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RULES AND REGULATIONS

FOR

S.C.O. Condominium Association, Inc.

AKA: The Sanctuary Downtown Orlando or The Sanctuary

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Definitions

1. Definitions defined:
    a. “Community Association Manager” – a natural person who holds sufficient licensure, and manages the SCO Condominium Association Inc. on behalf of the Board of Directors.
    b. “Contractor” – for parking purposes: one that requires a visit over four hours.
    c. "Families" or words of similar import used herein shall be deemed to mean (1) a group of natural persons related to each other by blood or legally related to each other by marriage or adoption, or (2) a group of not more than four (4) persons not so related who maintain a common household in a Unit.
    d. “Guest” means someone other than a Resident visiting The Sanctuary Downtown.
    e. “Festive holiday-themed lighting” - lights which are strung in a rope type fashion, or flashing, or spinning, which are displayed or placed on or about the balcony area, or the window frame area, or made viewable from the exterior of the building.
    f. “Invitee” – One that is a guest of a resident.
    g. “Lessee” – Also known as Tenant. This is an individual that is leasing a unit from an owner.
    h. “Occupant” - Those not on the title or residing within a unit 15 or more days.
    i. “Owner” - the owner of a Condominium Parcel.
    j. “Property” - any item or portion of the Condominium Property which are not included within a Condominium Parcel or an item which is owned by the S.C.O. Condominium Association.
    k. “Resident” - any Owner or Renter that resides within a Unit at The Sanctuary.
    l. “Residential Amenities” – Include the Resident Lounge, Fitness Center, Saunas, Pool Deck, Pool and Spa (Hot Tub).
    m. “Short Term Guest” – are guests that reside at The Sanctuary 14 days or less. They must be registered with the Association to use amenities.
    n. “Vendor” - a service call that is short in nature. For parking purposes: the visit is four hours or less.
    o. Definitions are defined within section 2 of the Declaration.

Application of Rules

2. These rules and regulations apply equally to each Unit Owner (Residential or Commercial), each tenant and each invitee unless otherwise specified. The Owner is ultimately responsible for all actions of their Residents, Guests, Contractors, Vendors and Employees including those that are the Residents, Guests, Contractors, Vendors or Employees of a Lessee of the Owner’s Unit.

3. Children shall be the direct responsibility of their parents or legal guardians, who must supervise them while they are within the Condominium Property. Full compliance with these Rules and Regulation and all other rules and regulations of the Association shall be required of children. Playing shall not be permitted in any of the lobbies, hallways, stairways, elevators and/or fitness center. Loud noises will not be tolerated.

Official Membership Records

4. Each Owner is responsible for providing up to date and accurate information to the Association. The Association provides online services which allow you to access most of your information and to correct or update it if needed. See the Community Association Manager if you require assistance.

   The following information must be provided to the Association:
   a. Current contact information including email if this is the preferred way that you wish to receive communications. However, only email addresses provided to receive official meeting notices are subject to disclosure to other members of the Association. Therefore, please state whether you wish to receive meeting notices by email. If you fail to indicate we will assume that you do NOT wish to receive meeting notices by email.
   b. Current Occupant(s) information
   c. A current lease if Unit is rented
   d. Background Residential Screening information for all Renters
   e. Vehicle and Bicycle information
      I. Vehicle license tag number, make, model and color
   f. Home Owner Insurance Policy
      I. See information needed further into the rules.
   g. Pet information
      I. Name, vet, predominant breed, weight, and a photo of pet.
      II. Service Animal documentation.
   h. Any Special Needs information with emphasis on any assistance needed in an emergency.
   i. The following executed forms when applicable:
      I. Owner Consent to Opt Into Electronic Notices, Waiver of Mail Notice
      II. Package Delivery Authorization form (every unit)
      III. Move Process form (when moving in or out)
      IV. Unit Access Authorization form (when granting access into a unit)
      V. Owner and Realtor Expectations form (when selling/renting a unit)
      VI. Resident Lounge Reservation form (reserving the Resident Lounge)
      VII. Architectural Review Submittal Disclaimer and Consultant Fee Architectural Modification Application

