

PARK LAKE TOWERS CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

OWNERS OR RESIDENTS WHO VIOLATE ANY OF THE FOLLOWING RULES AND REGULATIONS SHALL BE SUBJECT TO FINES AND PENALTIES AS PERMITTED BY LAW.

The following Rules and Regulations have been approved by the Board of Directors of Park Lake Towers Condominium Association. For the purposes of this document, Park Lake Towers Condominium Association may be referred to as the Association and the Park Lake Towers Board of Directors may be referred to as the Board. Park Lake Towers may be referred to as PLT. Any consent or approval given under these Rules and Regulations by the Association shall be revocable at any time. Further, they may be amended, modified, added to or repealed at any time by the Association.

1. Definitions:

Guest:	an individual visiting a resident for a period of 24 hours or less.
Houseguest:	an individual visiting a resident for a period of more than 24 hours but less than thirty (30) days.
Resident/Tenant:	an individual who is in residence thirty (30) days up to one (1) year or more; receiving all benefits of residency including, but not limited to receiving mail, having name posted on entry board and/or a telephone listing. This occupant would have to meet all criteria listed for a resident under Article 11.2 of the Declaration of Condominium of Park Lake Towers and Rule #46.

Premises and Common Areas

2. The walkways, entrances, halls, corridors, stairways and ramps shall not be obstructed or used for any purpose other than ingress to and egress from the unit except as necessary, with approval of management, for repair or remodeling of the unit.

3. The exterior of the units and all other areas appurtenant to a unit shall not be painted, decorated or modified by any resident in any manner without agreement by a majority of unit owners and prior consent of the Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association. Residents shall not put their names on any entry of the units or mail receptacles appurtenant thereto.

4. No article shall be attached, hung or shaken from the exterior and unit entrance doors or windows or placed upon the outside window sills of the units or balconies, except as provided in Rule #16(B)(4).

5. No awnings, window guards, light reflecting materials, hurricane or storm shutters, ventilators, fans or air conditioning devices shall be used externally or in windows, except as shall have been approved by the Association, which approval may be withheld on purely aesthetic grounds within the sole discretion of the Association.

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6. No signs, notices or advertisements shall be inscribed or exposed on or at any window or other part of the units, except as shall have been approved in writing by the Association, nor shall anything be projected out of any window in the units without similar approval.

7. Each unit owner/tenant shall keep such unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors or windows thereof, any dirt or other substance.

8. No radio or television aerial or antenna shall be attached to or hung from the exterior of the unit or the roofs thereon; and no transmitting equipment shall be operated in a unit, excepting any central antenna system installed to serve all residents.

9. No bicycles, scooters, baby carriages or similar vehicles, toys or other personal articles shall be allowed to stand in any of the common areas or driveways. Bicycles shall be kept in such area as designated by the Association. No bicycles shall be allowed through the main lobby. However, if a resident stores his or her bicycle in the resident's unit and the resident has a reserved parking space on the floating deck, then the resident may transport his or her bicycle through the main lobby provided it is carried by the resident. Otherwise, residents should enter the building with their bicycles through the basement lobby and shall carry their bicycles across carpets. Bicycles are permitted in elevators, subject to the preceding restrictions. Residents shall obtain an identification sticker from the Manager for each bicycle that they store in the underground parking garage and said sticker shall be affixed to the bicycle as instructed.

10. Any damage to the building, recreational facilities or common areas or equipment, caused by residents or their guests, shall be repaired at the expense of the unit owner.

11. Children shall not be allowed to play in common areas and must always be properly supervised.

12. Food and beverages may not be prepared or consumed on the common areas, except as described in Rule #20(G), and except in accordance with regulations which may be promulgated from time to time by the Association. No open beverage containers will be permitted in any lobbies, stairwells or elevators. If a spill does occur, then the resident shall inform management.

13. No one shall be allowed in the lobby or elevators at any time without shoes and proper attire.

14. The restriction on density or occupancy of PLT units is as follows. The number of persons permitted to occupy an apartment is:

- 2 Persons – 1 Bedroom apartment
- 4 Persons – 2 Bedroom apartment (1 bedroom convertible)
- 4 Persons – 2 Bedroom apartment (2 bedrooms)
- 6 Persons – Units 1702, 1704, 1707, and 1709 (penthouses)

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In addition to the above, occasional houseguests will be permitted over the above occupancy levels for a period not to exceed 30 days.

