

Aquarius Condo Security Rules and Procedures

April 2012

Introduction

This document provides Rules and Regulations, guidance and clarity on matters important to living at the Aquarius. The Aquarius residents have cultivated an environment of respect for their neighbors. We ask that you govern yourself, family, and guests in a manner that protects these buildings in which our homes are located. In doing so, we expect that ALL Unit Owners, legal residents and their invitees will maintain a civil environment within which we can happily dwell, as well as to ensure the future value of our investment.

Heretofore, the Association's Security Rules, Regulations and Procedures have been spread across the various categories contained in the 2009 edition of the HOUSE MANUAL OF RULES & PROCEDURES. This "restatement" of those Rules, Regulations & Procedures is meant to consolidate said Rules, Regulations & Procedures in one place; thereby making them easier for Unit Owners to understand and for the Association to apply. To the extent this restatement does not include all of the Rules & Regulations already specifically covered in the November 2009 edition of our published Aquarius "House Manual of Rules & Procedures", those unintended exclusions are hereby deemed to be incorporated herein. The Board of Directors thanks you for your cooperation and for supporting the efforts made by all Aquarius Personnel to ensure that these Rules and Regulations are enforced in a manner that facilitates uniformity and fairness for all who own, reside in and/or are visiting or working in our buildings and on its grounds.

ADOPTION: THE ASSOCIATION HEREBY ADOPTS THIS CONSOLIDATION OF THE SECURITY ITEMS CONTAINED IN THE 2009 EDITION OF THE HOUSE MANUAL OF RULES & PROCEDURES FOR THE PURPOSE OF INCREASING SECURITY ON ITS PREMISES BY CLARIFYING THEM.

SUBJECT & PURPOSE: To increase security for all – through the clarification and consolidation of the standard Security policies and procedures to be followed by Unit Owners, legal residents, invitees and Building Management in the use, distribution and tracking of security devices associated with building access security systems; the admission and comportment of invitees (i.e – family, guests/visitors [both daily and sleepover], contractors, domestic workers, nurses, renters, etc.) to our grounds, buildings, and parking.

Authority: The Declaration of Condominium, Articles of Incorporation and the Bylaws of the Association.

Effective date of restatement: April 19, 2012

Use & Distribution of Security Devices

1. An Occupant Information Sheet /Security Device Request Form must be completed by each Unit owner for all security device additions.
2. Each Unit Owner will receive one window collapsible RF tag and two key-fobs free of charge.
3. A \$100 fee will be collected for each additional RF tag or key-fob or card requested. This charge for the RF tag will not apply in the case where the Unit Owner is replacing the existing vehicle with a replacement vehicle.
4. A \$100.00 refundable deposit will be collected for each temporary key-fob or access card requested.
5. All executed security device request forms will be filed under each Unit's Resident File Records.
6. Lost, stolen or damaged security devices must be reported to the Association's Manager immediately, and the device will be replaced at a charge of \$100.00 per window tag and \$100.00 per key-fob. Amounts for future requests may be adjusted to keep up with actual time and replacement costs.
7. Each window collapsible RF tag will be assigned to a specific vehicle, and will correlate with the specific vehicle description, license plate number; Unit Owner name, address and phone number, and the vehicle's registration information.
8. Each key-fob/access card will be assigned to a specific person.
9. There is a limit of three key-fobs and two collapsible RF tags per Unit that an Owner or Authorized Renter may reasonably and initially request, keeping in mind that Unit Owners are ultimately responsible for the use, control and unauthorized use of the requested security devices.
10. Prior to or upon the sale of a Unit, the seller must return all issued security devices to the Association Manager for deactivation. Upon receipt of closing documents (Settlement Statement) from buyer or the title company, whichever occurs first, the buyer must meet with the Association Manager to complete a new security device request form to receive activated security devices.

Access Regulations

1. **Database** of unit owners. Management will maintain the up-to-date UNIT OWNERS DATA BASE (UODB) for use by all our security systems. Our current ROSTER of unit owners will be checked and updated, including permanent addresses (if different from Aquarius, contact information), emergency contacts, and any additional information that may be required when the owner cannot be reached.
2. **Keys to Unit.** All Unit Owners are required to keep an extra set of current keys to their Unit with the office, for emergencies. Should any Unit Owner fail to keep an extra set of current keys with the office and an emergency occurs that requires access to the Unit, the Association is authorized to forcibly enter the Unit (including breaking in the door to such Unit, if required) and bill the Unit Owner for any and all the costs thereof. **ALTERNATIVE:** If any Unit Owner (Unit Owner B) decides that it is in her/his benefit to leave a set of current Unit entry keys with a neighbor instead of with the office, that will be acceptable, as long as the office has a current record of which neighbor has those keys, as well as the current contact information for that neighbor. **HOWEVER** should this alternative be used in an emergency requiring access to Unit Owner B's Unit and neither Unit Owner B nor the neighbor listed as having a set of those keys can be reasonably found, the Association is authorized to forcibly enter Unit Owner B's Unit (including breaking in the door of such Unit), Unit Owner B shall be responsible for any and all costs incurred by the Association to gain access.
3. **Key fobs for building access.** All unit owners and renters will receive key fobs for unlimited access to the buildings and all our facilities. Each unit is entitled to a number of free of charge key fob(s) equal to the number of individuals on the recorded warranty deed (up to a maximum of 3 keys). After following all legal procedures, renters will be allowed to receive key fobs, activated only for the lease term, for a fee of \$100 per key fob. A security deposit of \$100 is also required and will be reimbursed when the key fobs are returned to the office. If the renter creates any damage to the Association property the Unit Owner will be held financially responsible for fixing the damage.
4. **Key fob distribution.** In order to acquire key fob(s) the unit owners and renters will come to the Manager's Office to have their pictures taken, and personal data collected.