Insurance

5. Each unit owner is responsible for obtaining his/her own insurance on the Improvements and Betterments to each person's Unit, as well as the contents/personal property of his or her own unit, personal property stored elsewhere on the Property and to cover his or her personal liability to others for the actions or inactions of the Unit Owner and those for whom the Owner is legally responsible. Improvements and betterments[1] include but are not limited to all decorating and furnishings installed by the Unit Owner or added to the Unit and located

[1] The governing documents and more particularly the Florida Condominium Act define Improvements and betterments for which the Unit Owner is responsible.

within the boundaries of the Unit, including wall coverings, floor coverings, ceiling coverings, electrical fixtures, window treatments, hot water heaters, water filtration systems, appliances, built-in cabinets, and countertops.

6. All unit owners in the Association are required to obtain insurance covering their personal liability and compensatory (but not consequential) damages to another unit caused by the negligence of said Unit Owner or his/her Guests, Residents, or Invitees, regardless of any negligence, damages originating from the unit. Limits of liability of at least $300,000 are required.

7. The personal liability of the Unit Owner must include the deductible of the Owner whose unit was damaged, any damage not covered by insurance required pursuant to this Rule, as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment and other furnishings damaged as set forth above.

8. Each unit owner will be responsible to provide the Board with evidence of insurance in the form of a "Certificate of Insurance" issued by the insurance agent providing the coverage.

9. The above information applies to damages that are covered by insurance as well as to damages that are the result of negligence, intentional conduct or a failure to abide by the governing documents. This includes but is limited to the duty to perform maintenance on your unit and limited common elements. The governing documents dictate your maintenance responsibilities within your unit and on the common elements. Should you fail in any of your responsibilities and cause damage to another unit or to the common elements you will be required to pay for all damages to those other units or to the common elements for which you are legally liable, regardless of whether or not you have insurance. This will include the value of any damage which may exceed the policy limits available under your personal liability insurance. As such you are encouraged to acquire personal liability coverage and to provide for adequate limits of coverage which may exceed the specified minimum of $300,000 that typically comes with a standard unit owner's policy; an additional liability umbrella is available at nominal cost.

10. If the Association sustains extensive damage due to a Hurricane, the Association's property deductible is a Board negotiated percent of the insured value of the condominium building. Unit Owners should discuss with their personal Insurance agent or broker "loss assessment coverage" which is found within the unit owner's insurance policy. The Association strongly recommends that your "loss assessment coverage" limit be enough to cover your share of any Association deductible. You will be personally liable for any such assessment if you do not have insurance coverage.

Limited and Common Elements

11. Limited and Common Elements:
    a. The Common Elements shall not be obstructed, littered, defaced, or misused in any manner.
    b. Beverages in glass containers may not be consumed on the Common Elements.
    c. No Unit Owner or Resident shall drill a hole through the EFIS (wall) or cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls,

doors, balconies, terraces or similar areas or windows of the building;[2] this includes, but is not limited to, awnings, signs, equipment, screens, furniture, fixtures, hurricane shutters, lighting, speakers, installation of any tiles, artificial grass,[3] or flooring material. Exceptions to this rule include:

I. Mesh netting material may be placed along the interior portion of the balcony railing for the safety of toddlers or small pets. The mesh may be secured with plastic zip ties to the railing and must be light in color so that it cannot be readily seen from the ground level.
II. Any Unit Owner may display on the common element unit door frame one (1) religious article if it conforms to 6"H X 3"W X 1.5"D or less in size as provided by Florida Statute §718.113(7) or as otherwise amended.
III. Any unit owner may display one (1) portable, removable United States flag in a respectful way regardless of any declaration rules or requirements dealing with flags or decorations. The flag can be affixed to the balcony railing so long as the railing is protected from damage.
IV. Holiday decorations, which may be hung from a hook from atop the Unit door (not the floor or wall) or using one damage-free hanging wall hook or similar for one (1) week prior to a Federal holiday and which must be removed three (3) days after such holiday. In addition, holiday decorations may be hung from a hook from atop the Unit door (not floor or wall) or using one damage-free hanging wall hook or similar between October 15th through January 15th.