15. Maintenance or repair in units: Each owner shall maintain in good condition and repair all interior elements of their unit and common elements, such as windows/doors damaged by owner/tenant. The Association has the right to make repairs and assess the owner for necessary work to restore the property. Residents shall advise repairmen that they must register at the management desk when entering and leaving building. Tampering with or adjusting main water valves, main air conditioning valves or electrical breakers is prohibited, unless coordinated with the PLT Maintenance Supervisor. It is the responsibility of the owner/tenant to advise delivery or repairmen that no commercial vehicles are allowed on the upper parking deck. It is also the responsibility of the resident to arrange for their repairmen to enter the building. Commercial vehicles must park on the street. Non-emergency repairs shall take place after 9:00 a.m. on non-holiday weekdays. All repairmen must be out of the building by 4:30 p.m.

16. Balconies and Limited Common Areas

A. The following items may not be placed on balconies, limited common areas, roof or walls of Park Lake Towers:

1. Appliances – including hot tubs, refrigerators, stoves, generators, butane or charcoal grills.
2. Building Supplies.
3. Lighting Systems – no permanent lighting systems installed without specific Architectural Review Committee (ARC) recommendation and Board approval.
4. Water hookups.
5. Storage containers or utilizing common areas for private storage without Architectural Review Committee (ARC) recommendation and Board approval.
6. Wind chimes.
7. Anything placed on the roof must have a slip-sheet installed underneath. No permanent fixtures can be attached, hung or installed on the roof, limited common areas or common area walls. Any changes in the roof area must comply with the provisions of the roofing warranty and pass approval of the Architectural Review Committee (ARC) and the Board.
8. Nothing shall be placed on the balcony railings at any time, except as provided in Rule #16(B)(4).

B. The following rules pertain:

1. Water shall not be swept from the balconies since such would be blown onto residents at a lower level.
2. Bird excrement must not be allowed to accumulate. It must be cleaned and disposed of by the owner/tenant – not thrown or washed from the balcony.
3. All items on balconies must be removed and stored inside the unit when occupant is away from Park Lake Towers for extended periods of time.
4. Holiday decorations and lights may be strung on balconies and plugged into a receptacle inside the unit. Lights and decorations may be strung two

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weeks before a holiday and must be removed within two weeks after the holiday.

5. Balcony floor may be tiled or painted with Architectural Review Committee (ARC) recommendation and Board approval.
6. Feeding birds or other wildlife from balconies is prohibited.
7. Nothing shall be thrown from balconies, including, but not limited to cigarettes, liquids and soil.

17. Residents shall not permit any guests of other residents to follow them into the building. All guests must be given entry to the building by the resident they are visiting.

18. Black plastic shopping carts should be used to transport groceries and other items to and from a resident's unit and their vehicle, and should be returned to the lower lobby after each use. Carts shall not remain in the parking garage, lobbies, individual units or any common areas. They are to be used on a first come, first serve basis. Contractors must use metal carts only.

Swimming Pool, Recreational Facilities and Guests

19. The swimming pool and recreational facilities are solely for the use of the PLT residents and their invited guests. Swimming and the use of other recreational facilities shall be at the risk of those involved and not, in any event, the risk of the Association, Manager, employees or agents.

20. Regulations governing the use of the swimming pool, pool areas and recreational facilities, permitted hours, guest rules, safety and sanitary provisions, and all other pertinent matters shall be in accordance with regulations adopted from time to time by the Association and posted in the swimming pool area and other recreational areas:

- A. Pool use is limited to residents and guests only.
- B. An owner who rents/leases a unit forfeits all rights to pool and other amenities including recreational facilities.
- C. Infants in diapers are not allowed use of the pool per state statute. Children under 15 years of age are to be accompanied by an adult at all times in the pool area or other recreational facilities.
- D. Beverages in glass containers are not allowed in the pool area. No glass of any kind is permitted in the pool area.
- E. Persons utilizing pool or recreational facilities are responsible for leaving the area clean and equipment in proper condition.
- F. Only normal swim wear is allowed. Swimming nude, in cut-offs, or in street clothes is prohibited.
- G. No food or drink may be consumed while in the pool itself. Food and drink may be consumed while in the pool's gated area only if food and drink containers, bowls, plates and cups are made of paper or plastic. All remnants and garbage must be properly disposed of in trash receptacles.

