

Longboat Harbor

Owners Guide

2014

INTRODUCTION

Owning within a condominium is quite different from owning a single-family home. Condominium living is a cooperative venture. For many people, living in close proximity to others is a new experience requiring some adjustment; all unit owners must give up a certain degree of freedom of choice.

This "Owner's Guide" has been prepared to assist everyone (owners, renters and their guests) take advantage of all that Longboat Harbour has to offer. It is meant to explain some of the dos & don'ts without the legal jargon. It will not be a substitute for the formal documents (Articles of Incorporation, Declaration of Condominium, Bylaws and specific policies adopted by the Board of Directors), which, of course, take precedence. So, if in doubt, reference should be made to the official documents.

There are rules and regulations that guide conduct. Many will be explained in these pages, along with some hints and suggestions concerning living in a sub-tropical climate.

While reading this manual, recognize that the overarching principle in condominium living in general and at Longboat Harbour, in particular, is courtesy. Be mindful of others and please remember:

LONGBOAT HARBOUR IS A RESIDENTIAL COMMUNITY NOT A RESORT

OWNERSHIP	3
REGISTRATION WITH OFFICE	5
COMMERCIAL ACTIVITIES	5
FINANCIAL RESPONSIBILITY	5
LOCKS, KEYS AND ENTRY TO APARTMENTS	6
CHILDREN	6
PETS	6
MAINTENANCE BY THE ASSOCIATION	6
REPAIR AND MAINTENANCE BY OWNER.....	7
RENOVATIONS AND/OR IMPROVEMENTS TO UNITS.....	7
STORAGE ROOMS	9
NOISE COURTESY	9
RECREATION AREAS	9
SWIMMING POOLS	9
COMMUNITY CENTER.....	10
GYM	11
BEACH HOUSE/BEACH CHAIRS	12
WORKSHOP	12
THE HARBOUR, DOCKS AND BOATS	12
MOTOR VEHICLES, ROADS & PARKING.....	13
BICYCLES.....	14
LAWNS AND OPEN AREAS	15
WALKWAYS & STAIRWAYS	15
LAUNDRY ROOMS	16
LAUNDRY BREEZE WAYS.....	16
GARBAGE AND REFUSE	16
ELEVATORS	17
NOTICES, SIGNS AND DISPLAYS	17
WATER LEAKS.....	18
WATER CONSERVATION.....	18
PLUMBING DRAINS	19
CLOSING THE UNIT.....	19
ADMINISTRATION	20
THE OPERATING COMMITTEE.....	20
GENERAL MANAGER AND STAFF.....	21
BUILDING REPS	21
VOLUNTEERISM.....	21
REPORTING DEFICIENCIES AND COMPLAINTS.....	21
ENFORCEMENT	22
ENJOY LONGBOAT HARBOUR	22

OWNERSHIP

WHO MAY OWN

There are no restrictions regarding age, gender or race as to who may purchase a unit at Longboat Harbour (LbH). However, please bear in mind that there is an approval process which has served the community well over the years.

Any sale (or rental) is not valid until an application in writing has been, approved by a member of the Board of Directors. (Forms are available in the office and on the website.) A \$100.00 fee must accompany each application. It is the practice that those intending to purchase be interviewed prior to purchase for the purpose of giving them information about the community. Without the prior approval of the Association, a current Owner may transfer or lease a unit to his or her spouse, another current owner, a trust with not more than two trustees so long as the owner, his or her spouse or not more than two lineal descendants are the sole beneficiaries of the trust. Corporations, partnerships and other non-natural entities are prohibited from acquiring title to a unit or leasing a unit. No person may alone or jointly acquire title to more than two units. Units may not be sold or leased to more than two (2) natural persons, it being the intention of this provision to prohibit occupancy of a unit by three (3) or more unrelated adults.

WHO MAY OCCUPY

Other than use by the owner and arms length rentals by lease, the temporary use of units is limited to immediate family members, meaning an owner's parents, siblings, children and grandchildren. Use by these persons is not considered a rental. An LbH owner may occupy another owner's unit without such use being considered a rental. Minors (under 18) may not occupy a unit unless a parent (or legal guardian) is also in residence.

An owner (when in residence) may have guests; but there is a limit of not more than fourteen continuous days for any occasion and not more than 60 days total in a calendar year.

Note that, in the absence of the owner, occupancy of an apartment by persons other than members of the immediate family is deemed to be a rental and count as one of the two permitted rentals in the twelve month period.

Occupancy of a unit, whether owned or leased, is limited to five (5) adult persons in a two-bedroom unit and three (3) persons in a one-bedroom unit.

Compliance with the procedures, rules and regulations of any person occupying a unit, whether guest or tenant, is the responsibility of the owner; and the owner is held responsible for damages resulting from the actions of any occupant of the unit.