d. Landscaping and/or vegetation:
   I. Any vegetation grown or any type of shrubbery, flower, tree, vine, grass or other plant life outside a Unit, must be within the boundaries of the limited common element (floor, railing, ceiling or walls).
   II. Vegetation must be in reasonably good condition and manicured appropriately. Dead vegetation must be removed immediately.
   III. Vegetation which can reach 6ft in height within its life expectancy must have written consent of the Association prior to installation.
   IV. Plants must be located above a water collection container (without holes) that captures all excess water if and/or when said plants are watered.
e. The lobby is to be free and clear of personal possessions at all times unless otherwise permitted by the Maintenance Supervisor or Community Association Manager. Construction equipment, cleaning equipment (such as professional carpet cleaner equipment) or large bulky items may not enter through the front lobby area. These items must be transported from parking to the service elevator rear door.
f. Guests of Commercial Units are prohibited from congregating at the front entrance to the Residential Tower or within 8 ft of the Residential Tower awning.
g. No flammable, combustible or explosive fluids, chemicals, or other substances may be kept in any Unit, Limited Common Elements or on the Common Elements, except such as are normally used for normal household purposes.[4]

[2] Exclusions as allowed under sections titled Balconies, Terraces, Unit Renovation, or other similar areas.
[3] Unless approved by the Board of Directors.
[4] Exceptions for Commercial Units (as dictated in a later section) and excludes Medical Needs.

12. The sidewalks, entrances, passageways, lobbies and hallways and like portions of the Common Elements shall
    a. not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property;
    b. nor shall any carts, bicycles, carriages, chairs, tables or any other objects be stored therein, except in areas (if any) designated for such purposes.
    c. Residential unit hallway doors are for ingress and egress only and shall be closed at all other times.
    d. Any item left in a Common Element is subject to removal by Property Management – note that no more than three newspapers may accumulate at any unit door.
    e. Neither the Association nor the management company is responsible for any loss, damage or theft of property left on a Common Element.

13. The Common Elements are for the exclusive use of the Unit Owners and Residents, their Lessees and their respective family members and guests.
    a. Unit Owners must insure that their Residents, their Lessees and their respective family members and guests follow all Rules and Regulations.
    b. All nonresidents must be accompanied by a Unit Owner or Resident or Lessee when elsewhere on the condominium property other than the main lobby of the building or in direct ingress or egress to the Residential Unit.
    c. Short term guests registered with the Association through the Community Association Manager's office may access Common Elements without being accompanied by a Unit Owner or Resident or Lessee.

14. No commercial professional photo shoots, commercial promotional activities or other commercial events are allowed on the Common Elements or Limited Common Elements of The Sanctuary without prior written permission from the Board of Directors.[5]

15. Prohibited items and restrictive use on property:
    a. Skateboard riding and rollerblading are not allowed anywhere on the Condominium Property. Hover boards, self-balancing board, Segway or any like device may not be used/ridden inside the building, around the pool deck or within 20 feet of any exterior door leading to a common element. They are to be carried within the building.
    b. Flying a drone over Association property is strictly forbidden.
    c. Fireworks are not allowed anywhere on the Condominium Property.
    d. Discharging firearms is prohibited anywhere on the Condominium Property unless in self-defense.

16. Roof access is prohibited except by authorization of the Maintenance Supervisor or Community Association Manager.

Balconies, Terraces, or Similar Areas

17. No exterior antennae shall be permitted on the Condominium Property, except for a personal satellite dish for the personal use of an owner, provided the dish is 18" or less in diameter.

[5] Commercial Units located on the first and second floors are exempt from this rule.

The installation may not cause damage to the limited common elements. The location and installation of the personal satellite dish must be approved by the Community Association Manager or Board of Directors.