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21. Residents shall register the names of houseguest(s) with management and introduce them. Houseguests on extended visits need not be accompanied by the resident if the houseguest has been registered and introduced to the Manager; otherwise, resident must accompany guest while such guest is using the pool or recreational facilities.

22. Residents requesting use of the recreation room must see the Manager to make a reservation and pay a deposit. The amount of the deposit may be increased or decreased from time to time by the Board. A deposit in the amount of \$150.00 shall be paid by the resident if the resident anticipates 10 or fewer guests at his or her function. If more than 10 guests are anticipated, then the deposit shall be \$250.00. Reservations will not be accepted for dates more than 60 days from the date on which the reservation is made without Board approval. Additionally, residents may not reserve the recreation room for more than one weekend day or evening at a time, without prior Board approval. The Board retains the right to restrict use of the recreation room on holidays including, but not limited to New Year's Eve and Independence Day, in order to preserve the security of PLT premises.

A. If the facilities are returned in original condition after use, the deposit will be refunded after a request has been made in writing to the Manager. The resident is responsible for cleaning the area around the recreation room if his or her guests have used said area. If the resident's guests are smoking cigarettes in the parking garage or other common areas, then the resident shall remove any cigarette butts from the ground. Residents are responsible for completing a reservation form supplied by the Manager.

B. The resident is responsible for maintaining security in the building. Doors from the lower lobby to the parking garage shall not be propped open. The resident is responsible for making sure his or her guests enter the building properly, either by utilizing the call box or by the resident opening the door for them. Residents shall not ask guards or staff to open doors for their guests.

C. The resident or his or her guests are responsible for any and all damage to the recreation room or other common areas. The Association shall have the sole and absolute discretion to inspect the recreation room and other common areas to determine what items or areas, if any, may have been damaged by the resident or his or her guests. The Association shall apply the security deposit to the cost of cleaning or repair of damage. If the cost of cleaning or repair of damage is less than the security deposit, the balance of the deposit shall be returned to the resident. If the cost of cleaning or repair of damage is greater than the security deposit, the resident shall be financially responsible for the difference between the security deposit and the cost of cleaning or repair. In the event that the Association makes a claim for cleaning or repair, the resident shall be prohibited from reserving the recreation room for a period of ninety (90) days without Board approval. After said ninety (90) day period, the resident may be required to pay a deposit of twice the then current rate should the resident desire to reserve the recreation room.

D. No furniture or equipment belonging to the Association may be removed from the recreation room (or any common area) at any time without the written consent of the Association.

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E. No resident shall reserve the recreation room for a party or event where an “open invitation” is published by email, facebook, twitter, signage or any other means. No resident shall reserve the recreation room for a party or event where an admission fee is charged. All of the resident’s guests must be known to the resident.

F. No resident shall reserve the recreation room for commercial purposes or to further any business endeavor.

G. Residents who reserve the recreation room are responsible for advising their guests to park in guest parking spaces or on the street.

23. No gambling or illegal activity is permitted in the recreation room, pool area or other common areas.

24. The Health Club (exercise room) may be used by any resident or registered houseguest. Children under the age of 15 must be accompanied and supervised by a responsible adult. Exercise equipment or weights shall not be removed from the Health Club. Weights and equipment must be returned to their proper place. Broken or damaged equipment, mirrors, furniture or torn rugs must be reported to management. Residents shall not leave or store any personal equipment in the Health Club.

Garbage and Trash

25. All garbage and refuse from units shall be placed in securely tied bags and deposited with care in the garbage chute intended for such purpose only at such times and in such manner as the Association will direct. No garbage or trash shall be placed in the chute between 11:00 p.m. and 7:00 a.m.

