

Reeves House Owners Association, Inc.

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A. Please contact the Management Company so that the Property Manager can introduce themselves and familiarize you with the Reeves House and rules and regulations thereof.

B. INSURANCE

Reeves House Homeowners Association carries insurance which covers common elements and portions of the internal structure of your unit. It does not cover all structural elements and it does not cover any of your personal belongings. We STRONGLY recommend that you obtain insurance to protect your belongings and that part of your home not protected by community policy, as well as liability coverage.

C. TELEPHONE AND UTILITIES

The association pays for water and sewer from your monthly assessment, but utilities such as electricity and telephone are paid by you. Make your applications for service well in advance. Orlando Utilities Commission provides the electricity and may require a deposit. All phone companies provide your residential phone service and may require a deposit.

Repairs for any leaks that may occur inside individual units must be made immediately. Increased water bills due to neglected plumbing problems may be charged to owner if repairs are not made promptly. Heavy use of water increases the cost for all of us, which may result in increased association fees.

D. TRASH DISPOSAL AND REFUSE

Trash dumpsters are located in the closets at both ends of each floor for your convenience. The large doors on the ground floor exterior of the building are for access by the trash disposal service. Cartons, packing materials and general move-in trash must be flattened before being placed in the trash dumpsters. Fire Department regulations require that you do not store cartons of trash on porches, balconies or in hallways at any time. Trash is placed in plastic bags and closed at the end before placing them in trash dumpsters. The Condominium participates in recycling. Please place recycling waste in the appropriate containers inside the garage.

E. FIRE PREVENTION

Fire Extinguishers are stored in fire boxes on each floor at opposite ends of condo units. You should be aware that it is unlawful to store gasoline or other volatile liquids in your unit. Instructions to all owners and tenants as to fire prevention procedures can be obtained by contacting the Management Company. It is solely your responsibility to maintain fire safety within your own unit.

F. KEYS AND LOCKS

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Each individual owner has received a Primus key to the common area facilities when he purchased the unit. This key will give you access to the Clubhouse, Exercise Room and Billiards Room. If you are not an original purchaser, you should obtain the key from your seller or landlord. Each resident and/or owner is responsible for the keys and locks to his own unit and mailbox. The Association does not maintain such keys. Lost Primus key replacement is your responsibility. The postal service will not deliver mail to unsecured boxes. The Management Company can provide duplicate Primus keys at a charge of \$15.00.

GENERAL COMMUNITY REGULATIONS

1. No occupant may direct, supervise or attempt to assert control over any employees of the Association, nor ask the Management Company to perform personal services or errands; however, the Management Company can provide you with maintenance assistance at a negotiated hourly rate.
2. All restrictions, limitations and obligations of occupants are provided in the Amended and Restated Declaration of Condominium, By-Laws and Rules and Regulations.
3. In addition to Rules and Regulations, ordinances adopted by City of Orlando and Orange county governing pets, nuisances, destruction of property, discharge or air guns, firearms and destruction of wildlife apply to Reeves House. Violations of the city and/or county ordinances shall be regarded as violations of the Reeves House Rules and Regulations as well.
4. Any breach or violation of Reeves House Rules and Regulations shall be cause for the Association to institute the appropriate legal action against the offender to remedy the situation. If such action becomes necessary, the Association shall seek to recover legal fees from said offender.
5. Any towing charges or fees resulting from a valid removal of a vehicle or property are the obligation of the owner.
6. Complaints or requests regarding maintenance shall be made in writing to the Management Company.
7. Cover-ups and footwear shall be worn at all times in lobby areas and elevators. Wet bathing suits shall not be worn in the elevators. Residents shall wear clothing over their bathing suits while in the lobby areas.
8. No business cards, flyers or advertisements of any kind shall be posted on the bulletin board.

H. REGULATIONS REGARDING RESIDENT'S UNIT

1. Each unit shall be occupied by only one family. A family is defined as (a) relative by blood, marriage or adoption or (b) two (2) unrelated adults. Exceptions to the above will require approval of the Board of Directors.
2. Occupants shall not use the living units or permit their use in such a manner as would be disturbing to residents or in any way as to be injurious to the reputation of the property.
3. Each unit shall be used only for the purpose of a single-family residence and for no other purpose whatsoever. No businesses shall be maintained or conducted from any unit or recreational facilities or common area.

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4. Each occupant shall maintain his unit and exterior windows in a clean and sanitary manner and shall not sweep or throw dirt or substance from the doors, windows, balconies, nor use the railings to dry or air carpets, clothing, towels, etc.