LIMITATIONS ON RENTING

The expectation is that use of units by persons other than the Owner will be incidental. Our documents mandate not more than two rentals in any twelve month period. In addition, the Town of Longboat Key regulations, as well as our documents, stipulate that a lease or rental must be one month or longer in duration. Please bear in mind that any lease of less than six months is subject to a "resort tax" payable by the owner to Manatee County. The Town of Longboat Key may require an "Occupational License." Furthermore, owners should be aware that, according to Florida law, if the unit has been granted a Homestead exemption, its rental will constitute abandonment and loss of the Homestead exemption.

All owners intending to rent their unit must submit an application (available at the office or on the web site (www.longboatharbour.net)) not less than fifteen days prior to the intended commencement of a lease. No rental is valid until such application has been approved by a member of the Board. Payment of the \$100 processing fee must accompany each application. Once a rental applicant has been approved, if there are no reported problems with that lessee, then subsequent, sequential rentals by that party will require the completion only of a simpler "re-application" form and the payment of a reduced application service fee.

It is the practice to interview proposed tenants for the purpose of giving them information regarding the community, its facilities and customs.

Leasing or renting less than the entire unit is prohibited. In other words, sharing the rental cost or renting a room is not allowed. Nor may a renter (lessee) sublet or loan the apartment.

A short term renter (less than one year) may entertain overnight guests for a period not to exceed seven (7) nights and then only if the renter is in residence.

Owners must make sure any occupant of their unit (tenant or visitor) has been made aware of the rules of Longboat Harbour since owners are "responsible" for the behavior and compliance with all rules and regulations of persons occupying their unit. Copies of a "handbook" are available from the office and owners should ensure that one is provided to anyone who occupies their unit.

The Longboat Harbour Owner's Association, Inc. may terminate occupancy and require a unit owner to cancel the lease and effect removal of occupants for any of the following causes: misrepresentation in the application; obnoxious, lewd or offensive conduct; creating a nuisance; abuse of property; disregard of rules and regulations of the Association or any applicable governmental requirements or regulations.

Owners must inform their tenants that, if a problem, such as the failure of the A/C unit, arises regarding the unit, the occupant must look to the owner or the owner's agent for remedy. Most problems will be the owner's responsibility and the Association's personnel will not assist in any matter which is not its obligation to repair or correct. (See the section entitled "Your Responsibility for Repair and Maintenance.")

REGISTRATION WITH OFFICE

For security and administrative purposes, and to help locate persons in an emergency, owners must advise the office of the number of individuals, the name(s) and the expected arrival and projected departure dates of persons who will occupy their unit. It is expected that each occupant (including owners who are not full time residents) will advise the office on arrival and again when vacating the unit. This request is made for your benefit and security. For example, if the office is not aware that an owner has arrived (or left), important notices may be sent to an incorrect residence with resulting undue delay.

Guests and tenants, in particular, need to advise the office upon arrival. While the office hours are 8:00 a.m. to 4:00 p.m., ask your guests to check with the office as soon as possible after arrival and obtain a copy of the "Renter's Guide" and a parking decal.

COMMERCIAL ACTIVITIES

The use of a unit is restricted to residential use only. Limited professional or business activities may be conducted but only if totally confined within the unit, meaning that they not be seen, heard or smelled outside the unit. As well, any marked increase in vehicular or pedestrian traffic would disqualify the activity, as would any activity that would increase the insurance risk of other owners, or the Association, or constitute a dangerous activity.

FINANCIAL RESPONSIBILITY

All owners shall be financially responsible for loss or damage to condominium property caused by themselves or their guests or by their tenants or tenants' guests.

All owners are obligated to pay by the first of each month monthly maintenance fees in amounts established annually by the Association's Board of Directors. Any special assessments levied by the Association's Board are due as noted in the Board resolution.

Amounts owed to the Association for assessments, etc. which are unpaid by the 15th day after the due date are considered delinquent. When a delinquent balance exceeds \$100, it will be subject to a late payment fee equal to the greater of \$25.00 or 5% of the overdue

amount.

After the 15 day grace period, the Member (Owner) will be formally notified of the amount owing and be advised that the matter will be referred to the Board which may impose a lien on the unit for the sum of all amounts owed including all costs of collection and the costs of any subsequent foreclosure procedures that may be instituted. Annual maintenance fees and assessments may be accelerated to the date the lien is recorded. Owners should be aware that the Association has had a long-standing policy of being intolerant of delinquent accounts and pursues amounts owing with vigor.

LOCKS, KEYS AND ENTRY TO APARTMENTS

All exterior locks on any entrance door must have a duplicate key deposited at the office.

In the absence of an owner, access by the Association to a unit may be necessary. Suspected water leaks in the unit or adjacent unit, or an inspection by the Fire Marshall are just two reasons why access may be required. If duplicate keys have not been provided to the office and forced entry becomes necessary in an emergency, the repair of any resulting damage will be at the expense of the owner.