18. No articles except furniture, plants, planters, listed electric grills, a Satellite Dish, and one (1) flag as notated in section 11 shall be placed on balconies, terraces, or similar areas on a permanent[6] bases.
    a. Balconies, terraces, or similar area appearances shall be kept clean and in an orderly fashion. When cleaning balconies without drains, debris must not be allowed to fall over the side of the building. Nothing is to be swept or moved over the side of the building including, but not limited to, any debris or liquid.
    b. Items placed on balconies, terraces, or similar areas shall be of sufficient weight so that they may not be easily blown off by wind.
    c. Furniture must be aesthetically maintained.
    d. Any device used for cooking other than listed electric grills, shall not be used or stored on balconies, terraces, patios, lanai areas, Limited Common Elements, within the Unit or under any overhanging portion or within 10 ft. of any structure.
        I. No gas, charcoal or wood burning grills are permitted.
    e. No linens, cloths, clothing, bathing suits or swimwear, towels, curtains, rugs, mops, laundry of any kind, or other articles shall be shaken or hung from any of the windows, doors, balconies, terraces or similar areas or other portions of the Condominium or Property.
    f. Plants are not allowed to grow past the railings or over the side of the building. Dead plant material must be cleared immediately.

19. No Unit Owner or Resident shall sweep, throw, or permit any substance[7] (including cigars, cigarette butts, water) to fall from a window, balconies, terraces, door of the Condominium, or similar areas from their Unit or Association Property.

20. Board approval must be sought to install anything which would lay directly on top of the floor larger than a 5' X 7'rug.

21. Management may require any installation on a Limited Common Element to be removed at owner's expense so as to conduct maintenance. After maintenance is complete, if previously approved, the installation may be reinstalled at owner's expense.

22. No Jacuzzi or pool type apparatus holding four or more gallons of water is allowed on any balconies, terraces or similar areas[8].

23. Absolutely no unit owner, resident, or guest is allowed on the building's ledges. Unit Owners, residents, and guests should never attempt to wash the windows outside of a railing.

24. Feeding birds or other wildlife from a window, balconies, terraces or similar areas is prohibited. Birds are prohibited from nesting on the Common and Limited Common elements

[6] Twelve (12) hours or longer.
[7] Water may run off of Commercial Unit patios when being washed.
[8] Exception to this rule would be units found on the fifth floor and penthouse level one.

(including balconies). If you have knowledge of a bird nesting on the property, communicate the location to the Community Association Manager.

25. Festive holiday-themed lighting can never be used on consecutive nights nor for more than five nights in anyone (1) calendar year except between the dates of October 15th through January 15th.

Storage Units

26. Each Unit Owner's or Resident's personal property must be stored within their Unit or assigned storage lockers or spaces, if any, appurtenant to his Unit as Limited Common Elements.
    a. Do not store items on top of the Storage Unit.
    b. No devices inside the Storage Units may be connected to electrical outlets.
    c. Water is restricted from use inside the Storage Units or around or in proximity to the Storage Units.
    d. The Association or the Community Association Manager shall have the right to enter each Storage Unit for the purpose of addressing an emergency.
    e. Under no circumstances is the Association or the Management Company responsible for any loss, damaged or theft of property stored in, on or around the storage units.
    f. Storage of personal property in or on any portion of the Common Element not specifically designated for that purpose is prohibited.
    g. PROHIBITED ITEMS: flammable, combustible or explosive fluids, chemicals or other such substances, Gas-powered machines, fuel, explosives or hazardous materials, except such as are normally used for normal household purposes.

Garage

27. Rules for the garage, Guest Parking, and Car Wash.
    a. No parking space may be used for any purpose other than parking automobiles, mini-vans, licensed electric golf carts, motorcycles, or pick-up trucks for the personal use of the owner up to a maximum of three-quarter (3/4) ton capacity trucks of which all must be in operating condition. Recreational vehicles, motorhomes, trailers, boats, trucks, or other commercial vehicles (other than non-work trucks used for transportation) may not be parked in any parking space or parked or placed on any portion of the Condominium Property, unless permitted by the Board of Directors. Temporary parking of trucks and commercial vehicles for pick-up, delivery and other commercial services are permitted on the ground floor of the garage. In the event that the Board of Directors permits recreational vehicles or motorhomes to be parked in designated areas, overnight occupancy in or of these vehicles is prohibited.
    b. No parking space may be leased to a person or company residing outside of the building.
    c. A Contractor/Vendor that needs parking may be allowed to park in the second, third, or fourth floors of the garage if:
        I. They park in the parking space for the Unit they are servicing. If they park in any other parking space they are subject to being towed.