A. The following items may not be placed in the trash chute and shall be placed in containers/dumpsters located in the lower level parking garage:

1. Loose food and liquid (loose food and liquids must always be placed in securely tied bags whether disposed in the trash chute or dumpster)
2. Wood
3. Coat hangers
4. Metal rods of any length
5. Cardboard boxes (all cardboard boxes must be flattened prior to placing in dumpster)
6. Flower pots and soil
7. Glass and glass bottles
8. Air conditioner filters
9. Pizza boxes

B. The following items may only be placed in the recycling containers:

1. Newspapers
2. Telephone books

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C. The following items may NOT be placed in any dumpster, trash chute or other receptacle on PLT property:

1. Construction debris and trash. Neither workmen nor residents may place this type of debris in the dumpster. Construction debris and trash MUST be removed offsite and NEVER deposited in PLT dumpsters.
2. Doors
3. Furniture
4. Televisions, computers, electronics
5. Appliances
6. Toilets, kitchen or sink basins, hot water heaters.
7. Paint and painting materials.

Noise

26. No resident shall make or permit any noise which will disturb or annoy the occupants of units or do or permit anything to be done which will interfere with the rights, comfort or convenience of other owners. Residents must turn down their television or stereo after 11:00 p.m. and cease any unwarranted noise, including any noise on balconies if said noise can be heard in neighboring units.

Absent Owners/Tenants

27. Unit owners or tenants who plan to be absent from their unit for extended periods must prepare the unit prior to departure by:

- A. Removing all furniture, potted plants and other objects from the balcony or terrace.
- B. Designating a responsible firm or individual satisfactory to the Association to care for the unit should it suffer storm or other damage. Such firm/individual shall contact the Association for clearance to install or remove hurricane shutters.
- C. Removing all items from the balcony, if resident plans to be absent from his or her unit for a period of three days or longer during hurricane season (June 1st through November 30th).

Parking and Vehicles

28. No vehicle belonging to a resident or guest shall be parked in such manner as to impede or prevent ready access to another resident's parking space and shall not extend beyond the boundaries of the parking space. Residents and their guests will obey any parking regulations posted in the parking areas and driveways and other traffic regulations promulgated in the future for the safety, comfort and convenience of the residents. Back-in parking is prohibited. Vehicles illegally parked may be towed at the expense of the vehicle owner. Items other than motor vehicles are prohibited from occupying parking spaces in the Underground Parking Garage and the Floating Deck.

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29. The fifteen (15) minute parking space in the parking garage is for the loading and unloading of groceries and other purchases from the resident's vehicle. The 15 minute rule will be strictly enforced and violators may be towed at the expense of the vehicle owner.

30. Parking Area #1 (Underground Parking Garage): Only vehicles 6'0" in height or less may use the parking garage. A bar shall be placed at the entrance and exit at a height of 6 feet to facilitate enforcement. Because of the entrance and exit slopes, vehicles should not be overloaded in order to avoid scraping the ground when entering and exiting the garage. All parking in the garage is reserved and there are no guest parking spaces.

31. Parking Area #2 (Floating Deck): Only vehicles 6'6" in height or less and less than 6,000 pounds may use the floating deck. This parking area has assigned and guest parking spaces.

32. Vehicles described as passenger automobiles, vans, mini vans, pick-up trucks, sport utility vehicles and motorcycles shall be allowed to park in the parking garage or on the floating deck. No vehicle described on the vehicle registration certificate as a recreational vehicle, boat trailer, boat or trailer may be parked in the parking garage or on the floating deck. Residents shall obtain an identification sticker from the Manager for each vehicle that they park on PLT property and said sticker shall be affixed to the vehicle as instructed.

33. Parking Area #3 (Upper Level Parking): All vehicles not permitted to park in Areas #1 and #2 may park in the upper level parking lot behind the adjoining offices (presently known as Quest, Inc.) or on the street. Parking is not permitted in the Quest lot during weekdays from 9:00 a.m. to 5:00 p.m. The additional parking area to the east of the Quest lot is available at all times.

34. Commercial vehicles, vehicles with writing or company logos, boats, trailers, campers, recreational vehicles, improperly licensed vehicles, vehicles improperly maintained causing property damage or leaking fluids, disabled, inoperative or unlicensed vehicles are prohibited from parking in Parking Areas #1, #2, and #3.