Anticipate that one day you just may lock yourself out. After hours, access to the office key locker is limited to very few. Please do not expect those few to assist you. Provide one or more neighbors with a duplicate key as well.

Service personnel, non-owners and/or tenants will be granted permission to enter an apartment only upon owner's written authorization which must be on file in the Office.

CHILDREN

The behavior and safety of children is the responsibility of parents, guardians and/or adult hosts at all times. Playing on apartment walkways, stairways, in elevators, in laundry rooms, roadways and parking areas is forbidden.

PETS

Pets are not allowed. An exception may be made only in the case of a "service animal" as provided by law. Specific application for such an exemption must be made in writing and is subject to Board approval.

MAINTENANCE BY THE ASSOCIATION

In general, the exterior of the building and grounds, of course, are looked after by the

Association. The structure, including the screen door and door leading into the apartment (but not the locks or door bells), plumbing lines concealed within the walls and common drain lines are the responsibility of the Association. Laundry rooms and equipment are in this category as well.

The office will provide any owner with an explanation of the Association's responsibilities.

While the Association pays for insurance on the common elements, owners should check with their insurance agent regarding appropriate insurance for personal property and the interior of the unit, including wind and flood insurance.

Owners may not give instructions to the staff and the staff is instructed not to take any instructions from any resident while performing Association duties. The policy applies also to vendors or contractors doing business with the Association who have been instructed not to discuss, answer questions or take orders or directions from anyone other than the General Manager and/or a member of the Operating Committee.

By resolution of the Board, written communications and enquiries between an Owner and the Board of Directors should be through the General Manager. Further, the Board president is designated as the official spokesperson should an owner require further assistance.

REPAIR AND MAINTENANCE BY OWNER

The owner must care for the interior of the unit, including such things as the appliances, the garbage disposal, all plumbing fixtures (including any back ups due to clogged traps), ceiling fans, hot water heater, air conditioner and air handling unit, all electrical components and wiring including circuit breaker box and circuit breakers, all lights, wall, floor, wall and ceiling coverings, and windows, window screens, window frames, and locking mechanisms.

More specific details regarding these provisions may be found in Section 12.3 of the Declaration.

RENOVATIONS AND/OR IMPROVEMENTS TO UNITS

Any installation or modification that may require venting through the walls or roof, except to replace original equipment, is not permitted. Owners shall not make any structural addition or alteration to the unit or to the common property without prior written consent of the Board of Directors.

If a change in flooring includes the installation of a hard surface, such as marble, slate,

ceramic tile, or wood, you must first apply a sound absorbent underlay to substantially reduce the transmission of noise to adjoining units. Written approval of the Board of Directors prior to any such installation needs to be obtained as well.

If an owner wishes to modify windows or a lanai enclosure, the office will provide the owner with the approved standards. Because the appearance of the exterior of the buildings is important, specific criteria for replacement windows must be observed.

Contractors are required to remove from the property any and all construction debris. Owners must ensure that scrap removal is included in any contract for services. Our dumpsters must not to be used by contractors.

Owners shall be responsible for any cleanup or repairs to common elements made by trades people or service personnel engaged on behalf of the owner.

Owners should be aware that the Town of Longboat Key is very strict in requiring building permits and compliance with the Building Code. A building permit is required for any repair work or alteration unless it falls within the definition of "minor work," The Town of Longboat Key website provides the following list as examples of "minor work":

- Painting—however, although painting is a "minor work," since our buildings are equipped with fire alarms, the Fire Chief is to be notified
- Wallpaper, wall coverings, or drywall finish
- Drywall or sheetrock repair—up to 48 square feet only . Floor and wall tile
- Rugs, carpeting or other floor covering (note our requirement for sound absorbing underlay)
- Replacing cabinets, countertops and refacing
- Replacement of existing fixtures or appliances—so long as there is no alteration or modification of existing wiring
- Sink, dishwasher or toilet replacement—so long as a licensed plumber performs the work
- Replacement of existing hardware
- Repair of broken glass (does not include replacement of window) If you are uncertain, check with the Town Building Department. **AIR CONDITIONERS**

Regular preventive maintenance of the air handler condensation & drain line is necessary to prevent blockage of the line is the responsibility of the owner. Take care to see that the

condensate drain line is clear by using a 50:50 mixture of vinegar or bleach and water (or an equivalent commercial preparation) into the external lines on intervals of approximately six months, or before the air conditioning season. The Association will not assume responsibility for water damage to any unit resulting from a drain line blockage caused by an owner failing to perform this recommended preventive maintenance.

Access to the A/C compressors on the roof is locked. A key may be obtained from the office. Building reps also have keys should access be required when the office is closed.