5. **Use of key fobs by unit owners and renters.** For building access, unit owners and renters must carry their key fobs with them at all times. Key fobs are not transferable. When the unit owner or the renter uses his/her key fob at any door of the building, his/her picture from the data base will be displayed on the security service monitor. At the same time, the security monitor will display a live picture of the person opening the door. The security officer has the right to deny access to the building to any individual who is using somebody else's key fob. The only exception to this rule is when a person, by mistake, uses a key fob of another individual legitimately residing at this time in the unit. This situation will also be logged in the security journal. The Board encourages all unit owners to pay as much attention to this matter as possible since this is for our protection. We shall all try to do our best to comply with the rules and to assist our security personnel in fulfilling their duty of protecting us from any unauthorized access to the building. Lost key fobs will be replaced by the office at a cost of (\$100) for each.
6. **Guests and Family Members.** All unit owners must **MUST** notify the Management Office or Security 7 days in advance, (in writing) of any guest or family member who will be staying over-night &/or staying in their Unit more than 24 hours. Additionally, each such Unit Owner must go to the Management office in advance to acquire temporary key fobs for their guests or family members who will remain in their units for longer than 24 hours. The application must specify names and addresses of all individuals, arrival and departure time, and number of key fobs requested. The maximum number of key fobs that can be issued to the unit at any given time for guests and family members is two (2). Each key fob requires a deposit of \$100. Please be advised that the key fobs will be activated only for the announced duration of stay. After this period, these key fobs will be deactivated and must be returned to the office, in exchange for the deposit. The duration of all visits must also be in compliance with the Documents of the Association. **ANY GUEST OR FAMILY MEMBER ARRIVING WITHOUT HAVING BEEN PRE-REGISTERED AT THE OFFICE OR SECURITY DESK, WILL NOT BE ABLE TO ENTER THE BUILDINGS; DESPITE THE DAY OR TIME OF ARRIVAL, AND EVEN IF HE OR SHE HAS THE UNIT OWNER'S KEY FOB.** For those guests or family members visiting for the day, for dinner or such other period of time less than 24 hours (and are NOT staying overnight), the Unit Owner should notify the Management Office or Security as soon as possible **BEFORE** such guests &/or family members arrive, to make their entry to the building easier. If no advance notice is given in such instances, such guests and/or family members will **NOT BE ADMITTED UNLESS THE UNIT OWNER IS ON THE PREMISES AND PERSONALLY AUTHORIZES SUCH ADMITTANCE.**

7. **All visitors**, except contractors, must be admitted by security personnel through the main lobby. Before entering the building, the visitor(s) must identify themselves and the unit owner they intend to visit. If the unit owner is available, and specifically agrees that it is OK to admit the visitor, the security personnel shall open the sliding glass door to the building and process the visitors. If the Unit Owner is not present in such circumstances and the Unit Owner has not personally and previously authorized such person to be admitted – in writing, the sliding doors will not be opened, unless the visitor just wants to leave a message or delivery at the security desk. Every visitor (except for minors accompanied by an appropriate adult) must produce a picture ID. Visitor(s) will be processed by Security and the required information will be recorded in the log journal. The record must include time of entry, unit number and name of the person or persons authorized to enter.
8. **Nurses, home attendants, care takers, domestic help, medicine delivery**, etc, must check in at the front desk, and be logged and admitted if the Unit Owner grants access to premises. In all cases they must park their vehicles using the Valet services unless they have been given the Unit Owner's extra key fob, in which case, they may park in the parking lot across the street. Unit Owners in need of special arrangements for transportation may contact Management for assistance.
9. **All contractors must use the service entrance to the building.** The contractors will approach the security guard at the booth to identify themselves and give the purpose of their visit. The unit owner must get **ADVANCE** authorization from the office to use contractor services for any purpose, except for emergencies. The security guard will contact the office first, and then the unit owner, and relay the name of the contractor and the stated reason for the visit. After authorization by the Office and acknowledgement of the unit owner, the Office will issue a temporary parking permit and an access card, in exchange for the picture ID document or vehicle keys. After unloading the freight (if any), the contractor must park the vehicle at the space assigned by the security guard. The contractor(s) are allowed to use only the service entrance doors to the North building, or garage entrance doors to the South building. Contractors are only allowed to use Service Elevators. Upon return of the access card, the contractors will have their picture ID or vehicle's key returned. The contractors must be warned upon entrance, that they must leave the building promptly before the gate is closed at **4:00 PM sharp**. All visitors must be properly logged in the electronic journal by scanning the provided picture ID. Admittance without proper picture ID is only authorized by the Manager on a case-by-case basis. Contractors are only allowed on the premises between 8:00AM and 4:00PM – Mondays through Fridays.

