

APPROVED

TWIN TOWERS HOMEOWNERS ASSOCIATION INC. **RULES AND REGULATIONS**

The rules and regulations as listed in the Condominium Documents, Page 29, Par. 8 still apply. The Board of Directors have extracted other sections of the Condominium Documents and have included them in these rules and regulations. Rules and Regulations formulated by the Board of Directors are for the benefit of all Twin Towers residents to live in harmony. It is the responsibility of each and every one residing here to see that these rules and regulations are obeyed. It is the owner's responsibility to inform any offender as to his/her infractions. If they continue to ignore the rules and regulations, please notify the manager as soon as possible.

1.) **SECURITY**

All exterior doors are to be closed and remained locked 24 hours a day, seven (7) days a week. Doors are not allowed to be propped open at any time. If you forget your key during regular office hours, someone at the office will assist you. After 3:30 P.M. and on Saturdays, Sundays and Holidays, call 321-537-2020, stating your name and phone number where you can be reached. An employee will contact you as soon as possible to assist you. The charge for this is \$50.00 cash to be paid immediately to the employee.

The entrance door keys cannot be duplicated. If you lose your key and need to make arrangements for a replacement, contact the office. A new key will cost \$350.

Section XVI of the Condominium Documents Authorizes the office to keep a key for each apartment for emergencies and repairs to the common property. Keys may not be used to gain admittance for the purpose of having work performed, real estate sales or for admittance by contractors. See Condominium Documents Page 11, section XVI and XVII.

Office personnel will only give access to the building for emergency services only i.e.: Fire department, EMT, law enforcement, etc. Office personnel do not have the authority to let contractors into the building and will not sign for or allow package delivery services into the building.

Stairway windows and doors must be kept closed at all times. FIRE REGULATIONS.

In case of fire or power outage, use the stairs. Elevators will be used by authorized personnel only.

1.) SECURITY-CONTINUED

The elevators, hallways and stairways are not to be used as playground or storage areas and no smoking is not allowed in any of these areas. No items are to be left in hallways or stairwells overnight.

Residents leaving the city for an extended period of time (7 days or more) must notify the Manager's office. Water will be turned off/on upon written request. Water will be turned on after office receives requests as stated below.

Owners are required to notify the office in writing by e-mail, fax (321-783-2040) or USPS letter four (4) days in advance of the time when relatives or friends will occupy their unit and are required to fill out the Visitor/Guest information sheet (See Attachment) prior the arrival of the visitors/guests. Owners must ensure their guests have keys to their units, office personnel are not authorized to give keys or access to guests.

All contractors must report to the office before any work is performed on the premises. Owners must take responsibility to inform contractors before work is started that the office personal will not give them access to the building or the unit they are working in and these matters must be handled prior to work being started.

Anyone with common area keys should not let anyone in the building, individuals without keys should be referred to the office for entrance.

All unit owners must inform the association of any improvements made to their units and obtain the necessary permits from the city of Cocoa Beach before work begins.

2.) OCCUPANCY RULES

RECENT STATE LEGISLATION PROHIBITS SMOKING IN ANY INDOOR COMMON AREAS INCLUDING HALLS, LOBBIES, LAUNDRY AREAS AND STAIRWELLS, ETC. (Florida House bill 19, chapter 92-185). This will be enforced to the full extent of the law.

No owner or resident of a private dwelling shall feed any wild birds or other wild animals upon condominium property.

Bicycles, roller skates, skate boards or other recreational vehicles may not be used on common property east of the parking lot or in between parked vehicles. All bicycles must be walked under walkways and within the building hallways.

No items can be attached to common area fences or common area elements. This applies to canoes, bicycles, trailers etc.

The recreational facilities of Twin Towers are for the residents, their immediate families and overnight house guests. This is not a commercial facility and invitees **may not** use recreational facilities unless authorized by Board Members coordinated through the office.

After being on the beach, everyone must clean the sand and tar off their feet, sandals or shoes prior to entering the building or using any of the facilities. Cleaning fluid and water are located inside the beach gate.

All owners and Realtors who rent apartments in Twin Towers must abide by the Rental Policies governing leases (see Rental Policy Document). An owner shall have no right to use any of the common area facilities at Twin Towers if their apartment is leased. Florida Statute 718-106 (4).

Owners are responsible for the conduct of guests and tenants.