Cranes must be used to replace roof compressors. Elevators may not be used. Nothing may be thrown down from roof.

Heat pumps cannot be installed to replace air conditioners.

STORAGE ROOMS

Nothing should be left in the passageways or open areas of the storage rooms. Please be sure to lock the door when leaving. Gasoline or other volatile fluids are strictly prohibited by the Fire Marshall.

NOISE COURTESY

Be considerate of others, please keep the sound level of conversations, radio, television or stereos at reasonable levels at all times, particularly if they are on your lanai. Sound is amplified within the harbour area and carries great distances with remarkable clarity, ensure that the sound is not audible in an adjacent unit. Be respectful of your neighbors in public areas as well by avoiding boisterous conduct and cell phone usage. Since all amenities and facilities are shared by all residents, it is important not to impose on the space (physical and audio) of others. Loud noise impacts everyone's privacy.

RECREATION AREAS

Only residents and guests are authorized to use the gymnasium, locker room showers, saunas, billiard table, card room, recreation hall, putting green, shuffleboard court, tennis courts and all swimming pools and pool areas.

SWIMMING POOLS

There are a number of regulations that apply to the swimming pools, most of which originate in the Florida Statutes.

Pool rules:

- Pool hours are 8:00 a.m. to sunset.
- All persons must use the shower before entering the pool. Persons wearing bathing suits at the pools, whether using sun tan oil or not, must cover furniture with a towel or other suitable covering before sitting or lying on the patio furniture.
- No food or drink is permitted in the pool areas, except for Association sponsored affairs. No glassware of any kind may be brought to or left in the pool areas or beach house.
- Children under the age of 14 must be accompanied and under the visual control of a responsible adult at all times when in the pool area.
- CHILDREN NOT TOILET TRAINED ARE NOT PERMITTED IN THE POOLS. (Toilet trained means not wearing a diaper at any time - day or night.)
- Rough play, loud verbal water games and running are not allowed in the pool area and large pool toys, rafts, floats, scuba equipment, etc. are not allowed.
- Life preserver rings and ropes are safety equipment and, as such, playing or tampering with them is not permitted.

The pool decks are regarded as "quiet areas." Boisterous or loud behavior will intrude on nearby units and also interfere with those who wish to use the pool area to relax, read or nap. Therefore, when listening to audio equipment, earphones (also called ear buds) or other such devices are to be used. Please limit cell phone use at the pool for emergencies only. It is not pleasant having to listen to other people's business or personal conversations.

It will be appreciated if furniture is repositioned to its standard location and table umbrellas are lowered after use to prevent wind damage. Pool furniture may not be removed from the pool deck.

While smoking is not strictly prohibited in the pool area as it is a "public area," it is nevertheless discouraged as it is found to be offensive by an increasing number of people. Please be mindful of others. Many people are adversely affected by smoke, especially cigar smoke. Note the direction of the wind and try to avoid irritating others. Your cooperation is appreciated.

COMMUNITY CENTER

The community center contains a gym, billiard-card room, and lounge and meeting

rooms. As well, there is a splendid Recreation Hall for meetings and parties which owners may rent for private functions. Details of the lease and the required deposit may be obtained at the office.

GYM

The Gym Committee has provided guidelines for the use of this facility:

- Because of limitations imposed by our insurer, use of the gym equipment by person under the age of 18 is prohibited. Younger persons may play ping pong, but direct adult supervision is required.
- Enter and leave the gym only through the locker rooms. The door in the gym that exits to the outside is for emergency use only.
- Please bring your reading glasses to the gym, at least during your first few visits. If you have never used the gym or taken the time to read the precautionary information and operating.
- Instructions for the equipment, it is most important for your safety that you do so.
- Simple courtesies to others in the gym go a long way to enhance the gym experience. If someone is in the gym upon your arrival and the lights or air conditioning settings are not to your liking, discussing the matter with those already there would surely result in a satisfactory accommodation for both.
- If someone is waiting for the piece of equipment you are using, limit your total time to a maximum of 30 minutes.
- When finished, clean the piece of equipment with the materials that are mounted on the wall adjacent to the men's locker room door.
- If you shower after your exercise, remember to take any soap, shampoo, or other personal items with you when you leave and be sure the shower door is left open in order to dry it out.
- If you are the last one to leave either the gym or locker room areas, please turn off anything that is "ON" including the air conditioning, lights, heat, and sauna.
- Do not overextend yourself. Be sure you are fit enough to use the gym - get a clearance from your doctor if you are in doubt.
- In an emergency, there are two emergency red "PANIC" buttons located just above the floor adjacent to the locker room doors. Upon depressing either button,

a loud horn will sound alerting anyone in the area of the office/gym/Rec. hall complex that there is an emergency in the gym. During normal business hours the office will investigate and take appropriate action. At other times, anyone hearing the alarm should investigate to see if there is an actual emergency and if needed call the fast acting 316-1977 emergency number. If you accidentally activate the alarm, simply pull out the red button to turn off the alarm. To insure that emergency services are not called, DO NOT leave the area of the gym until everyone is aware that it was an accidental alert.