* Gate closing changed
to **5:00 PM** AS per Board 2016

10. **Unauthorized Renters, unauthorized access.** No renter(s) or visitor(s) of any kind will be allowed to enter the building under any circumstances, unless all rental and/or proper access procedures (including Screening Committee Approval, if required) are properly executed through the Management and/or security office. If the Management office or the security personnel suspects that a person (or a group of persons) unlawfully accessed the building or any of our facilities, such person(s) will be immediately escorted out. A key fob used for any unauthorized entry to the building will immediately be deactivated, and the associated unit owner(s) will be charged a fine in the amount permitted by law. In addition, the unit owner will have to obtain new key fob(s) with a double fee penalty of \$100 each.

Parking Regulations

1. **Registration of Vehicles.** Any vehicle parked on the Condominium Property must be registered at the Aquarius Management office and properly display a permanent or temporary parking permit. Each unit owner or the unit's occupant (renter) may register up to 2 (two) vehicles per unit. The only vehicles that can be parked on the upper and/or lower parking decks must either have parking stickers, or temporary Office issued permission parking slips. Any additional vehicles must be approved through Association management.

The following items will be required when registering a vehicle: (1) Drivers License (2) Proof of Insurance (3) Vehicle Registration (4) Proof of Unit Ownership or Lease.

2. **Parking Spaces:** All parking spaces are owned by the Association. From the inception of its' development until ownership of the Common Areas was passed on to the Association, the Developers assigned parking spaces to Unit Owners. When ownership of the Common Areas was passed over to the Association, the Board of Directors (pursuant to the Declaration Of Condominium), were given the exclusive right to assign parking spaces. This transfer by the Developers to the Association also included all parking spaces (in excess of the number of Units) that were unassigned to any Unit. Since then the Association has (as various times) made some Association owned parking spaces available for use by office employees and tradesmen. All other Association parking spaces have generally been rented (at competitive rates) to Unit Owners who have more than one vehicle; on a first come, first served basis. As a matter of Security it is imperative that the Association know, at all times, what vehicle is parked in each parking space. Accordingly, and effective as of the date hereof:

3. **No Unit Owner may allow anyone else to use that Units' assigned parking space** without first notifying the Office and obtaining the Association's approval, and signing such documents, as may reasonably required.
4. **No Unit Owner may exchange or trade** their assigned parking spot to any other Unit owner without the express written approval of the Association, and only after signing such documents and following such rules as the Association may reasonably require.
5. **No Unit Owner may rent his/her/their assigned parking space** for any term whatsoever, without first obtaining the Association's approval, and only after signing such documents and following such rules as the Association may reasonably require.
6. **Parking access.** Every permanently registered vehicle will receive one free of charge RF decal that will be affixed to the vehicle by our security personnel. This decal will allow the vehicle to enter any parking facility of the Aquarius. The decal is associated with the specific vehicle only, and will be permanently damaged if attempt is made to remove it. If the unit owner allows any person to drive his/her vehicle into parking space and enter the building in any unauthorized manner, the decal will be deactivated immediately, and the new decal will only be issued after collecting a penalty fee of \$100.
7. **Decals:** Unit owners are entitled to one collapsible RF decal per unit and they will not have an expiration date. The unit owner may acquire a second decal for a fee of \$50. A renter's permit will expire on the lease expiration date and they will be required to reactivate their permits periodically. Temporary permits will be issued to all visitors with a term not exceeding one (1) week. The Management may extend the expiration date of temporary permits on a case-by-case basis only. Temporary Permits are non-transferable.
8. **Restriction on commercial vehicles.** Commercial vehicles of any type are only permitted to park on the Condominium Property to conduct business Monday through Friday, during the regular business hours of 8:00 AM to 4:00 PM, unless an emergency arises. Commercial Vehicles cannot be registered for a permanent or temporary parking permit. Parking of commercial vehicles must be directed by the security personnel, and such vehicles will only be able to park at the West Parking Lot, if there is any available space left.
9. **Restriction on Trucks.** Dual axles or semi-trucks, oversized vehicles that take more than one space or extend the parking space, trucks with oversized wheels, trailers, or RVs will not be allowed to park on condominium property.