5. No occupant shall make or permit any noise that will disturb or annoy any occupants of a unit or do or permit anything to be done which will interfere with the rights, comfort, property or convenience of any other owner or occupant.

6. Sound and Noise from radios or other audio devices, television sets or musical instruments or social gatherings which are unreasonably loud shall be deemed a nuisance and is strictly prohibited.

7. No unit shall be leased for a period less than one year without prior written approval of the Board of Directors. An Application fee of \$100.00, plus \$200.00 Move In/Out will be collected by the Board of Directors each time a unit is leased or sold. Occupancy rules and regulations for a lessee are the same as for unit owners. Unit owners are fully responsible for the actions of their tenants. All privileges of the unit owner regarding use of the property are forfeited in favor of the lessee during the term of the lease. Intent to Lease/Sell form must be completed and submitted to the Management Company at least 10 days in advance of occupancy. Tenants/Buyers are required to attend an in-person interview with the Board of Directors prior to move in. All tenants are subject to thorough background checks by the Association.

8. Each unit owner must assure that the occupants of his or her unit, whether lessee, guests or family members abide by all the rules and regulations set forth by the Reeves House Homeowners Association.

9. Each Unit owner must inform all occupants of the unit of the rules and regulations. Any damage to the common areas and limited common areas, caused by the lessees, guests or family members will be billed to the unit owners. The Management Company will also inform all occupants of the units of the Rules and Regulations.

10. A unit owner must obtain the written approval of the Reeves House Homeowners Association prior to the sale or lease of his unit.

11. Move In/Move Out must be scheduled weekdays 9:00am to 5:00pm No moving in or out weekends or holidays.

I. PARKING AND MOTOR VEHICLES

1. Passenger vehicles are defined as automobiles used solely for private conveyance as the primary source of transportation. Commercial vehicles are described as, but not limited to, businessman's trucks, truck tractors and semi-trailers. and the parking of said vehicles on the premises is prohibited at all times. This includes any vehicles with commercial lettering or signage on the exterior.

2. No vehicles over one (1) ton in weight, boats, boat trailers, utility trailers or similar vehicles shall be parked on driveways or parking spaces on the Reeves House parking areas, except temporarily for the purpose of servicing, loading or unloading.

3. No motorcycles, motorbikes or scooters shall be operated on the premises except for ingress and egress. Motorcycle engines may not be revved up and must be operated with a muffler system in good condition. Motorcycles must be parked in the garage. Passenger vehicles may be parked only in the

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areas provided for that purpose. Streets and other common areas of travel must not be obstructed so as to prevent normal traffic. Regular parking is limited to one vehicle in the indoor garage and one vehicle in the outdoor parking area, unless additional spaces are purchased by the owner.

4. No repairs on vehicles shall be performed on or adjacent to any unit premises or common areas, except temporarily in cases of emergency. Washing of a resident's vehicle is not permitted on indoor parking spaces but shall be permitted in the area designated by the Management Company. Vehicles "for sale" shall not be displayed in any area. "Garage sales" shall not be permitted in any area.

5. The parking area adjacent to the building is for guest parking up to 24 hours. Residents needing additional guest parking, such as for holidays, religious days and special occasions, should notify the Management Company in advance.

6. Vehicles using multiple parking spaces or parked in violation of these regulations may be towed away at the owner's expense. Vehicles blocking service areas, such as dumpsters, will be in violation of this regulation.

7. No vehicles in a state of disrepair may be stored or repaired on the property. Vehicles with flat tires or expired license tags shall be deemed inoperable and will be towed away at the owner's expense.

8. Additional indoor parking spaces may be available for annual rental in an amount set by the Association, and each occupant desiring to lease a space shall sign a written lease, therefore. Use of the space without a lease shall not relieve the obligation to pay rent.

9. Boats and motorhomes shall not be parked in the outside parking area, other than for loading and unloading.

10. No vehicles shall be stored on the premises. Storing a vehicle means the vehicle is not operated on a daily basis and is stored for convenience of the owner. No "for sale" signs shall be placed on the vehicles sitting in the parking lot.

11. Residents are not allowed to store anything in the garage parking spaces. Bicycles are to be stored in the 5th floor Bicycle room or on the Robinson side of garage on the bicycle rack. Owner is responsible to keep locked at all times. Association is not responsible for lost, stolen or damaged property.