Before occupying a unit the person (s) occupying the unit must present themselves to the office and sign an affidavit stating they have read, understand and received a copy of the rules and regulations governing Twin Towers HOA community.

“Open House” in Twin Towers for the purpose of leasing or selling property is not allowed.

No signs of any nature are allowed on Twin Towers property or in apartment windows that are visible from the outside. No real estate cards, posters or brochures may be left on doors of units for the purpose of advertising units for rent or sale.

No resident shall create any disturbing noises in the building or common areas. Residents must turn down the volume on televisions and/or stereos by 10:00 PM. (see Declaration of Condominium, Page 10, section XV) and any work performed in the units must be done between the hours of 8AM and 8PM only. (except in the case of emergency).

3.) UTILITY ROOM

Laundry facilities and trash chutes may be used only between the hours of 7:00 am to 10:00 pm.

No Paint, paint supplies, mops, mop handles, glass, needles etc, are to be sent down the trash chute.

All trash must be in bags and not just dumped down the chute. Please keep in mind that the maintenance personnel have to remove the trash from the chutes and large items or glass tend to cause serious problems with the removal of trash from the chutes.

Follow posted instructions for recycling and disposal of trash. Rinse all containers and do not leave food residue on tables or in containers.

Tables (except for the small area dedicated for recyclables) in laundry rooms are to be used for owners doing laundry only, no other items are allowed to be put on or under the tables.

Items left on the tables will not be removed by employees.

If you are unable to take large items down to the dumpster due to a health reason, please let the office know and they will deal with it appropriately, otherwise please take large items to the dumpsters.

Items too big to be sent down the trash chute must be taken to the dumpster.

Cardboard is not recyclable. Pizza boxes, plastic bags and large card boxes not able to fit down the trash chutes must be broken down and taken to the dumpster by the owner.

4.) BALCONIES

Absolutely **NO** open fire grills, gas grills or hibachis allowed on balconies.

Do not drape towels, bathing suits, bed linens, small carpets etc. over railings.

Trees and foliage on the balconies must not be higher than the top of the balcony rail.

Sliding glass doors and screens must remain operational at all times and torn screens must be repaired immediately.

Clothes lines or racks for drying clothes may not be higher than the railings.

Do not shake mops, rags, rugs, etc. from balconies. Remember there are others using balconies.

All movable items are to be removed from the balcony when the apartment will be vacant for an extended period of time (more than 14 days) or when leaving for the season.

Do not throw any items from the balcony, IE: cigarette/cigar butts, paper etc.

Do not use hoses, running water or splashed water to clean balconies. Mops are the preferred method.

Nothing should be left on balconies that can be blown around, such as cans, carpets, aluminum trays etc.

Balcony partitions may not be painted with murals or items hung on them without board approval.

5.) PARKING

Short term parking at the curb of the sidewalks to the buildings is permitted only to discharge passengers or unload packages. NO extended parking permitted. Maximum time allowed is 15 minutes. No parking allowed on any crosswalk or handicap ramps. This rule applies to commercial vehicles as well and it is the owners' responsibility to inform their contractor of this rule.

Vehicles will be tagged and towed at owners' expense.

Trailers, boats, boat trailers, motor homes or campers will not be allowed to be parked in any unassigned parking space or on any other common property areas. A grace period of up to 48 hours will be allowed for new arrivals.

Unless permission is given by the unit owner, all vehicles must be parked in their assigned spots. Office must receive permission in writing from owner.

All vans that park in the center parking area (with the exception of handicap vans) must use the designated parking areas past the car wash. This area is marked by white curbing and should be used by all vans.

No vehicle of any kind may be parked in a parking space if it in any way impedes the flow of traffic condominium property.

Multiple vehicles cannot be parked in the same assigned spot i.e.: Scooters, bicycles, motorcycles etc. or stored on pathways.

No commercial vehicles may be parked anywhere in the common limited areas, with the exception of commercial vehicles necessary to be used by contractors doing work in the complex.

Registration of all vehicles: giving owners name, current registration, tag number and unit number must be given to the office. Office will issue a tag to put in the vehicle to identify that the vehicle is permitted to park on the property. Tag must be visible at all times. Vehicles not registered with office with 24 hours of entrance to the property will be towed.

All vehicles, to include motorcycle, trailers etc must have current registration and be in operable condition at all times.

Each unit requiring a parking space in addition to the one assigned covered parking space may park one additional vehicle in the unassigned parking area on a first come basis. In no case will any owner have more than two (2) vehicles parked on the property at any given time.