10. **Vehicle condition and appearance.** Registered vehicles with a flat or undersized spare tire(s) must be repaired (tire replaced with a normal tire and hubcap) within one week. Registered Vehicles with extensive body damage, missing body parts, broken/cracked windows, extensive rust damage, or any vehicle that is deemed to be in disrepair, must be repaired or removed within two weeks. Unregistered Vehicles (including incoming guests' vehicles and incoming resident's vehicles) with a flat/spare tire, extensive body damage, missing body parts, broken/cracked windows, extensive rust damage, or any vehicle that is deemed to be in disrepair, will not be issued a permanent or temporary parking permit until the necessary repairs are performed and the vehicle is in an acceptable condition. After a single warning, all vehicles still in disrepair, will be towed away at the owner's expense, after approval by the Management Office.
11. **Unregistered Vehicles.** Any unregistered vehicle parked anywhere on the condominium property will be towed away at the owner's expense.
12. **Visitor Parking.** All one-day visitors coming to the Aquarius must park their vehicle using Valet services. Overnight guests who have been issued valid key fobs may use the West parking lot, across the street.
13. **Roving Patrol.** At the beginning of each shift (all shifts) the Roving Patrol Officer is to perform a legality check of the upper and lower garage level vehicles to ensure all vehicles are authorized by management. All vehicles not in the possession of a temporary parking pass or a RF sticker with a proper decal are to receive a warning leaflet stating their violation (which will be placed under the driver side wiper blade) and recorded into the Unauthorized/Illegally parked vehicle log (First Offense). The decals are categorized as follows: White –Unit owner/Building employee, Red – rents the space, Yellow – second vehicle. The second warning will be issued after 24 hours, if the vehicle is still parked illegally, and the tow away sticker will be placed under the driver side wiper blade. An incident report will be filed along with request for tow away authorization. No vehicles are to be towed without the approval of the the President or the Manager of the building.
14. **Move in/move outs by Unit Owners.** Any Unit who directly or indirectly is engaged in moving-in or moving-out furniture before 8:00AM or after 4:00PM (weekday nights) or on a Saturday or Sunday, may be subject to fines.

STORAGE AREAS

All items stored in assigned storage areas are stored at your own risk. Do not, under any circumstances, store flammable merchandise, paints, mattresses, etc.

STORM SHUTTERS

Every unit must have approved storm shutters. Approved shutters must be of fan-fold or roll up design, white and installed against the window wall. No awning or other protections shall be attached to the outside walls of the buildings, and no blinds, shades or screens shall be attached to or hung in, or used in connection with any window or door without prior written consent of the Management as to type and/or location. The responsibility for closing storm shutters prior to a storm or when leaving an apartment for a period of time is totally that of the Unit Owner. A Unit Owner may request assistance for this purpose.

SWIMMING POOLS AND RECREATION DECKS

The pools and recreation decks are for the use of owners and their guests. An adult must accompany and actively supervise children less than 12 years of age. Infants needing diapers are not permitted in the pool at any time, unless the infant is more than 6 months old and wearing special swim diapers.

1. Florida State Board of Health Regulations requires that a thorough shower must be taken before entering the pool.
2. Persons with contagious or infectious health conditions (such as a cold, an ear infection, a fungus, skin disease or open wounds) are not permitted in the pool.
3. The playing of radios, DVD players, MP-3 players, etc., (except those used with earphones) and/or musical instruments is not permitted on the recreation decks.
4. Beverages and food are not allowed on recreation decks, except when attending specifically designated Social Functions or at the concrete tables across from the restaurant. Chewing gum is not allowed on recreation decks, at any time.
5. Smoking is only permitted on the pool & recreation decks in those designated areas described on the sign(s) posted on those decks by Management, and only when using special smoking receptacles/outdoor ashtrays provided by authorized personnel. CAUTION, regular chairs and lounge chairs on our pool decks may burn if they come in contact with hot ashes. ALL SMOKERS SMOKE AT THEIR OWN RISK.
6. Use of games, tubes, floats, flippers or any other such equipment is prohibited in the pools. "Noodles" are allowed to be used in the pools, so long as they are used responsibly.
7. Beach bathers must remove tar and sand from their feet and legs before entering the pool & recreation deck areas, and dry off before entering either building. Facilities for removing sand and tar can be found at the bottom of the staircase leading from the beach to the deck.
8. Bathers, including children, must be properly attired going to and from the pool or beach. Footwear and robes or other coverings are required for all.
9. Lounge chairs are for your convenience while enjoying the pool and recreation deck only. They are not to be taken to the beach. Also, please do not attempt to "reserve" them by placing personal items on them. A limited number of Beach Lounges are available for the use of Unit Owners and their guests, ONLY through the Pool Attendant, and only during such hours as are set by authorized personnel. Anyone using a Beach Lounge is responsible for returning it to the area set aside for them, against the East wall and behind the beach stairs.
10. Beach clothes or towels must be used on chairs, pool lounges and beach lounges. Unit owners and/or their guests must carry an electronic fob, or any other device provided by management from time to time to open the Beach Gate when going to or coming back from the beach. They must also close the gate each time they use it, to avoid outsiders from entering.
11. Persons in bathing attire must leave and enter the building via 2nd floor service elevators and not through the Main Lobby.
12. Association pool deck umbrellas are not to be opened or closed by unit owners or their guests. They may only be opened and/or closed by the pool attendant or other authorized personnel.