35. Maintenance of vehicles is limited to emergency repairs such as battery replacement, tire changing, etc. Oil changing is prohibited.

36. Parking is prohibited in the driveway at all times. Residents shall instruct their rides, including cabs, not to stop or park in the front driveway.

Contractors and Workmen; Pest Control; Access to Units:

37. The agents of the Association and any contractor or workman authorized by the Association may enter any unit for non-emergency purposes after 9:00 a.m. and must leave the building no later than 4:30 p.m., Mondays through Fridays (non-holidays) for the purposes permitted under the terms of the Declaration of Condominium, By-laws, or management agreement, if any. Except in the case of emergency, entry will be made by pre-arrangement with the owner/tenant. For more specific information, refer to the ARC Rules.

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38. Materials and/or tools for repairs or improvements may only enter the building through the parking garage level and shall only be transported in the padded elevator designated for such purpose. No tool, appliance or building material shall be carried or carted through the main lobby.

39. The unit owner is responsible for advising management when repair and/or improvement work has been completed.

40. Each unit will be treated by the exterminator every other month, except those residents with a valid medical excuse, signed by a physician and on file with the Association.

41. The Association must retain a passkey to each unit. No owner/tenant shall alter any lock or insert a new lock on any door leading into the unit of such resident without prior consent of the Association. If such consent is given, the owner/tenant shall provide the Association with a key for the use of the Association. Forced entry in any emergency may be required at the owner's expense if no key is provided. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action (access) to prevent property damage or stop additional property damages and/or such circumstances that call for immediate action (access) to provide emergency medical aid or assistance in those situations where person or persons present in the unit are unable to assist themselves. The agents and/or officers of the Association shall make a reasonable effort to secure a witness prior to entry under emergency situations but are not precluded from entry if the situation warrants such entry. The agents and/or officers of the Association, having made entry under this section of the Rules and Regulations and having taken such necessary action to prevent property damage or render emergency medical aid, shall immediately: a) notify owner or tenant of such unit entered; b) write a detailed report, in triplicate, of such entry and circumstances that justified such action. One copy shall be retained by the Association Manager, one shall be forwarded to the unit owner and/or tenant, and one shall be forwarded to the Condominium President who shall present all such reports at the next regular Board of Directors' meeting or sooner. The Board shall be required to review, discuss and give its approval and/or disapproval of each such entry by a majority vote of its members. Keys held by the Association for this purpose shall be coded and not filed according to unit number. Code and keys shall be kept in a safe that provides a combination and key entry. Such safe shall be secured in a locked area under management control. Keys to the safe shall be in the possession of the Association Manager, provided, however, that the President of the Association may retain a key. The Association Manager is authorized to pass on the key to an appropriate Association agent in order that an agent on duty at all times may possess such a key. At no time, when the Association Manager is on duty, shall any other agent, contractor or workman possess a passkey for emergency purposes.

Moving In/Out of PLT; ARC; Deliveries

42. There shall be no moves in or out of the building, including replacement or new appliances and furniture, on Saturdays, Sundays, or legal holidays. All moves and other non-emergency deliveries shall take place after 9:00 a.m. and before 4:30 p.m. on non-holiday weekdays using

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the padded elevator only. All arrangements must be made with the Manager at least 48 hours before the move or delivery. Nothing is to be moved through the lobby except articles that can be placed in black plastic carts stored in the lower lobby. All damage to the units or common area caused by the moving or carrying of any article therein shall be the responsibility of the resident.

43. The Architectural Review Committee (ARC) shall promulgate rules and regulations pertaining to repairs and remodeling of PLT units, including deposits required by owners when making repairs and/or improvements.

Prohibited Materials

44. No owner or resident shall use or permit to be brought into the units any inflammable oils or fluids such as gasoline, kerosene, naphtha or benzene, except in normal household amounts, or any other explosives, fireworks (including sparklers) or articles deemed extra hazardous to life, limb or property. No barbecue equipment or grills other than electric are permitted.

45. No grills or other cooking equipment are permitted in the common areas, including the parking lot, without prior written Board approval.