Handicap parking spaces may be used by those vehicles with legal handicap permits or tags. All others will be tagged by Cocoa Beach authorities and be subject to fines in accordance with local applicable laws.

Parking areas cannot be used for vehicle repairs or routine maintenance.

No common area property can be used to secure personal property within the parking area i.e., chains around pillars, bikes chained to fence etc.

6.) SWIMMING POOL

For the health and safety of all residents:

The pool is for the use of owners, tenants and bona fide guests. The Board of Directors will not give permission for pool parties or pool side parties. See occupancy rules.

No child under 13 years of age is allowed in the pool unless supervised by a responsible adult.

No persons not toilet trained will be allowed in the swimming pool

No running, horseplay or indecent behavior allowed in the pool or pool area.

No toys, body floatation devices (such as lounges/body floats), surf boards, body boards, snorkels or fins are allowed in the pool. Safety flotation devices for children are allowed as well as the noodles used during water exercise classes.

Safety rope must be across pool & attached at all times as per the Florida Law.

Radios and tape players may be used with ear phones only. No loud speakers!

Do not hang towels, etc. on fence.

Those using sun lotions must cover chairs or lounges with towels before using them.

They must also shower before entering the pool.

Steps at the end of the pool are for entering or leaving the pool – do not sit on the steps or hang of the hand rail.

No food or drink permitted within 4 feet of the pool edge.

Only unbreakable drink or food containers permitted in any part of the recreational area.

All persons using the pool do so at their own risk.

No diving or jumping allowed.

Only proper bathing apparel to be worn in pool. (No G-Strings allowed, applies to men and woman)

Chairs and lounges may not be reserved or removed from the immediate pool area.

No profane or obscene language will be tolerated.

Pool is closed from Dusk to Dawn.

7.) PETS

Those pets which have been accepted in accordance with the Bylaws and for which a security deposit has been paid are subject to the following rules. Note: small dog is one 30 lbs. or under. Larger dogs are not acceptable.

Pets must be on a leash at all times on the premises.

Pets should at no time be anywhere in the courtyard or pool area.

If an accident occurs elsewhere on the property, the resident is responsible for picking up the litter and disposing of it properly.

Visitors/Guests are not permitted to bring pets into the building at any time.

No pets are allowed in leased apartment. (remove per attached Statute)

8.) ATLANTIC ROOM

No smoking is permitted in the Atlantic Room or rest rooms. Requests for the use of the Atlantic Room for activities other than Twin Towers sanctioned activities must be put in writing and brought to the office at least one week prior to the activity. These activities require a signed copy of the Atlantic Room Rules and Regulations which are available at the office at the time of the request.

The Atlantic Room is for Twin Towers residents and is not to be extended to commercial or business type enterprises. All requests for special use will be reviewed and permission granted based on each individual request and it's use. There will be a \$200 deposit for all special requested use of the Atlantic Room refundable at the time of satisfactory inspection the following day.

RENTAL POLICIES

Article XXIV, Section E of the Declaration of Condominium reads: "No owner of a private dwelling shall lease or otherwise rent said Private Dwelling except by a written lease, which lease shall be for a period not less than three (3) months. A copy of said lease shall be provided to the Association in accordance with the provisions contained herein."

The Board of Directors is concerned that some apartments are rented under conditions where the term of the lease is being shared by parties other than those specifically authorized by the lease. This situation shall not be allowed by the Board of Directors.

No lease presented to the Board of Directors shall be approved unless it specifically states the following:

1. No pets are allowed in leased apartments.
2. The number of persons to occupy the apartment.
3. Private dwellings may not be sublet without written approval of the Association.
4. The tenant has read the Rules and Regulations of the Association, understands them and will abide by them. Should any lessee not comply with such covenants, the Association shall have the right to cancel and terminate such lease, all without any obligation to the owner. See page 81, section f of the condominium documents.

When an apartment rental is approved by the Directors for a period of time, the Board assumes that the owner has received rent for the period specified in the lease. The Board will not approve any lease on the same apartment for any period which begins before the expiration of any previously authorized lease of that apartment if it does not exceed the three month minimum period.