TERRACES

As "Limited Common Property", a unit owner's use of their terrace is subject to such reasonable rules and regulations as may be prescribed by the Association. Following are the Rules that apply to the use of all terraces.

1. Laundry, bathing attire, wet towels, articles of clothing, cleaning material, etc., shall not be placed anywhere on the terraces.
2. A limited number of small flower pots or potted plants, tastefully arranged, are allowed on terraces so long as they are secured against 84/or protected from moderate winds. Plants that grow beyond their pots so as to become vines in any way are not permitted on terraces.
3. Except for children's safety netting (which must blend in with the color of the railings), no objects shall be placed on or secured to terrace railings.
4. Please use extreme caution to see that nothing is thrown, dropped, swept from, or allowed to fall or be hosed from your terrace.
5. During high winds, or when leaving town, you are urged to bring in your plants and all terrace/patio furniture as they may be blown over (or become missiles) and cause possible damage or injury to people, automobiles and/or other
6. Smoking is allowed on terraces so long as such smoking does not interfere with your neighbor's reasonable use of his/her/their terrace. You cannot throw cigarettes or cigars, nor sweep sand or dirt from your terrace.
7. Rugs, mops, cloths, brooms, etc., shall not be dusted, shaken from, nor dried on terraces.
8. The use of terraces for cooking is prohibited. No barbeques can be used or stored on terraces irrespective of whether or not they meet local fire codes.
9. Radios, TV's, and other sound amplification appliances/equipment should be used on terraces with discretion, since sound carries into surrounding apartments and terraces.
10. NO CARPETING OF ANY KIND MAY BE USED AS A COVERING FOR ANY TERRACE FLOOR
11. No changes by way of additions, painting, decorating, antennas, large satellite TV dishes, or additions to the outside of an apartment (including a terrace), are allowed without the express written consent of the Board of Directors.
12. The same rules that apply to terraces apply equally to any Common Areas that abut the terraces of any Unit. Additionally, no parties, barbeques or other social events may take place on any Common Areas that abut the terraces of any unit, or of the unit itself.

TRASH ROOM AND CHUTES

The trash chute is not an incinerator. The trash is removed by truck. Do not place any flammable material such as paint, varnish, etc. in the trash chute, or leave them in the trash room. These items, as well as any small appliances, electronic equipment, furniture, etc. must be taken down to the trash container rooms on the garage level. Newspapers go in the trash bin, and will be recycled. All other refuse MUST be bagged securely before being put down the chute. DO NOT EMPTY WASTE BASKETS DOWN CHUTE Do not place smoldering materials in the chute. To avoid insects, please empty bottles, cans and food boxes before placing in garbage chute. Residents should avoid placing very large sacks of trash, large cartons, boxes or bundles in the chute to avoid clogging.

WATER SUPPLY

If the water supply should be interrupted while your washing machine or dishwasher is running, turn the appliance off immediately, otherwise the controls will burn out

CHANGES IN RULES OR APPROVALS THEREUNDER

The Board of Directors reserves the right to change or revoke existing rules and regulations and make such additional rules and regulations from time to time as in their opinions shall be reasonable, necessary, or desirable for the safety, protection, cleanliness, and good order of the Aquarius and its residents. The Board of Directors may modify or revoke any consent or approval given pursuant to these rules and regulations.

HOSPITALS

| | |
|--|---------------------|
| Aventura, 20900 Biscayne Blvd, Aventura | 305-682-7000 |
| Memorial Regional, 3501 Johnson St, Hollywood | 954-987-2000 |
| Mount Sinai, Aventura, 2845 Aventura Blvd. | 305-692-1000 |

FIRE EMERGENCIES

Aquarius is equipped with a modern fire alarm system. Its ringing, however, does not necessarily denote a serious fire.

ALERT — STEADY RINGING

A steady ringing of the alarm will indicate the possibility of a fire or that an alarm has been sounded by mistake. Such a steady ringing could also be an elevator alarm or a false alarm. BE ALERT, but take no action other than to check your own particular hallway for smoke or fire. Listen to building Speaker System for instructions.

