

#### A. CONDUCT

1. Owners/residents are responsible for the actions of their guests and family and, therefore, must be present while persons under 16 years of age are using any facility. Responsible persons 16 years of age or older may use the facilities without owner/resident being present. Relatives and friends that live less than 30 miles from the Bluffs must be accompanied by the owner/resident when using Bluffs facilities, regardless of age.
2. Smoking is not permitted in any common indoor facility; including, the billiard room, exercise room, library, clubhouse, mail-room or the restrooms.
3. Running, rolling or climbing up/down the bluffs is not allowed.
4. Skateboards are not allowed in the Bluffs. In-line roller skates, scooters and bicycles are allowed on the road only.
5. Quiet time commences at 10:00p.m. in consideration of others.

#### B. OCCUPANCY, LEASING, SALES

1. Owners, who rent or lease their unit must remember they also have rented or leased their rights to use the Bluffs facilities during the period of the rental or lease.
2. Owners/residents are permitted to have a maximum of four (4) guests at any time while using any of the facilities or as otherwise approved by the Manager. Guests are not permitted to bring guests.
3. There will be more than two (2) permanent owners/residents per bedroom in each unit.
4. No unit owner may lease less than the entire unit, nor may the unit be leased for transient or hotel purposes.
5. No owner may lease his unit less than thirty (30) days in duration.
6. Any owner selling or renting their unit for longer than six (6) months must file the appropriate forms with the office and follow the terms of the bylaws. See Article X Section G.1 and 2.

#### C.PETS

1. Pets are not allowed in the Bluffs at any time. ADA Service animals must be pre-approved by the board of directors. Approval forms are available in the association's office.
2. No feeding of stray animals, wild animals, or birds is permitted.

#### D. BUILDINGS AND COMMON GROUNDS

1. The American flag may be flown at any time on all Bluffs Condominium units and Villas. Flag hardware will be installed by Bluffs employees upon request.
2. service and military flags no larger than three feet by five feet may be flown at any time.
3. Villa owners may place their names on signs affixed to the light poles in the front of each villa. The sign must not exceed 14 inches in length and 2 inches in height. The background must be matte black and the letters must be white.
4. No article or item may be stored or placed outside of residencies.

5. Entryways maybe decorated in a manner that is acceptable to current social standards.
6. Garage doors must be kept closed when not in use. The cracking of garage doors for ventilation is permitted to a height not exceeding three (3) feet.
7. The use of barbecue grills is not allowed inside the unit or where smoke annoys other residents.
8. Units 3 and 4 in each condominium building may have a table not to exceed 40 inches in width and a maximum of three (3) diner type chairs. These maybe placed in the entry against the wall opposite the door. All other condominium units must keep the walkways and stairways clear at all times for safe passage.
9. No owners/residents may alter any landscaping except those plants in the planter boxes located in the stairways of each condo building. The Bluffs reserves the right to maintain these boxes if they are neglected.
10. Do not tamper with the sprinklers. Report any broken sprinkler heads to the Association Office.
11. Garden hoses must be stored so as not to hinder landscaping activities.
12. No clothes poles, portable dryers or TV antennas (including satellite dishes) will be permitted on common property. No laundry, towels, swim suits or other objects are to be draped over outside railing or shrubbery.
13. Raw garbage must be placed in plastic bags, securely ties, before putting it directly into the dumpster. No garbage or trash bags may be placed outside of the units.
14. Do not litter. Receptacles should be used for garbage and ashtrays for cigarettes.
15. All large cartons must be crushed flat and placed in dumpsters. No articles are to be left outside of the dumpsters.
16. Unit owners must notify their contractors that debris material from their work may not be placed in the Bluffs dumpsters, and all debris from their work must be removed from the common property.
17. No advertising, commercials or events will be permitted unless authorized or sponsored by the Activities Committee and/or Board of Directors, and benefiting the Bluffs residents only. Designated media areas are to be used. Residents are limited to a 3x5 inch notice placed only in the container provided in the mailroom or other designated place. All notices will be confined to Bluffs events only.
18. No owners/residents may operate a commercial enterprise from a unit or facility that will adversely affect the tranquility, security, traffic or value of the Bluffs. No garage/yard type sales are permitted.
19. Possession of an use of fireworks of any kind is prohibited on the property.

## E. VEHICLES

1. The speed limit is posted at 17MPH and must be obeyed for the safety of all. Everyone is expected to stop for all internal stop signs. Enforcement is the duty of all residents. All vehicular traffic including bicycles and scooters must drive on the right side of the road. Complaints should be registered at the association's office.
2. Owners/residents/guests with more than one vehicle (including golf carts) per condo unit must be sensitive of parking problems during peak occupancy. Residents of condominium units may not have more than two vehicles parked at one time outside of condominium buildings. Vehicles in excess of this number must be parked in the allocated area at the rear of the business office and should be coordinated with the manager.
3. Cars should not be parked in spots specifically designated for other residents without the owner's permission. Letters of authorization must be on file at the Bluffs office.
4. Motor homes, RV's, boats and trailers can not be parked in excess of 72 hours in driveways, carports or other accessible parking areas without prior approval of the manager. The designated RV area to the rear of the Association Office is for the exclusive use of Bluffs residents and guests.
5. Motorcycles are not permitted. This includes any vehicle with two or three wheels powered by an internal combustion engine. Storage is provided in the area to the rear of the office by prior arrangement with the manager.
6. No commercial vehicles over one-half ton may be parked within the Bluffs, outside of the enclosed maintenance area, except for short term service vehicles.
7. No vehicle repairs will be permitted except those of an emergency nature. Work of non-emergency nature is not permitted except in the maintenance area behind the office.
8. No commercial or promotional advertising is permitted on any vehicle parked at the Bluffs that is owned by an owner, resident or overnight guest.
9. When not in use, bicycles must be kept in closed storage areas or in the nearest bicycle rack.