BEACH HOUSE/BEACH CHAIRS

The Beach House includes change rooms, toilets, hot water showers and is available at any time for the use of owners, renters and guests. There is ample room for the storage of beach chairs as well. However, beach chairs (limit two per owner) must be tagged with the current year's identification, available at the office. A current tag which specifies a storage location is a must. The regular cull of chairs that appear abandoned or whose owners have sold is performed. Consequently, annual renewal of the "license" is required.

Note: Renters do not qualify for their own "storage space" and must use the owner's, as designated by the office.

WORKSHOP

The Association has a well-equipped workshop in the community center. Access is limited only to those who have been qualified following an orientation and safety briefing. Contact the office for details.

THE HARBOUR, DOCKS AND BOATS

Marine animals such as manatee and dolphin often are seen in the harbour. Mote Marine staff have advised that they should be left undisturbed, so spraying manatee with a hose or clapping to attract dolphins is inappropriate.

Lifebuoys hung along the seawall are to be used in emergencies only.

There are two fish cleaning facilities. One is bayside at the northern end of our seawall; another at bayside at the southern end of our seawall in front of Building A. All fish cleaning is restricted to these two locations.

Do not feed sea gulls or other birds. They become a common nuisance and a health menace. Bird feeders are not allowed as they attract rodents.

While boat docks are a common element, the assignment and use of docks is administered by the Yacht Club. Do not assume a dock will be available for use. To obtain a berth, arrangements must be made with the Dock Master and use of a dock will be subject to a Dock Users Agreement.

It should be noted that commercial fishing boats in the act of fishing are sometimes seen in the harbour. Their use of the waterway is permitted.

Please do not throw pebbles or trash in the water.

MOTOR VEHICLES, ROADS & PARKING

Drivers: Please observe the speed limit - 13 m.p.h. Since there are no sidewalks, it is essential that drivers be especially cautious. The speed limit of 13 miles per hour applies to all roads within the complex and must be observed. Stop signs must be obeyed for everyone's safety.

Note: After passing Building I, Exeter Drive becomes ONE-WAY. You must stay to the right.

Pedestrians: Please remember that cars and trucks also use the road.

Walk facing traffic and keep to the side of the road. Today's vehicles are remarkably quiet; pedestrians must be alert and listen for traffic.

All resident vehicles must have LbH identification applied to the rear window. These are obtained at the office. These non-adhesive decals are color coded with owners being issued blue versions and renters white.

Cars must be parked with the rear facing the road.

Numbered spaces are for residents only. Do not at any time assume that an empty covered parking space is available for your use. There is nothing more annoying than for a resident to return only to find their parking space occupied.

It is imperative that anyone parking at the Beach House have proper Parking LbH decal which indicates an entitlement to be there. Unauthorized vehicles may be towed.

Parking areas are restricted to non-commercial vehicles. Motor coaches, vans, campers and trailers may be parked in the beach area ONLY and for no longer than 24 hours. A temporary VISITOR PERMIT, indicating that temporary parking is authorized, must be obtained from the General Manager and displayed on the vehicle. These vehicles are NOT to be used as living accommodation. Any vehicle without proper identification may be removed at the owner's expense.

Car washing facilities are available in the beach parking area. Washing and mechanical work is limited to that location. One may polish, but not wash, cars under the carport.

Unmarked parking spaces are for guest parking.

Car horns should not be used except in case of extreme emergency and never to attract attention of persons inside an apartment.

Emptying ashtrays or otherwise littering parking areas is prohibited.

BICYCLES

All bike owners must get a dated tag from the office annually and attach it to their bike(s). Bikes may be stored in the first floor stairwells - but not at the end of the building where the elevator equipment room is located. When kept in the stairwell, they must be stored in the area at the side of or under the staircase and must not block the staircase in any way. Take care that handlebars do not protrude onto a step.

Due to the limited amount of space available, only bikes that are currently being used may be kept in public areas. Periodically, an inspection of all bikes is done by the Bike Committee. Owners of bikes found to have outdated tags will be notified that the bike(s) will be moved to the back of the Recreation Hall unless a current year tag is affixed to the bike within 30 days. After six months, the bike(s) will then be discarded. As well, any bikes with flat tires or that otherwise show no sign of use will be moved to the rear of the Recreation Hall and discarded after six months.

If a bike owner expects to be away from LbH for more than one month, the bike(s) should be stored inside the condo unit or inside the owner's storage locker. Any disabled bike must also be either stored in the unit or inside the owner's storage locker (not in the open area).

