane (closest to the Gatehouse) is for all other vehicles with no RFID tag.

A. Traffic Regulations

For the safety of our residents and guests, the speed limit throughout the entire property is 15 mph. All stop signs must be obeyed.

B. Electric Vehicles

Residents and their guests shall only plug electric vehicles into outlets that are connected to the electric meter in the unit where they reside, so the cost of electricity is the responsibility of the Unit Owner. The cost of installing any new outlet connected to the condo unit electric meter is the responsibility of the Unit Owner and must be approved by Management. Additional guidelines are available in the Pelican Cove office.

C. Vehicle RFID Tags/Passes – Owners and Renters

1. Persons applying for a vehicle RFID tag must submit a valid vehicle registration and current driver's license.
2. One RFID tag per licensed driver.
3. All renters must be pre-approved under the provisions of the section entitled "LEASING OF UNITS" in Section X, F. Vehicle RFID tags for renters will expire on the same date as the lease/rental.
4. Requests for exceptions to any vehicle RFID tags rule must be submitted, in writing, to the Pelican Cove Office.
5. Regardless of what type of tag or pass is issued, the Pelican Cove Office MUST be notified in the event of a change in license plate number and/or the replacement of any vehicle.
6. All residents, renters and guests are subject to the parking and traffic regulations of Pelican Cove and must obey parking and traffic control signs. Failure to do so may result in cancellation of vehicle sticker.
7. PLEASE ... conform to Pelican Cove speed limit – 15 MPH!

D. Vehicle RFID Tags/Passes– Non-Owner Resident

1. A non-owner resident is defined as a spouse, relative, or companion (Family Member Occupant - FMO) who resides in a unit. RFID Tags/Passes will be issued to non-owner residents who present a valid vehicle registration and a current driver's license.
2. The General Provisions above also apply to all non-owner residents.

E. Vehicle RFID tags/passes – Short-Term Renters

1. A short-term renter is described as a tenant renting under twelve (12) months. All short-term renters must be pre-approved under the provisions of the section entitled "LEASING OF UNITS" in Section X, F. Vehicle passes for renters will expire on the same date as the lease/rental.
2. The General Provisions above also apply to all short-term renters.

F. Vehicle Parking

1. "Two Hour Parking from 8 a.m. to 6 p.m." spaces are provided as a courtesy to residents in buildings where parking access is limited.
2. Overnight visitors must register in the Pelican Cove Office and obtain a parking pass to display in the windshield of their vehicles.

3. Motorcycles are not permitted on the property at any time. Motor scooters and golf carts are not permitted to be used on the property by owners or visitors at any time, unless approved prior to November 2016. Pick-up trucks, cargo-type vans, commercial vehicles, and vehicles displaying signs or advertisements promoting activities internal or external to Pelican Cove may only park on Condominium property while providing services to an owner or occupant. These vehicles are not to have overnight parking privileges and must be off the property by 10 p.m. Violators may be towed at their own expense.
4. Management is authorized to allow 24-hour access and overnight parking privileges for healthcare workers and other emergency service providers when these workers are driving pick-up trucks or commercial vehicles. If this happens to apply to your situation, either now or in the future, please contact the office so that proper authorization may be granted.
5. Residents and guests may not charge licensed plug-in electric or hybrid vehicles with Association electricity. Violators will be fined \$100 per infraction.
6. No overnight parking will be allowed for any vehicle other than passenger automobiles, passenger station wagons, or passenger vans.
7. No parking space may be used overnight for a boat, truck, camper, recreational vehicle or for any vehicle too large to fit into a carport. Carport Storage is limited to cars, bicycles and similar vehicles, including mobility devices needed for medical purposes, and to barbecues. During construction or moving, items may be stored in an organized fashion for up to fourteen (14) days within the resident's carport.
8. Except for loading or unloading, no trailers or motor homes are allowed on the property.
9. No guest parking space may be used to park a vehicle that is unused for more than thirty (30) days.
10. Unit Owner vehicles left in a carport must have a valid registration and a valid Pelican Cove **RFID Tag or pass**. All resident and guest vehicles parked overnight, including rentals, loaners, etc., must have a valid registration and vehicle decal or temporary hang tag. Owners or long-term renters (12 months or more) shall display a permanent window decal on the passenger side of the vehicle, lower right-hand corner. Short-term renters (11 months or less) and residents with rental/loaner vehicles must display temporary hangtags when entering Pelican Cove and while parked on Pelican Cove property.
11. If a unit is leased, it is the Unit Owner's responsibility to remove their vehicle(s) from Pelican Cove property for the duration of the lease, thereby allowing the lessee complete use privileges. Violators will be towed at their own expense.
12. Lessees and guests are allowed a maximum of two vehicles provided there are two licensed drivers on the lease.
13. Car covers left on vehicles must be in good condition. Complaints will be reviewed by Management, and car covers deemed unsightly will be removed and discarded.