With effect from April 1, 1993 the authorized tenant of a rented apartment shall make a "common area" security deposit with Twin Towers Homeowners Association of \$300 on the date of commencement of the lease and before the tenant moves in. This deposit is in addition to any security deposit required by the owner of the rented apartment. The required deposit will be forfeited if the tenant does not abide by the condominium rules or if the tenant is responsible for any damage caused to the association property. Any forfeiture of the security deposit will be commensurate with actual damage to the association or association property, including time expended in the necessary prevention of unauthorized activity and/or other expenses incurred. Security deposits will be kept in a non-interest bearing bank account and shall be returned to said tenant upon completion of the lease and the faithful performance of same. It is the responsibility of the tenant/lessee/agent to notify the office in advance so the check can be made available. This security deposit will not be required from a tenant who has completed a satisfactory lease in Twin Towers.

TWIN TOWERS HOA, INC.
PET POLICY EFFECTIVE APRIL 26, 2016

Purpose

The Association has seen a rise in the undocumented pets on property. In order to ensure animals meet the Associations pet restrictions, and to provide a means of identifying authorized pets, the Board is updating our pet policies.

Procedures

As provided on Page 29 of the Twin Towers Bylaws, pets are to be approved by the Association before bringing any pet on the property. The Association requires a completed "APPLICATION FOR PET APPROVAL" Form for each pet in residence on a permanent, seasonal, or occasional basis.

An Application for Pet Approval will be requested for each existing pet currently residing within the community along with a current photo of the pet.

General Pet Rules

A \$50 non-refundable pet fee is required for each unit in which pets reside to offset the cost of waste disposal bags and collars.

Each pet will be required to wear the Association approved collar when brought outside of the condominium. Pets with no collars will be asked to leave.

Owners are allowed one cat and/or one small dog—whose size, full grown, will remain under 25 pounds. Larger dogs are not acceptable.

Pets must be on a leash at all times on the premises.

Pets should at no time be anywhere in the courtyard or pool area. Pets should be walked only in the designated pet walk area. All pet waste is to be picked up and disposed of immediately.

If an accident occurs elsewhere on the property, the resident is responsible for picking up the litter and disposing of it properly.

Visitors/Guests are not permitted to bring pets into the building at any time.

No pets are allowed in leased apartment.

These and other pet policies associated with pet owners, as included on the Application for Pet Approval Form, are to be adhered to by Twin Towers owners at all times.

TWIN TOWERS HOA, INC.

APPLICATION FOR PET APPROVAL

Owner Name: _____

Unit No.: _____

Pets That Are Welcome

We are pleased to accept small domestic cats and small breed dogs (under 25 lbs.) within our community.

Pet Policies

1. Owners may have one dog and/or one cat only. Each animal must not exceed the maximum weight limit of 25 lbs. per animal. When there is a question as to the acceptability of an animal, determination will be made by the Board of Directors.
2. Only pet(s) described in the "PET INFORMATION" section below will occupy the residence. No additional or different pet is authorized under this agreement.
3. Owners will provide a **\$50 non-refundable fee** to offset expenses incurred by the Association for pet supplies.
4. Pet(s) are to be kept inside each owners unit at all times except when on a leash and accompanied by and under the control of the owner. Pets are not to be left unaccompanied on balconies, patios or other areas of the property.
5. Animals are to be walked **only** in the designated pet area between the visitor parking areas.
6. Pet(s) shall not be allowed to urinate or deposit waste on shrubbery, flowers, fencing, etc. All pet waste must be disposed of immediately in the trash receptacle provided. No pet waste is to be left on the grounds.
7. Pet(s) are to wear the Association approved collar at all times when outside of the owners unit.
8. No pet should create a nuisance, create a disturbance, or cause damage to the residence or property of Twin Towers. Issues falling within this category shall be addressed as provided in the Association's Declaration of Condominium, Articles of Incorporation, and Bylaws.
9. Owners are responsible and agree to pay for all damages or destruction caused by the pet(s) to the building, grounds, or other common areas of the property. Such responsibility and liability of owner will also include the repair of damaged items to their former condition and/or replacement where necessary, which will be at the sole discretion of the Board of Directors.

PET INFORMATION

Pet # 1	
Name	
Age	
Weight	
Color	
Breed *	

Pet # 2	
Name	
Age	
Weight	
Color	
Breed*	

*INCLUDE MIXES, IF APPLICABLE.

I agree to abide by the policies established above:

Signature Required

Date Signed

PLEASE ATTACH A CURRENT PHOTO OF EACH PET WITH THE APPLICATION AND CHECK