Bikes may not be stored under the carports or on any walkway. No more than two bicycles per unit may be stored anywhere in the complex, except in an owner's unit or storage locker.

Bikes must not be padlocked together due to the difficulty of moving two bikes together; nor may bikes be secured to the carports or to any part of any building.

Renters who bring bicycles with them or who rent bicycles while in residence must understand that there are very limited areas for storage. Therefore, they should assume that they may need to store the bikes on or in the vehicles in which they were transported.

LAWNS AND OPEN AREAS

Barbeques

There is a barbeque located near the shuffleboard court. It is available for use by any resident. There are also a number of "semi-private" barbeque grills located throughout the community. With permission of the Board, these grills were purchased and are maintained by several different groups of owners who collect funds for the purpose. If a renter or owner, not already a member of the group, wishes to use one of these barbeques, please inquire who is supervising its use and request permission. A fee will be charged. Other than these approved barbeques, the use of barbeque grills is restricted to the beach area. They are not permitted on lanais, walkways or grounds (except as noted).

Sunbathing

Sunbathing is to be enjoyed only at the pool areas. Blankets, lawn chairs, towels, sleeping bags, etc., are not to be spread on the lawns nor is cooking (other than at the established barbeques), eating or drinking permitted there.

Planting by Owners

The exterior of the unit is not the personal property of any individual owner; there are no "exclusive use" areas on the grounds. Minor additions to the landscape immediately adjacent to ground floor lanais may be acceptable. However, to insure that destructive and invasive plants do not get established, owners must request permission from the office so that choice of plant material can be vetted by the Landscape Committee. Schefflera, Norfolk Pine, Ficus, Avocado, Bougainvillea, make attractive container plants, indoors or outdoors, but should be constrained in containers. The common Christmas poinsettias, while attractive, may grow too large for many locations if set out.

WALKWAYS & STAIRWAYS

Because of the possibility of damage to the carpet, smoking is not allowed on the walkways outside the entry to apartments.

Plants, baskets, doormats and other objects may not be placed on carpeting or affixed to pillars, walls or ceilings unless approved by the Board of Directors.

According to fire regulations, objects may not be placed or left in stairwells or on the stairways, the exception is the storage of bicycles under the stairways as noted.

Dust cloths, brooms, mops, tablecloths, rugs, etc., must not be shaken or beaten from walkways, lanais or windows.

Building railings are to be kept clear at all times. They are not to be used to air or dry

towels, swimsuits, clothing, linen, etc.

Entry mats, shoes, beach equipment or any other obstacles must not be on the walkway. Items left in the walkway corridors can be a serious hazard for not only residents but emergency crews carrying stretchers or fire equipment in an emergency. The fire code is specific in this regard. Please remember not leave your screen door propped open.

LAUNDRY ROOMS

Each building has a laundry room equipped with coin operated washers and dryers. Use of the laundry is limited to owners, guests and renters between the hours of 7:30 a.m. and 10:00 p.m. only.

As a courtesy to others, please remove laundry promptly from washers and dryers at the end of the cycle. Dyes are not to be used in washing machines. Clean up after using the equipment and be sure to empty the lint traps in the dryers, so the equipment is ready for use by the next person.

Please make use of the new high efficient detergents labeled "HE." These detergents are specially formulated for front load washers and are low sudsing. Only liquid bleach and softener should be used in these machines.

To help avoid odors in the washers, leave the door open after removing your clothes.

Do not use trash containers in laundry rooms for the disposal of any food or drink containers as it may attract unwanted creatures.

LAUNDRY BREEZE WAYS

Residents are reminded to keep the two doors at each of the breezeway next to the laundry room closed at all times. Unwanted creatures tend to seek the warmth of the interior when the weather chills. Once they are in the building, it often requires the services of an exterminator to deal with them.

GARBAGE AND REFUSE

Garbage containers (dumpsters) are to be used only for domestic waste and not for construction debris. All garbage and refuse should be bagged or wrapped.

Special bins are available for recyclable materials—newspapers and paper, plastic items, bottles, glass (but not sheet glass), cans, etc. Only the items specified should be placed in them since, if other than designated items are placed in these containers, recycling personnel will not pick up the container. Do not enclose newspapers or recyclables in

plastic bags. It is understood that you will carry your recyclables to the enclosure in plastic bags. However, it is mandatory that you empty the bags into the bins and dispose of the plastic bag in the dumpster. Waste Management will not collect recycle bins containing plastic bags.

Cardboard containers such as appliance cartons, shipping boxes, or any item that can be reduced in size must be broken down (collapsed) so as to use a minimum amount of space in the dumpster. Items left outside the bins will not be collected. If you, on your own (not using a contractor), are engaged in renovations or improvements, such as the replacement of a toilet, for example, you should call the office for advice as to the appropriate method of disposal of scrap or waste.