II. No construction materials or tools may be unloaded or loaded through the second, third, or four floors of the garage. All tools and materials must be handled to/from the vehicle on the first floor of the garage.
III. The Concierge at the Front Desk must be alerted to this fact before such action takes place.
IV. The Contractor/Vendor must check in with the Concierge at the Front Desk.
V. The Contractor/Vendor must have the vehicle out of the garage by 5:00 P.M. unless otherwise agreed to by the Management or the Front Desk Concierge.

d. Resident vehicles parked in the garage shall be registered with the Association. Registration includes but is not limited to the make, model, and license tag number. Electric Vehicles may not plug into any Common Element electrical outlet.
e. All enclosed parking spaces shall be kept in a neat and orderly fashion (including stains such as oil). Nothing shall be stored in the enclosed parking space except items that may be stored in a storage closet as approved by the Board of Directors. Any foreign item left in a parking space is subject to removal by Property Management. Neither the Association nor the management company is responsible for any lost, damaged, or theft of property. All Vehicles parked in The Sanctuary garage must be parked within the designated boundary of the Units assigned space. Vehicles are not allowed to impede traffic flow. Any vehicle parked outside of designated boundaries is prohibited and such vehicles are subject to being towed at the owner's expense. Vehicles authorized by Association Front Desk Personnel parked outside of a designated parking space on the first floor must use hazard flashers. Trailers[9] outside a designated parking space on the first floor must be marked by a visible traffic cone front and rear on the traffic side of the trailer.
f. Multiple mopeds or motorcycles may be parked in one (1) space as long as they are parked within the Unit Owners designated parking space.
g. Vehicles parked in a Resident's parking space (without Resident approval), in the concrete entry to the garage, obstructing traffic flow, or causing any other parking problem should be reported to the Concierge at the Front Desk or the Community Association Manager for appropriate action including, if necessary, towing at the vehicle owners expense. The Community Association Manager or the Concierge at the Front Desk, shall be responsible for taking appropriate action, including, if necessary, calling the towing company. If a vehicle is to be towed:
    I. Only an Owner or Renter for an assigned parking spot can request that a vehicle be towed from that assigned parking spot within the Garage.
    II. A "Tow Request Document" found at the Front Desk must be filled out and signed by an Owner or Renter requesting that a vehicle be towed from their assigned parking spot.
    III. The Concierge at the Front Desk will make a reasonable effort to identify the driver of the vehicle in question and provide notice to that driver to move it or it will be towed.
    IV. Please note that it is illegal to have vehicles, other than your own, towed from The Sanctuary pursuant to Article IX, Section 39.84 through Sec. 39.94 of the City of Orlando Code of Ordinances. The Community Association Manager or his/her representative has to initiate the towing request.
    V. The Association, Management Company, its representatives, agents and

[9] Authorized by Association Management and not utilizing hazard lighting.

employees shall not be liable for any damages arising as a result of towing.

h. No vehicle shall be washed or detailed in the parking garage. The car wash found on the outside SW corner of the property is designated for use of The Sanctuary Residents only. The car wash space cannot be used for unattended parking. Unattended vehicles are subject to being towed at the owner's expense. Vehicles must move if commercial vehicle is attempting to service the trash container.
i. Residents must follow the directional signage found throughout the garage.
j. The maximum speed for drivers in the garage is 10 MPH.
k. Posted height restrictions must be adhered to. No vehicle exceeding the posted height restrictions shall enter into that portion of the garage.
l. No repair of vehicles shall be made on the Condominium Property. This includes, but is not limited to, changing oil, mechanical maintenance, and window tinting, but does not include emergency type assistance such as jumping a battery or changing a flat tire.
m. Boats, jet skis, trailers, campers, unregistered vehicles, and storage pods are not permitted on the 2nd, 3rd, or 4th floors of the garage.
n. Handicapped persons using a Handicap Parking Space must display a valid placard, provide a copy of the placard to the Management office, or display a handicap license plate issued by a state's Department of Motor Vehicles.
o. Residents who hold a valid handicap permit and desire to use a handicap space, must exchange one (1) of their regularly assigned spaces for the duration of their use of the assigned handicap space. Exchange of spaces back to the original assignment will occur when the disability no longer exists, when the decal expires or is not renewed, or when a sale of the unit occurs.
p. If a handicap space is not exchanged for a handicap use, the Association may use the space for alternative parking at the discretion of the Board of Directors.
q. Short Term Guest Parking:
    I. Spaces are found along the south wall of the first floor parking garage.
    II. These spaces are limited to Short Term Guest and Vendors of a Resident only on a first-come-first-serve basis. Residents and employees are restricted from using these spaces.
    III. There is a max limit of two (2) vehicles per unit at any given time.
    IV. Guest and Vendors[10] must register their vehicle with the Concierge at the Front Desk. Registration includes but is not limited to the Unit number of Resident being visited, the color and make of guest's vehicle. Parking passes provided by the front desk must be clearly displayed on the vehicle dashboard so that it can be read from outside the vehicle. Vehicles are subject to being towed if no parking pass is displayed on the dash of a vehicle, the parking pass cannot be read from the exterior of the vehicle, or the applicable time limit has expired.
    V. Contractors are prohibited from parking in short term guest parking.
    VI. These spaces have a time limit of ten (10) hours maximum for Guests and four (4) hours maximum for Vendors.
    VII. Failing to register the vehicle and/or exceeding the time limit are grounds for towing. The Association, its Management Company, or their representatives, agents, and employees shall not be liable for any damages