FIRE EMERGENCY RULES

1. If you see any sign of fire, call 911, call Aquarius Security at 9954-921-0888 and then, go out into your hallway, PULL the lever on the "Local Fire Alarm". There are two "Local Fire Alarms" in each corridor. The "Local Fire Alarm" does not connect with the Fire Department. However, it does sound an alarm in your corridor and it lights a floor location signal on the panel in the Security Booth. It should be noted that "Local Fire Alarm" is a steady ringing sound (an ALERT sound) which would also be sounded if an elevator alarm were activated. So check to make sure which alarm it is.
2. If you have found fire or smoke and have sounded the alarm on your floor, building personnel will go into action immediately and come to your floor and corridor to determine the extent of the fire.
3. If you have a fire in one of the rooms of your apartment and cannot put it out, close the door to that room; shut off the air conditioner and leave the apartment.
4. When you evacuate, leave the apartment door unlocked, but closed. Pull the lever on the fire alarm located in your corridor as you leave the premises.
5. Go down the fire exit stairwells. DO NOT USE THE ELEVATORS — REPEAT — DO NOT USE THE ELEVATORS!!

We could post signs, we could talk to people from now until doomsday, but some people instinctively will go to the elevators in an emergency. All we can say is —DO NOT USE THE ELEVATORS.

6. If you cannot evacuate the apartment and smoke starts seeping in under the doors, pack the openings with wet rugs, towels, etc.
7. Shut off your air conditioner. Provide yourself with wet face towels and cloths, to cover your face and filter some of the smoke.
8. If smoke has filled the halls and/or you cannot make it to your front door due to smoke or fire, DO NOT PANIC, make your way to the balcony, and — if possible — take your cell-phone with you so that you can call 911 and report your position to the police/fire department. In any event, the fire department is trained to check the balconies, so remain there for advice from the firemen below.
9. Follow firemen's instructions. Remember, they are highly trained experts in the field of personal safety as well as fire-fighting.

YOU GO DOWN THE STAIRS

Our stairwells are known as "Smoke Towers" for a very good reason. They not only provide your escape route from a burning building, but they are protection from smoke...IF...and only IF...the doors to them always remain closed. If only... one door is blocked open, smoke can fill the entire stairwell, making it unusable as a fire escape route. When you enter the stairwells, go all the way to the bottom and leave the building. Now, not all fires are major fires. But most fires start in a small way_ Please, do not hesitate to report any suspicion of fire or smoke, even if only burnt toast. Notify the Security people at once at 954-9210888. In case of visible minor fires, you may want to use the fire extinguisher, after you have pulled the "Local Fire Alarm" lever in your corridor. Fire extinguishers are conveniently located in the corridors/hallways outside of your apartment in a recessed wall case with a glass door. Read the three steps to follow in activating the fire extinguisher in your hallways, before attempting to use it. But remember, please, that if you have sounded the local fire alarm, building personnel will come immediately to help you and they are well trained in the use of this equipment. **LEAVE THE USE OF THE FIRE HOSE TO EXPERIENCED HANDS**

For your own security and that of your neighbors, it is suggested that each unit owner purchase a small personal fire extinguisher for their apartment.

And in all events, **KEEP COOL**, avoid panic and give first consideration to yourself, rather than your possessions. And remember too... this is a very well-built building. Very little of it is flammable. But contents are. And such contents, particularly if made of foam rubber, can create serious smoke hazards. Just be knowledgeable and stay alert.

HURRICAINES and STORMS

HURRICANE PROCEDURE CHECK LIST

Hurricanes are frightening to newcomers to Florida. However, most of us have *been* here long enough to know that certain procedures should be used in "battening down the hatches". Some of these procedures are listed below. A detailed list of what should be done to prepare for any hurricane can be obtained in the Condominium Office. All Unit Owners are urged to obtain a copy of that list

BEFORE THE STORM

1. If you have a recurring illness or nervous condition which could be irritated by a hurricane, it would be wise to consult your doctor and have him/her prescribe medicines to keep with you during an emergency.
2. Before the winds become too strong for you to go out on your balcony, please remove all furniture and decorative items from the balcony. Most of these can be stored in your kitchen or living room.
3. Storm shutters should be closed by you before the winds get too strong. This is totally your responsibility. Building personnel may be too busy elsewhere to help you.
4. Stock enough packaged foods, canned goods, flashlights and battery powered lights with extra batteries, bottled water and "canned heat" for warming food. If you own a transistor radio, acquire extra batteries for it.
5. Fill the gasoline tank of your automobile as gasoline may become unavailable if electric power is curtailed. Aquarius will not be liable for damage suffered by any vehicle if parked on the premises; which includes the lower level garage, the upper level garage and the parking lot across the street
6. Water shortage is a possibility during a hurricane. Purchase bottled water or fill sterilized containers so you have ample water for drinking and cooking needs. You should fill your bathtub or shower base (plastic bag or other stopper can be used). This water should be used for flushing toilets only — not for drinking.
7. While the electric power is still on, utilize your disposal for wet garbage, pack other items of refuse in securely wrapped packages and keep them in your kitchen until such time as garbage pick-ups by the City are again operating. If the storm is imminent, set your refrigerator to the coldest setting, and in the event of a power failure, do not open the refrigerator doors unless absolutely
8. Do not leave common area doors (such as stairwell doors or service elevator doors) open, or change or move other common area items before or during the These requirements will be handled by your building staff.