J. RULE ENFORCEMENT PROCEDURE

1. Complaints regarding violation of The Reeves House Rules and Regulations shall be made to the Management Company and the Board of Directors. Upon receipt of a written, signed complaint, sent by certified mail, return receipt requested, the Management Company will notify the offending resident and owner in writing. This notification shall detail the violation as reported and requested appropriate action.

2. The Board shall appoint a Committee of Unit Owners, who shall give reasonable notice to the offending person of a hearing for the purpose of imposing a fine for rule violations. A fine may be levied on the basis of each day of a continuing violation, provided that no fine shall exceed in the aggregated sum of \$1,000.00. If the committee does not agree with the fine, the fine may not be levied.

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3. In the event the owner, guest or tenant fails to abide by the rules and regulations, the Board may authorize the institution of legal proceedings, and the owner shall be responsible for all legal fees in connection therewith.

K. SWIMMING POOL AND JACUZZI

1. The Reeves House swimming pool is for your recreation and enjoyment. Your enjoyment of the pool area will be greatly increased by observance of the pool rules. Please be considerate of other residents when inviting guests to swim in the pool. Any visitor at the pool area should be accompanied by a resident.

2. Use of the pool and Jacuzzi is strictly limited between the hours and 7:00A.M. And 11:00P.M. Because of the architecture of the building, noise from the pool and Jacuzzi area is intensified and can be heard even when people are whispering in the pool and Jacuzzi area. Accordingly, there shall be no loud talking.

3. The Association shall not be responsible to any member or guest for the loss or damage in any manner whatsoever of property of any kind. All persons using the pool and Jacuzzi shall do so at their own risk; there are no lifeguards and no liability by the Association whatsoever is assumed.

4. All bathers must use the pool area shower before entering the pool and Jacuzzi.

5. No children in diapers will be permitted in the pool or Jacuzzi. No children are permitted in the Jacuzzi under the age of fifteen (15) years.

6. Pool furniture belonging to others than the Association may not be left on the common elements when not in use. Pool furniture belonging to the Association must be left in the pool area and must be kept in a clean and orderly condition.

7. No pets are permitted in the pool area.

8. No children shall be permitted unsupervised in the pool and Jacuzzi area. Each owner, tenant and guest shall assume any and all risk of injury to their children, when said children are unsupervised. The Association does not maintain any lifeguard or supervisory duty with respect to the pool area and Jacuzzi area.

9. State health regulations currently in force and future amendments concerning pool use facilities will be strictly observed. Persons with infections or contagious health conditions, such as colds, fungus, skin diseases and the like, are not permitted use of the pool and Jacuzzi.

10. Rules and regulations posted in the pool area shall be strictly observed. The Board of Directors may post and enforce additional swimming pool rules which may be desirable within the context of this section.

11. No running or reckless behavior shall be allowed in or around the pool.

12. No skates, skateboards, bicycles, tricycles or any riding vehicles shall be allowed in the pool area.

13. Only regular bathing suits are to be worn in the pool. No terry cloth suits, cut-off jeans, etc., are to be worn in the pool.

14. No glass containers or food is permitted in the pool area. Glass containers may be permitted in the patio area during supervised social functions upon the consent of the Management Company.

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L. BARBECUE GRILLS

a. No barbecue grills of any kind including electric grills are allowed on balconies per Orange County Fire Ordinance.

M. BALCONIES

1. No laundry, clothing or other materials shall be displayed on the balcony, hallways or pool patio railings of any unit or hung within a unit in any manner to be visible from the outside.
2. Hanging of any objects from balconies or railings is not permitted.
3. No clothing, towels, etc. shall be allowed to dry by hanging on or from balcony railings or front hallways.
4. No rugs shall be aired or cleaned on balconies or hallways.
5. The Board of Directors reserves the right to regulate the size, quality and quantity of any items on balconies, including furniture and plants. No resident is permitted to affix any plants or any items to the exterior wall of the balconies. Shoddy, worn, or unsightly items are not permitted on the balconies.
6. Balconies shall not be used for storage.