[10] A "Vendor" becomes a "Contractor" when they are parked more than four hours in short term parking. Contractors are subject to being towed.

arising as a result of towing.

r. Long Term Guest Parking:
   I. Spaces designated by the Board of Directors.
   II. These spaces are limited to Long Term Guests of a Resident only.
   III. These spaces must be reserved in advance with Concierge at the Front Desk.
   IV. Reservations are for twenty-four (24) hours (12pm, noon to 12pm, noon).
   V. Long Term Guests must register their vehicle with the Concierge at the Front Desk. Registration includes but is not limited to the Unit number of Resident being visited, the color and make of guest's vehicle, and the license plate number if known at the time of registration.
   VI. Spaces are limited to one (1) space per Unit for up to four (4) days of consecutive use with a maximum use of 14 days in a calendar year per unit.
   VII. Long Term spaces are first-come-first-serve basis where priority will be given to those who have not utilized this space previously. Parking may not always be available.
   VIII. Management will use discretion in responding to the request.
   IX. Failing to register the vehicle and/or exceeding the reservation date are grounds for towing. The Association, its Management Company, or their representatives, agents, and employees shall not be liable for any damages arising as a result of towing.

s. Vehicles and those with trailers must register with the Concierge at the Front Desk to temporarily park outside of a designated parking space. Temporary Parking Passes are used only at the discretion of Concierge at the Front Desk and Management. The Pass must be prominently displayed on the dash of the vehicle.

t. All moves must use the freight zone on Pine Street. Alternate accommodations may be made from time to time by Management.

u. Valets shall never use the Garage for pick/up or drop/off of vehicles. They may access the Garage for ingress to park a vehicle or egress to retrieve a vehicle. Valets shall never use the garage for a cut through between Church and Pine or vice-versa.

v. Vehicles are restricted from parking on the sidewalk or grass around the Sanctuary.

w. Abandoned vehicles must be removed from the garage. Flat tires must be fixed within a reasonable time frame determined by the Community Association Manager or Board of Directors.

x. Lock your vehicle when left unattended in the Garage. By entering the garage, you agree that S.C.O. Condominium Association, Inc. (The Sanctuary) shall not be responsible and you waive any claims you may have against it arising from theft or damage to your vehicle while driving or parked on the premises.

y. Conveyance of cooking oil or any other such debris through the garage shall be contained in the transportation to and from disposal areas. They shall not leak.

z. Occasionally, the Association has parking spaces to rent for vehicles, motorcycles, and/or mopeds. An agreement must be on file between the Association and the Resident renting the space through the Management Company. Rental prices are reflected in the subject agreement.

aa. Sitting or lying down in the Garage is prohibited unless in a designated area for such purpose. Leaning against a Garage wall and placing feet or shoe(s) on the wall is prohibited.