Purchasing, Renting or Leasing a Unit

46. No one may purchase or lease a unit in PLT without formal Board approval. Applicants for purchase and rental shall submit to a credit and criminal check for which they will reimburse the Association. It will be the sole decision of the Board to accept or reject the application for purchase or rental. Prior to the execution of a lease agreement, the Board or its appointed representative(s) (which may be known as the Orientation Committee) must first have the opportunity of meeting prospective new residents for the purpose of interviewing them, reviewing rules and regulations and examining the lease/rent agreement to be assured that the practice conforms to the Association documents. All prospective new residents must complete and turn in an Application form prior to the scheduled interview. At the interview, prospective residents will receive a Resident Information form which must be turned into management prior to occupancy. All residents must have a current Resident Information form on file with the Association. For the rights and safety of all residents, it is each resident's responsibility to notify management of any changes to their information on file. Owners who lease their unit shall lose the right to use that unit's assigned parking space. Lease of the unit transfers the unit's assigned parking space to the tenant. Lease agreements shall contain a clause stating that tenants are required to abide by the PLT Rules and Regulations and that violation of the Rules and Regulations may result in eviction. Owners are responsible to provide a copy of these Rules and Regulations to their tenants, and a copy should be attached to the lease.

Owners who sell their units are responsible to provide a copy of these Rules and Regulations to the buyer prior to closing.

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Animals

47. No pets shall be allowed on PLT property at any time, except service animals and emotional support animals, as provided by law and regulated by Rule #48 below. Lessees, owners, members of the immediate family, guests or visitors are not permitted to bring animals of any kind, except service animals, onto the premises of Park Lake Towers; and admittance will be refused to any who attempt to do so.

48. Emotional Support Animals. When requesting an emotional support animal for a psychiatric disability, the request must be accompanied by a current Florida physician's certification that the animal is needed and said certification must be renewed annually and provided to the PLT manager. A sample form letter may be provided by the PLT Manager.

A. Each unit owner or occupant must carry their own Condo Insurance Policy, including liability coverage. Park Lake Towers requires that the emotional support animal owner provide proof of that coverage to the Association yearly.

B. Vicious, dangerous, non-domestic, exotic, farm, or other animals with a biting history are not permitted as emotional support animals at PLT.

C. The emotional support animals cannot be taller than 20 inches in height (when fully grown) and no more than 20 pounds in weight.

D. The emotional support animal's owner must carry the animal while on the elevator or on any PLT property. The animal is not allowed in the common areas, except when being carried entering or leaving.

E. If the emotional support animal becomes a noise or odor nuisance or disturbs other residents, the animal owner will be informed of the complaint(s). If there are more than three complaints, the owner will be required to remove the animal from the premises permanently.

F. The emotional support animal's owner is entirely responsible for any damage done to PLT or to persons on PLT property.

G. The emotional support animal must not be left in the unit unattended.

H. PLT washers and dryers are not to be used for washing and/or drying of the emotional support animal's bedding or other items used by the animal.

General Rules and Regulations

49. Residents shall be held responsible for the actions of their children and guests. Any damage to the building, equipment, recreational facilities or other common areas shall be repaired at the expense of the unit owner. However, non-owner residents who reserve the recreation room are responsible for damage caused by them or their guests. If the deposit made by a non-owner resident is insufficient to pay for the damage, then, the unit owner will be ultimately liable for said damage.

50. Residents are responsible for arranging entry to the building for any of their visitors and shall not rely on the Manager, guards or other staff to arrange entry.

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51. No resident shall request or cause any employee of the Association to do any private business of the resident, except as shall have been approved in writing by the Association.

52. Feeding of stray animals of any kind (including, but not limited to cats, dogs, birds, squirrels) is prohibited on the property of PLT.

53. No notices shall be placed in the elevators without prior Association approval. No resident shall mark, alter or remove any notice.

The foregoing Rules and Regulations were last adopted by the Board of Directors on March 15, 2011 and are subject to the interpretation of the Board. If there is a conflict between the By-Laws and these Rules and Regulations, then, in that instance, the By-Laws shall control. Titles and subtitles used in this document are placed there for convenience only and shall not affect the substance of this document.