14. Parking on the grass is not allowed at any time in Pelican Cove.
15. Violation of the above regulations regarding vehicle parking may result in the removal of the vehicle at the owner's expense pursuant to FL Statute 715.07.

G. Vehicle Parking Passes – Guests

1. Temporary permits or parking passes, not to exceed 30 days in length, may be issued to house guests of owners upon request of the owner. Renewals may be granted at the discretion of Pelican Cove.
2. The General provisions above also apply to all guests.
3. NOTE: The Pelican Cove Office may issue different colored stickers and passes to different categories of vehicle owners. Similarly, the traffic lanes for gate entry into Pelican Cove may be designated for one category or another.

XII. POLICY GUIDELINES AND RULES ENFORCEMENT

“The association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association. A fine may not become a lien against a unit. A fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for hearing. However, the fine may not exceed \$100 per violation, or \$1,000 in the aggregate.”
(Florida State Condominium Act, section 718)

The right to enforce violations of the *Declaration, Articles, Bylaws and Rules of the Pelican Cove Condominium Association* are outlined in Section 16.3, 16.3.1 and 16.4 of the Bylaws. The following is an outline of the process.

The responsibility for rule enforcement lies with Management, acting as an agent for the Board of Directors. The body of rules includes the provisions and restrictions in *The Declaration of Condominium, By-Laws, and Articles of Incorporation*, as well as *The Rules We Live By*. Management will address reported violations directly with the unit owner who is responsible for compliance by all residents, tenants, guests, and visitors associated with the unit.

Enforcement activities for Management include:

- Maintaining the violation complaint form in paper and electronic versions
- Reviewing written, reported violations for validity
- Verifying the complaint and documenting with evidence, photos
- Notifying the unit owner as well as the person(s) committing the infraction
- Keeping accurate records of the associated communications
- Collecting payment of fines

Enforcement Procedures

We have adopted a Neighbor to Neighbor Dispute Resolution Program. This program is a voluntary, non-binding program for the purpose of providing a venue where disputes among residents can be amicably resolved. Any Pelican Cove resident who is unable to resolve conflicts with their neighbors over issues relating to *The Rules We Live By* can fill out a form at the Office, requesting the services of the Dispute Resolution Program.

1. Complaints must be based on first-hand knowledge and provide the date, time, location, and the nature of the violation. Photos will be useful. No anonymous complaints will be accepted.
2. Management will verify and investigate the complaint as quickly as possible. The complainant will be notified of the receipt of the complaint and be kept apprised of progress in the enforcement process. If the investigation determines that the complaint is not warranted, Management will promptly notify the parties that the complaint has been dismissed. It will be a violation of The Rules We Live By to use these procedures inappropriately or maliciously or to harass another party.
3. If Management determines the complaint is valid, Management will notify the owner/resident and advise of the violation of a Pelican Cove rule.
4. If the rule violation has not been corrected within seven days after notice, an official Notice of Violation will be sent certified mail to the owner's address on file with Pelican Cove. The Notice will contain the date, the details, cite the rule number and appropriate corresponding text, what must be done to correct the violation and a deadline for compliance. If the violation is not corrected by the deadline for compliance the complaint will be considered by the Board at its next meeting. The Board will determine whether to dismiss the complaint, or levy a fine of a specified amount, in which case the Board will forward the matter to the Fining Committee.
5. The hearing will be conducted by a Fining Committee of three (3) Unit Owners appointed by the Board of Directors, none of whom shall be a member of the Board, a relative of a Board member, or a person residing in a Board member's household. Management may not serve on the Committee. At least two alternates shall also be appointed. The Fining Committee will hold a hearing with the owner present, unless the owner does not respond, or waives the hearing. The owner may present evidence/testimony on all issues involved and have an opportunity at the hearing to review challenge and respond to any material considered by Management.
6. The Fining Committee will vote to approve or disapprove the fine levied by the Board. The Committee may vote by secret ballot. If the Committee votes not to approve the fine, no fine can be levied, and the matter is dismissed. If the Committee votes to approve the fine, Management will send notice by certified mail to the unit owner/resident. The fine is due within five (5) days from the date of the Committee meeting. If paid within those 5 days, no additional cost will be incurred; each additional day the violation continues after the meeting is a separate violation, up to a \$1,000 maximum. No written notice or hearing will be necessary for the levy of a separate fine for repeat or continued violations, if substantially similar to the initial violation for which notice and a hearing were provided.
7. If the owner fails to pay the fine, the amount due will be placed on the owner's account. If the owner fails to pay the fine within 90 days of the notice, the Board may vote to suspend