Access Doors and Gates

28. Access Doors and Gates:
    a. All Residents and invitees are responsible for ensuring that all building entry/exit doors are closed, secured, and latched at all times immediately after use by all Residents and invitees.
    b. Never tailgate through the garage gates. Keep at least a car's length distance between vehicles.

Electric Vehicle (EV) Charging Station

29. The EV charging station:
    a. Parking spaces 1052 and 1053 are for use of Electric Vehicle charging only.
    b. Any vehicle parked in these spaces which is not being charged is subject to being towed.
    c. Residents must have a signed Vehicle Charging Station Use Agreement with the Association before use.
    d. The charging station is only for the use of Residents.
    e. The Electric Vehicle License Tag must be registered with the association to use the EV Charging Stations. The License Tag information will be displayed at the EV Charging Stations to identify resident vehicles that are registered with the Association. If the Vehicle License Tag is not on this list, the vehicle is subject to being towed.
    f. The station has an "energy rate" which is set by the Board of Directors and is located in the Agreement for Vehicle Charging Station Use with the Association.
    g. Parking Fee[11]
        I. From 8 A.M. to 10 P.M. (Daytime Hours):
            a. While your vehicle is actively charging, there are no restrictions on connection time.
            b. Once charging completes, a parking fee will apply immediately until the vehicle is disconnected from the charger.
            c. NOTICE: IF you start your charging session during the daytime hours, you must disconnect from the system when your vehicle completes its charging session, EVEN IF you continue into the nighttime hours. Failure to do so will result in a parking fee.
        II. From 10 P.M. to 8 A.M. (Nighttime Hours):
            a. While your vehicle is actively charging, there are no restrictions on connection time.
            b. During these hours, no parking fees will accrue. Fees will occur during daytime hours.
            c. Important: If your vehicle is still connected after 8 A.M., the parking fee will accrue from the time charging stops.
    h. No private Electric Vehicle charging station may be installed by a Resident unless and until the Association has approved a master Electric Vehicle infrastructure plan, or something similar, that complies with all local, state, and Federal regulations and

[11] The parking fee is set by the Board of Directors and the amount is posted in the Management office and at the Electric Vehicle Charges.

does not prejudice or damage the Association in any way.

Commercial Units

30. Commercial Units:
    a. Each establishment in The Sanctuary that serves alcohol shall provide[12] a certificate of insurance confirming that they carry both general liability and liquor legal liability with limits no less than $1 million. The coverage shall include the SCO Condominium Association and the Management Company as additional insureds.
    b. If a leased premises, only those named as a lessee in a lease have access to the use of the Association amenities.
    c. There may be an added cost for trash removal if the trash becomes a sanitary nuisance. Example: decayed raw seafood creating an overwhelming odor.
    d. After business hours, the patio must be clear of tableware, orderly and not left in disarray.
    e. The owner must seek approval for outdoor events. No outdoor event may take place without the permission of the Board of Directors. Commercial units may have a performer(s) for the enjoyment of their patrons on the limited common element. If amplification is used, Management has the authority to require that they reduce the volume level or turn off the amplification.
    f. Background / ambient music may be played on permanent outdoor speakers during business hours.
    g. First floor indoor DJ's and band performances (with any musical instrument) must end their performance by 11:15 P.M. on Sunday through Thursday and by 12:15 A.M. on Friday and Saturday.[13]
    h. No external amplified devices allowed on second floor. In house amplification is permissible, with exception of soft ambient instruments allowed.
    i. A maximum decibel reading may be set by the Board of Directors that can be produced from within or externally from any unit. Any standard set for maximum decibel reading level shall be communicated to the commercial units in writing as to the level and at which location the reading is taken. Commercial units may request clarification on decibel reading levels and where these readings are taken.
    j. Commercial front doors can be propped open so long as any music being played from the inside does not create an unreasonable nuisance or disturbance.
    k. Commercial unit delivery doors may be propped open for deliveries. No delivery activity through the door for 10 minutes constitutes an open door violation.
    l. Furniture:
        I. No commercial verbiage on any outdoor furniture including umbrellas with the exception of the name of the unit or logo may appear with approval by the Board of Directors.
        II. Solid traditional colors. No vibrant pink or neon green as examples.
        III. Furniture and umbrellas must be weighted down to withstand high gust of wind. Traditional sandbags are not acceptable.
        IV. Umbrellas must be secured in downward position during non-working hours.
        V. Umbrellas must not impact walking traffic outside the patio.