N. CLUBHOUSE, EXERCISE ROOM AND BILLIARDS ROOM

1. Use of the recreation facilities is between 7:00A.M. And 11:00P.M. There shall be no exclusive use of said facilities unless specifically reserved for a party.
2. Persons under twelve (12) years of age shall be allowed in the Clubhouse or swimming pool area only when accompanied by and kept under close supervision of an adult resident.
3. Use of the recreation facilities is for residents and their guests. No business, promotions, or sales meetings or presentations shall be permitted in the recreation facilities. Guests which utilize the recreational facilities and are loud or uncooperative with Owners or the Management Company will be instructed to leave the premises.
4. Owners or their tenants shall attend functions for which they have reserved the facilities and shall supervise the use of the facilities and shall be a member of the group or function conducted.
5. Unit owners or lessees bringing or permitting guests into the Clubhouse or pool area shall be responsible for their conduct while on Association property and for any fees or other changes or damage caused or incurred.
6. Unit owners who are current in all dues and assessments may request use of the Clubhouse for events on dates which do not conflict with regularly scheduled Association activities. Owners should apply, in writing, to prior to the desired date to the condominium management, and state the character of the function, the expected number of guests, and all other arrangements desired. The Management Company shall then contact the Reeves House Recreation Committee, consisting of three (3) resident directors and one (1) alternate, for approval. No function shall be permitted unless approval is given by two (2) of the three (3) resident directors and one (1) alternate, for approval. There shall be a fifty (50) person limit on all parties, with a 12:00A.M. Termination of parties on week days, and a 1:00A.M. On weekends. The user of the Clubhouse shall be responsible for leaving the facilities in as clean as neat a

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condition as found. All persons desiring to reserve the clubhouse shall post with the Management Company at the time of requesting the reservation, a **\$200.00 CASH** security deposit if no alcohol is to be served and a **\$300.00 CASH** deposit if alcohol is to be served. A **\$100 Non-Refundable** cleaning fee will be charged and deducted from the security deposit. Any damage to carpet, plants, furniture or additional cleaning required, including the parking lot area, may result in additional fees. Any food, personal items and trash must be removed the same day of the event. Furniture is not to be moved. The Board of Directors may develop post and enforce additional rules which may be desirable within the contexts of this section. Any violation of these rules may lead to refusal of further use by the offending unit owner or lessee by the Board of Directors.

7. The weight/exercise room shall be closed during reserved functions. Owners/lessees reserving the Clubhouse shall not permit the use of the weight/exercise room by their guests.

h. No unseemly conduct or actions, including excessive noise, which may tend to create disharmony in the clubhouse shall be permitted.

8. Any and all use of the recreational facilities of the common elements will be in such a manner as to respect the rights of other occupants. The Clubhouse shall not be used as an extension of one's living quarters. Continued use of the Clubhouse for the purpose of watching television is prohibited. Residents are not permitted to bring their blankets and pillows into the Clubhouse. Use of the recreational facilities will be controlled by regulations issued from time to time by the Board, but in general, the use of the recreational facilities will be prohibited between the hours of 11:00P.M. And 7:00A.M.

9. Owners and tenants who use the recreational facilities (in the absence of social gatherings) must leave them secured and in a clean and orderly condition. Garbage and trash should be thrown away, ashtrays emptied, and furniture returned to its usual placement. The Management Company is NOT A MAID SERVICE, so clean up after yourself.

10. The kitchen facilities in the Clubhouse are not to be used by any resident except for scheduled social functions.

O. HALLWAYS

1. All hallways shall be free from trash and debris. No storage of any items is permitted in hallways, which includes the storage of bicycles. No indoor or outdoor furniture shall be allowed in the hallways. Owners and tenants shall not congregate in the hallways.

2. No plants or personal items in the hallways outside a unit owner's or lessee's residence are permitted.

P. DRAPES/VERTICAL BLINDS

1. All drapes, shades and vertical blinds shall first be approved by the Board of Directors. All windows shall be covered by the use of drapes, vertical blinds, mini-shades or shades.

2. Draperies or other window coverings must be the color and style compatible with the exterior so as to provide a uniform appearance throughout the community. They must be hung and maintained in an orderly and neat manner.

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3. No signs, window displays, or advertising will be permitted on any part of the property.
4. No screen doors of any design are to be installed.

Q. PETS

1. No animal, livestock or poultry of any kind shall be raised, bred or KEPT in any unit or the common elements.
2. Any occupant or guest who fails to comply with the above rule is responsible for any clean-up of waste or any damage caused by the animal.
3. Any occupant or their guest in violation of the pet rules shall indemnify and hold harmless the association and/or it's agent against any loss or liability of any kind arising out of having an animal on the condominium property.

R. SECURITY

1. Owners and tenants shall strictly observe the security precautions and devices in the Reeves House.
2. Close the garage door behind you.
3. Do not prop open any doors on the ground floor. For scheduled social functions in the Reeves House, make arrangements to allow your guests in the building.
4. When entering or exiting the garage, SLOW DOWN.
5. Do not allow anyone access to the building if you do not know them personally.
6. The security of your unit is your sole responsibility.