the owner's rights to use the common elements, including the right to rent out a unit and the right to vote.

8. If the violation continues, or any additional occurrence of the same violation takes place, the matter may be referred to the Association's attorney. This applies even if the unit owner is not the current resident, since the owner is the party responsible for adherence to the rules.
9. In addition to the above process of enforcing rules with fines- If Management determines that the violation constitutes an intrusion on the common element, Management may, after providing notice, send the owner/resident a certified letter that if the intrusion is not corrected within 7 days, Management may correct the intrusion at the owner's expense.

Management will maintain a monthly list of the rule violation complaints received and investigated, with dates of action taken and sufficient information to track the action taken.

The Board of Directors has the authority to adopt rules regulations and policies to fully implement its fining authority. Following agreement on this policy the Board will adopt a schedule of fines.

XIII APPENDIX

A. Rental Fees - Recreation Buildings

Facility	Capacity	Fee	Deposit
Pavilion	245	\$325 Plus 7% tax	\$650
Harbor Club	80	\$195 Plus 7% tax	\$350
Wilbanks (Indoors only)	75	\$225 Plus 7% tax	\$450
Wilbanks (Indoors & Out)	Indoors 75 Outdoors 100+	\$375 Plus 7% tax	\$750
Wilbanks Bedroom (Nov 1 – Apr 30)	2	\$125 Plus 7% tax	50%
Wilbanks Bedroom (May 1 – Oct 31)	2	\$90 Plus 7% tax	50%

B. Trash and Recycling

Recycling Guidelines:

Waste Management (941) 493-4100

All recyclables go in the same bin.

For recycling paper

- Cardboard boxes (flattened to two feet by 3 feet or less)
- Includes flattened pizza boxes
- newspapers including inserts (remove plastic sleeve for garbage)
- magazines, catalogs, phonebooks
- writing and office paper
- envelopes (including window envelopes)
- paper board (cereal boxes without liners, soda boxes, tissue boxes etc.)
- brown paper bags
- paperback books (No hardbound books)
- junk mail

- shredded paper (in paper grocery bags)

Tips

Most major grocery stores accept plastic grocery bags and newspaper wrappers. They usually have barrels near the entrance of the store for collection.

Remove all caps from bottles and place the caps in the garbage.

No light bulbs, ovenware, drinking glasses or eyeglasses are recyclable.

Do not put recyclables in plastic bags.

For recycling cans, glass and plastics

Do **not** place these items in recycling bins. Items should be placed in your garbage:

- ceramic tiles
- egg cartons
- ceramic/clay flower pots
- chemical containers
- deli trays
- gift wrap and tissue paper
- clothes hangers
- shrink wrap/plastic film
- hard covered books
- mirrors
- plastic bags
- plastic deli trays
- plastic toys
- pool and other chemical containers
- packing materials
- dishes, glassware & window glass

- glass bottles and jars (all colors)
- aluminum cans/foil trays/foil
- steel and tin cans with lids
- aerosol cans (empty)
- Metal jar lids
- drink boxes (remove the straws)
- milk and juice boxes
- All plastics containing numbers 1, 2, 3, 4, 5 and 7. (No Styrofoam/Polystyrene number 6 materials.)

Visit **Hazardous Waste** on www.scgov.net for proper disposal of items such as:

- household cleaners
- acids
- aerosol cans (with product)
- antifreeze
- automotive fluids
- diesel fuel
- drain cleaners
- fertilizers
- fire extinguishers
- gasoline
- paints and rechargeable batteries
- kerosene
- lawn and garden chemicals
- varnishes and shellac
- paint thinner and stripper
- pesticides
- propane tanks (20# only)
- batteries
- fluorescent light bulbs