## F. CLUBHOUSE

1. No alcoholic beverage consumption is permitted in the clubhouse area during any official business meeting.
2. The clubhouse is available for use by owners and may be reserved when at least 80% attending are Bluffs residents. Reservation must be made and approved through the Activities Committee and Manager. When using the clubhouse, you are responsible for restoring it to clean and orderly condition. Wash and dry the dishes, remove trash, etc. Do not leave food in the storage room.
3. The clubhouse PA system, portable sound system, or stereo system may be used only after permission from the Activities Committee or the Manager.
4. No equipment can be removed from the clubhouse. AN exception may be granted for cooking utensils used for Bluffs events.

5. The thermostat in common facilities may not be altered without the permission of the manager, a Board Member, or the committee chairperson.

6. When using the clubhouse, exercise room, game room, tennis courts area equipment room, etc., be sure to lock the doors, windows and turn off the lights before leaving.

7. Wet bathing suits and/or bare feet are not permitted in the clubhouse and other indoor recreational areas. Shoes must be worn in the exercise room and the poolroom. Flip flops are not acceptable in the exercise room.

#### G. POOL AND SPA ( Please Refer to the Pool and Spa Rules)

#### H. LAKES AND BOATS

1. Wading or swimming in the lake is prohibited.

2. The path around the lake is to be used for foot traffic only. Handicap vehicles may be used on the path by those who are certified handicap.

3. Fishing is allowed with artificial bait only. All catches must be released back into the lake.

4. Only boats belonging to the Bluffs may be used on Lake Mary Jane (with the exception of miniature electric powered, radio-controlled toy-type boats). Electric trolling motors may be used on the Bluffs rowboat only. The Manager may grant exception to this rule.

5. Boats can be used during daylight hours only. No one under the age of 16 may use the boats unless accompanied by an adult. Florida law always requires life preservers be worn by individuals under the age of 16. Safe boating practices must be followed.

#### I. MAINTANENCE

It is recommended that you read Articles V and VI of your Declaration of Condominium of the Bluffs of Sebring to get the correct understanding of responsibilities for maintaining the property located in the Bluffs of Sebring. A few of the highlights of these articles are listed below.

1. All unit owners are required to submit a key for their units to the Association Office. The Manager will maintain the keys in a safe and secure manner.
2. The unit owners should report promptly to the Manager any defects or needed repairs that are the responsibility of the Association.
3. No unit owner shall make any alteration in the portions of the unit, and the building housing the unit which are to be maintained by the Association, or to the common elements, or remove any portion thereof, make any additions thereto, or perform any work that would jeopardize the safety or soundness of the building, common elements or other units, or impair any easements, without first obtaining the written approval of the Board of Directors.

#### J. HOUSING FOR OLDER PERSONS

At least one person fifty-five (55) years of age or older must be a permanent occupant of each unit. Persons under the age of eighteen (18) shall not permanently occupy a unit, but shall be allowed to

occupy a unit on a temporary basis, not to exceed thirty (30) days in the aggregate in any calendar year.

See ARTICLE X for more details on housing for older persons.

#### K. ASSOCIATION INFORMATION

In compliance with condominium law effective January 1, 1992 the ONLY OFFICIAL BULLETIN BOARD of the Bluffs Association will be the locked bulletin board located on the ramp leading to the clubhouse. This bulletin board will be used for the notification of all official Board, Committee and Membership Meetings, including agenda sheet pertaining thereto. The manager or a member of the Board of Directors must approve all other official documents posted thereon.

Unit owners making presentations at a meeting are only authorized to use audio and video equipment that does not produce distracting sound or light emissions. Audio and video equipment must be assembled and placed in position in the meeting room before commencement of the meeting. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room to facilitate the recording. All owners who wish to use any audio or video equipment at a meeting must give the Board advance notice the board may establish a rule whereby a unit owner who wishes to speak at a meeting must file a request with the Association one week in advance of the meeting.

Inspection of Association records by unit owners or their representatives will be governed by the following. Refer to Bylaws paragraph B.2.6 (page 12)

- A. Request must be made 48 hours in advance.
- B. Each inspection is limited to a two-hour period.
- C. Appointments during normal working hours only.
- D. The Manager, a Board Member or a designee must be present during the inspection period.
- E. Records must remain in the Manager's office.
- F. A nominal charge of 25 cents per page will be made for making copies.

#### L. ENFORCEMENT PROCEDURES

Our Declaration of Condominium states that reasonable rules and regulations governing the use of the property may be adopted by the Board of Directors and said rules and regulations may be amended from time to time.

1. The procedure for enforcement start with a complaint. A complaint may be initiated by any owner, lessee or renter and shall be in written form and signed by the originator. It should be as specific as possible, i.e., who, when, what, where. The written complaint must be submitted to the Manager.
2. All the steps in the procedure for enforcing rules are contained in AMENDED AND RESTATED BYLAWS OF THE BLUFFS OF SEBRING, A CONDOMINIUM ASSOCIATION INC. 4.12.2