DURING THE STORM

1. As the storm progresses, follow the instructions on TV and radio. Keep up with the latest advisories from the Weather Bureau. If the storm passes directly over this area, there will be a calm period or lull, lasting several minutes to about a half hour, depending upon the size of the eye of the storm and how fast it is **DO NOT BE FOOLED** — the wind will resume from the opposite direction and often with greater force than before.
2. Remain in your apartment and keep all doors, windows and shutters closed, including the doors to the bathrooms and bedrooms.
3. Bear in mind, we are in a high rise building and as such are subject to updrafts in the stairwells and elevator shafts which can be very damaging to the and dangerous to people if windows and doors are not closed tightly.
4. In case of an electrical power failure, which is usual at least for a while during such a storm, emergency generators in each building will produce enough power to handle the **ELEVATORS, CORRIDOR LIGHTS, LOBBY LIGHTS AND FIRE ESCAPE STAIRWAY LIGHTS**. However, it will not take care of any of your apartment lighting, air conditioning, etc. (see the section under "Before the storm").
5. During hurricanes use of telephones increases dramatically. Accordingly, please try to limit the use of your telephone(s) to cases of emergency only, including problems that may arise within the building (which you should quickly report to the office or the Security Guard).

AFTER THE STORM

Please make your own arrangements for any necessary clean-up in your apartment, such as wet carpet from seepage water (if any), etc. All service calls will be screened and answered promptly by our Maintenance Division. All calls will be recorded and assistance rendered as quickly as possible. Please report all building damage to the office.

PLEASE DO NOT CALL MORE THAN ONCE ON ANY ONE PROBLEM

After the storm has passed, be cautious of every move_ If you leave the building; **DO NOT** touch fallen or low hanging wires. **AVOID PUDDLES** where wires have fallen. Be alert to weakened tree limbs, buildings and bridges.

ILLNESS

Occasionally illness, particularly if one lives alone, can create difficulty with respect to marketing for groceries, medicines and the normal routine of life. If this should occur, please notify the office and arrangements will be made to help with these needs.

LIGHTS

Although the possibility of needing emergency lighting has been dealt with in the above listing for "Hurricane Procedures", a special emphasis is given here to make a point_ Electrical failures can occur from power shortages as well as storms. Everyone is advised to supply his/her apartment with battery powered lights and to keep fresh batteries on hand at all times.

NEXT OF KIN

This is certainly not a note on which we want to end this "House Manual", however, let's be practical. It really might help in an emergency if the office had some way of knowing who to contact if something dire should happen to you while in residence here.

Please give the office the name, address and phone number of the person or persons to contact in an emergency; such as next of kin, or perhaps another relative, friend or attorney. Do this **NOW**, when there is no emergency, so that it will be on file, if needed.

RIGHT OF ENTRY

1. In the case of an emergency originating in or threatening any PRIVATE DWELLING, regardless of whether the owner is present at the time of such emergency, the Board of Directors of THE ASSOCIATION, or any person or persons authorized by it, or the Building Manager, shall have the right to enter such PRIVATE DWELING for the purpose of remedying or abating the cause of such emergency, and such right of entry shall be immediate. To facilitate entry in the event of any such emergency, the owner of each Unit, MUST deposit the key(s) to access their unit, which shall be kept under the control of the Manager.
2. Special secured facilities, accessible only to the Manager and the Condo Board Members, are being maintained to safeguard the apartment keys deposited in the office
3. A charge will be assessed if entry has to be forced to effectuate this work, because the unit owner has not provided Management with duplicate keys (which every Unit Owner MUST deposit with the Manager's Office for emergencies).
4. See Declaration of Condominium, Article XVI, "Right of Entry into Private Dwellings in Emergencies". (Check citations against proposed New Declaration of Condominium.)

SECURITY PROVISIONS

1. The Management will maintain a sufficient staff of Security personnel for your safety and protection. *The* standard of efficiency depends on the cooperation of the unit owners. Please remember, security personnel are here to protect you and your property and should not be reprimanded for challenging an unknown visitor whose name has not been provided to Security in advance.
2. The Security staff is at your service for emergencies and to report accidents, sickness, fires, etc.
3. Report to the Security Guard or Manager anything that appears to be out of order, or any action of a suspicious nature. Apartment owners expecting guests or workmen are required to notify Security (or the Manager) in advance, as described previously.
4. Stringent rules must be met before the admission of any visitors/guests by Security Personnel. Please see the GUEST section for the details. Failure to comply with these Rules will result in any such non pre-registered visitors/guests being denied access to the buildings.
5. All doors which allow entry from the exterior of each building MUST be locked at all times and should not be propped open for a Guest or Owners convenience.