DUMPSTERS ARE NOT FOR SCRAP OR BULK ITEMS

All owners should be aware that the dumpsters are not to be used to dispose of furniture or building materials. If one needs to discard a large or heavy item, please do not put it in the dumpster - call the office for help and advice.

Please note that owners are responsible to advise all contractors that our dumpsters are not to be used for the disposal of their building material waste. The extra weight often causes damage to the dumpster which then requires costly repairs and sometime total replacement. The removal of construction material should not be a cost borne by everyone, but by the owner for whom the work is performed.

ELEVATORS

If the alarm should be pushed by accident, **DO NOT LEAVE THE ELEVATOR CAB.** The trigger of an alarm automatically activates a phone call to an emergency command post. A person will be on the line momentarily. If there is no response from the elevator, it is assumed that a person has collapsed and requires help. In this case, an emergency team will be dispatched to the scene.

False alarms are expensive, and a waste of time for the EMS team. Please wait for the emergency operator to answer and simply tell the person that the button was pushed by accident. You could be saving another person's life elsewhere by not having the EMS team arrive in response to a false alarm. Please advise your guests, children and grandchildren what to do if the emergency button is pushed by mistake

NOTICES, SIGNS AND DISPLAYS

Building Bulletin Boards are for official notices and announcements of community events only.

Commercial sign of any kind, including "For Sale" or "Open House" signs may NOT be displayed on the grounds. This prohibition also applies to cars and boats.

WATER LEAKS

Every unit has a main water shut-off. By now, every unit should have had the plumbing modified to a convenient ball-valve. If that has not been done, remedy this deficiency as soon as possible. When the apartment is vacated, even for a few days, shut off the water where it enters the unit. If there is a failure in the plumbing within your unit, the consequences would then be minimal.

Hot water heaters are more likely to fail if they are older than eight years or so. While insurance will cover the damage, a flooded unit is most unpleasant for the owner and may also cause flooding in a neighboring unit as well. Be a good neighbor, examine the date your heater was manufactured. Should you be uncertain as to the age of your heater, ask someone to read the label on your heater for you. Replace as needed. Do not wait for a flood before doing so.

Toilets need replacement too. They do wear out. If the master water shut-off has not been turned off when departing a unit and the toilet tank cracks, the water damage may not be found for awhile. This can lead to not only water damage but also mold. If you have a toilet that was original equipment, it should be replaced and older toilets should be carefully inspected for integrity.

WATER CONSERVATION

Demand for water in Florida is enormous and growing. Moreover, its cost and the companion cost of sewer charges based on water consumption are rising. It is one of the most expensive items in the Association's budget. Consequently, owners and occupants are urged to be conscious of water consumption and make an effort to reduce its use.

There are simple things we can all do to conserve water - things like turning off the faucet. Do not letting the water run while doing dishes, brushing teeth and shaving. And we can do more. Replace your showerhead with an ultra-low flow model. They are available FREE at the office. Just ask. FREE restrictors for the faucets are also available at the office. To see if your plumbing has any hidden leaks, look for drips. A faucet drip or invisible leak in the toilet can use up to 15 gallons of water per day.

Toilets can have "silent" leaks also. Leaking toilets and faucets can waste a huge amount of water. To find out if your toilet is leaking, add a little food coloring to the water holding tank. If you see the color in the bowl 30 minutes later, your toilet is leaking. If

you have a leak, the flapper needs replacing. And, be sure the level of the water is NOT above the overflow. Set the level at the mark shown on the tank interior. If you are not confident of your ability to address this, hire a plumber.

PLUMBING DRAINS

Being an older complex, the plumbing drains are not as large as newer buildings and precautions should be taken to avoid backups. In particular, when using the garbage disposal, use cold water and do not overload the unit. Hot water tends to dissolve easily-flushed solid shredded pieces of fat, which can then solidify and block the drain. Insert food waste slowly so it will be well ground. Should you not have a functioning garbage disposal, do not put foodstuff down the drain as it tends to shrink the internal diameter and may get stuck causing a backup.

If the second bathroom in your unit is not used frequently, it is important to run the water in the tub and sink and flush the toilet on a regular basis. This will help discourage bugs and ants from entering the bathrooms via the plumbing pipes. As well, this will ensure that the trap remains filled with water to prevent sewer odors from rising.

To help keep drains clean, consider this tip: put a few tablespoons of baking soda down all sink and tub drains, pour in about 1/2 a cup of hot water to flush the baking soda down into the drain, follow it with a cup of white vinegar. It fizzes and foams in the drain but it is absolutely harmless to plumbing. Let it stand for an hour or two and then flush the drain with hot water.

CLOSING THE UNIT

Seasonal occupants need to recognize that just shutting the door and setting the lock is simply not an option when leaving in the spring. Strong electrical storms and increased humidity are real threats that require precautionary action to protect your unit and its contents as well as units near you. The following are some things you should consider:

- Shut off the water supply to the unit. If your unit is not equipped with a shut-off for the main water supply you should have one installed.
- At the electrical panel, put the breakers for the water heater and the stove to the off position.
- If you leave your refrigerator running in your absence, it is recommended that the
- Temperature settings for both the freezer and refrigerator compartments be raised (not lowered).

- Unplug appliances such as clock radios, TVs, VCRs, microwave, etc. • Make sure all air vents are open.
- Disconnect all television cables from cable outlets or, preferably, where the cable enters the unit.
- According to Gator Air Conditioning of Bradenton, "when you leave for more than a few days, set humidistat to 70 and thermostat to cool and 74 degrees. This will not keep your house 74 degrees. These settings will run the a/c system the minimum required to insure you will not have mildew growth."
- Close and lock all windows and lanai screens and doors.
- Put 1-2 cups of bleach in each toilet. Seal porcelain with plastic wrap, lower seat and lid and put a heavy object on top of lid.
- Your unit should be regularly checked while you are away. Either have neighbor check it or hire a house sitter.
- Make sure the office has an emergency number should it be necessary to reach you.
- In addition, note the request regarding the deposit of duplicate cars keys in the office on page 10.
- Taking these precautions will serve you in good stead when dealing with your insurance company in the case of an unforeseen event.

ADMINISTRATION

Board of Directors

Board Members are elected by Owners for a term of two years. Five directors are elected in even years; four are chosen in odd numbered years. The officers of the corporation are elected from these members by the sitting Board.

The Board of Directors meets regularly on the third Wednesday of the month except during summer months. Board meetings are preceded by an Agenda Meeting, usually on the Monday prior.

The Operating Committee

The Operating Committee is responsible for the ongoing maintenance of the community. It has an annual budget and when major improvements or replacement of assets is required, this committee prepares the information for the consideration of the Board.

General Manager and Staff

Day to day affairs of the Association are supervised by the General Manager. The General Manager is responsible to the Board under the guidance of the Operating Committee. Owners and renters are requested to refrain from asking any employee to deviate from his/ her assigned duties. Any comments or observations pertaining to employees should be made directly to the General Manager.

Owners may hire staff members for private work. However, do not interrupt or contact them during the work day. Call the office and request that they contact you after working hours. Private work can be performed only after 4:00 PM on weekdays or on weekends.

Building Reps

Service as a Building Representative is a vital and important contribution that an owner can make to the community. Those serving in this capacity assist other owners and provide a line of communication between owners and the Board of Directors.

Volunteerism

Longboat Harbour has benefited, since its earliest days, from a willingness on the part of its owners to participate actively in its affairs. The list of activities is long and wide ranging. It includes committees that organize recreation activities, such as parties, trips, and events of interest. Many help in landscaping matters. Weekly lunches for men and women are sponsored by the Men's Club and Harbourettes. There is regular publication of a newsletter, known as the INFO. The Association also has a website at www.ahn05.com/longboatharbour which features photographs of various events and contains a considerable amount of helpful information, formal documents, and directional maps. New owners are encouraged to participate fully in the affairs of the community.

REPORTING DEFICIENCIES AND COMPLAINTS

Any emergency such as stalled elevators, failure of laundry equipment, clogged sewers, broken sprinkler heads, etc., should be reported immediately to the office at 383-2126.

The names and phone numbers of persons, firms or agencies such as fire, ambulance, and police that may be needed in an emergency are posted on the bulletin board in each building.

General Complaints, suggestions or recommendations of a non-emergency nature should be in writing, dated, signed and addressed to the General Manager.

ENFORCEMENT

The basic philosophy at Longboat Harbour is that this is a community of friendly cooperative persons. All of us should try to help others to be aware of the rules and to participate in our activities and enjoy our amenities within the boundaries of our rules.

All LbH owners should do their best to avoid conflicts between themselves, renters and visitors to our community. That said, if an owner sees someone breaking a rule at LbH, he or she should, in a non-confrontational manner, inform the person of the rules violation. If the person persists, just make the office aware of the problem.

There are established procedures to deal with serious or persistent violations which are contained in a "Violations Procedure" document. Should anyone wish to know them in detail, inquire at the office.

ENJOY LONGBOAT HARBOUR

Those who already live at Longboat Harbour know what a special place it is. LbH enjoys a unique status on Longboat Key. It has a remarkable array of facilities, far greater than its size would suggest. More than that, it is a place with an spirit of friendliness. From its beginning, a spirit of cooperation and fellowship was fostered, an atmosphere that continues to this day. The foundation of this atmosphere rests on the codification of rules and practices which are based on mutual respect. This guide, it is hoped, will be useful to long time owners, but will also encourage new owners, their guests and renters to capture the spirit of LbH.