SHUFFLEBOARD

An adult must actively supervise children less than 12 years of age playing shuffleboard. Please do not walk on the courts. Equipment may be obtained from the pool attendant. Equipment must be returned to the storage area. Report any broken equipment to the Manager or pool attendant immediately.

SMOKE ALARMS

Every unit is equipped with two smoke alarms that are "hardwired" to the Security area in the Lobby. The alarms emit a screeching noise to let you know when smoke is detected in your unit. One alarm is generally located in the hall near the unit's entrance, and the second in the hall outside the kitchen. It is the responsibility of each unit owner to maintain these alarms in working condition by the changing of batteries at least once every year and testing them four times a year. Additional smoke alarms are located in all corridors, and are maintained by the Association.

SMOKING

SMOKING IS NOT ALLOWED ON OR IN ANY AND ALL COMMON AREAS. This includes, but is not limited to, the Garage, all Hallways, Elevators, Stairways, Public Rooms and Bathrooms, the Lobby, the Health Club/Fitness Center and/or the Restaurant. Smoking is allowed on the Recreation Decks subject to the restrictions and conditions described in that Section. Smoking is also allowed In all privately owned units, toying as all doors connecting the unit to the hallways are kept closed. UNIT OWNERS SMOKING IN THEIR UNIT WITH THE FRONT OR LAUNDRY DOORS OPEN WILL BE SUBJECT TO FINES.

PETS

NO OWNER OR LESSEE SHALL BE ALLOWED TO KEEP AND/OR MAINTAIN ANY PETS OR ANIMALS OF ANY KIND ("PETS") ON THE PREMISES. An owner shall inform any prospective purchaser or lessee, in advance of any prospective sale or lease being signed, that pets are not allowed. Guests of owners may not bring pets into the building. VIOLATIONS OF THESE RULES WILL RESULT IN FINES AND THE REMOVAL OF THE PETS.

PETS OR ANIMALS CURRENTLY OWNED BY UNIT OWNERS WILL BE ALLOWED TO STAY AND LIVE OUT THEIR LIVES (AS LONG AS THE CURRENT UNIT OWNERS STILL RESIDE IN THEIR PRESENT UNITS), SO LONG AS:

1. Unit Owners currently owning such pets register their pets with the Association no later than – the later of December 31, 2009 or 30 days after the publishing of these Rules & Regulations. Forms for these purposes shall be provided by the Association.
2. Any pets not properly registered as required above will be declared illegal and will be subject to immediate removal; with any costs of removal to be the responsibility of the Unit Owner.

PUBLIC ROOMS

The Public Rooms and areas of the building are intended for the exclusive use and pleasure of the owners and their personal guests. "Public rooms and areas" are defined as the Cascade Room, Lobby, Card Rooms, Game Rooms and any other similar rooms or areas that may be created hereafter. The use of such areas for special events is restricted and governed by the following regulations:

1. Management has the right to personally grant or withhold permission to use these rooms and areas. Any such arrangement must be made with Management well in advance of the planned event, and except for non-profit organizations, shall be subject to a usage fee.
2. No event shall be conducted to which the general public or any persons not personally known to the sponsoring owner are invited.
3. It will be the responsibility of the party who engages a room to leave it in a clean and orderly condition. There will be a charge for Management assistance in preparing for a party or for any necessary cleaning required by the Management requires a refundable deposit against any damage.
4. If these rooms are to be maintained in the manner you would desire when using them, it is necessary to have the cooperation of not only those reserving the rooms, but also of those in attendance at such functions.
5. The reserving unit owner must assume all liability of any kind as to all invitees and all Association property used in the event. To this end, the reserving unit owner must provide proof of in-force liability insurance.
6. **NO UNIT OWNER, RENTER, LESSEE, GUEST OR VISITOR SHALL BE PERMITTED TO CONDUCT ANY BUSINESS FOR PROFIT ON OR WITHIN THE COMMON AREAS OF THE CONDOMINIUM.**

REPAIRMEN AND OUTSIDE SERVICE PEOPLE

1. Owners must arrange directly with repairmen and outside service people for inside apartment requirements. Management is not permitted to admit anyone to your apartment without your written pre-authorization, except in emergency
2. On arrival at the building, all repairmen and outside service people must register at the Manager's Office in the North Building.
3. The Association's maintenance employees are not permitted to perform repairs in private units. The Manager keeps a list of competent outside repairmen from which you can choose.
4. During working hours, the Manager, at the request of a Unit Owner, may assign our Maintenance employees to perform emergency apartment repairs, and assess the Unit Owner accordingly.