[12] Within 14 days of purchase or renewal of insurance policy.
[13] COM1 may exceed the time limits up to six times in a calendar year with notice provided to management at least three days in advance. .

VI. Furniture and umbrellas must be kept in good condition.
VII. Furniture that is a new concept must be approved by the Board of Directors. Replacement of current (like) furniture is acceptable without approval.
VIII. The Association holds the right to have any furniture removed from the patio that has not been prior approved in writing.

m. Electrical cords used on a patio must be secured properly to avoid trip hazards and must be in good working condition.
n. Appearance of the patio and items on the patio must be in good condition, clean, and in an orderly fashion.
o. Faucets must be turned off when not in use or fixed when broken. Water from a faucet found running with the drain plug out of the sink with no apparent use for the water will be automatically fined $100 per day.
p. Drapes, curtains, or shutters must be in good working condition and provide a high quality appearance from the outside.
q. No illuminated, flashing, neon, or unprofessional hand drawn signage can be visible from the outside of an exterior window. Example: open sign.
r. Cooking ventilation systems must be serviced within the regulations set forth from the City and State. Proof of service must be available to Association inspection.

Propane and Natural Gas

31. No gas or charcoal grills are permitted on balconies, terraces or similar areas, Limited Common Elements or within the Unit. Exception: Commercial Units may have gas heaters outside if they are 10 feet away from the wall. Propane tanks are not to be stored within the property unless they are securely locked within an approved flammable storage cabinet. Commercial Units may have professional appliances and/or grills within their unit if they are maintained on a regular basis and meet or exceed any regulatory agency that oversees any portion of the use of such grill. If gas is used in a Commercial Unit, that unit shall have installed a gas detection device tied directly into a central monitoring system maintained by the Association.

Tools and Carts

32. Tools and Carts
    a. A Unit Owner, Resident, Lessee, Guests, Contractor, or Vendor may not borrow or remove any equipment, tool,[14] or property belonging to the Association.
    b. All carts owned by the Association may be utilized as a convenience to Residents.
    c. Luggage carts must be checked out with the Concierge at the Front Desk and returned promptly. The Resident may allow use of the cart by a vendor of which it may be used for any purpose other than hauling construction or remodeling materials.
    d. Shopping Carts found on the elevator landings, are for convenient use of the Residents of Residential Units only. These carts must be returned within 30 minutes of removing them to the location marked on the cart, so that other Residents may

[14] Exception: The Equipment Loaner Agreement must be used allowing vendors servicing the Association to use the Association Scissor Lift.

have use for their convenience.
e. Association carts may not be removed from the property.
f. Commercial shopping carts are prohibited within The Sanctuary Downtown.

Guest

33. Guests:
    a. All guests must check in with Concierge unless accompanied by a Resident. It is policy of the Association that Concierge call your phone before access is granted to proceed to your unit. A driver's license will be checked for those guests the Concierge at the Front Desk are not familiar with.
    b. Every Vendor or Contractor[15] must check in with the Concierge at the Front Desk.
    c. Every unit Owner or Resident must attempt to register their guests in advance with the Concierge at the Front Desk prior to hosting a party/event.[16]
    d. Short term guests are restricted from having guests.
    e. Residents are limited to four short term registered guests within a seven month period.
    f. All Short term guests must be registered with the Concierge at the Front Desk.
    g. Any guests checking in at the Front Desk that is thought to be intoxicated must be escorted by the Owner, Resident, or Tenant to their unit.

Granting Access to Units

34. Unit Owners or their Tenant may opt to grant access to their families, guests, employees, domestic help and/or contractors to their Unit in their absence. Unit Access Authorization Form[17] must be completed with signature for each individual with permission for access. The form is available at the Front Desk. No one other than those listed on the form will be allowed a key to access your unit. The Association disclaims all liability for allowing access in accordance with the instructions given by the Resident. A driver's license will be checked for those Visitors or Contractors the Concierge at the Front Desk are not familiar with. Verbal requests via phone or by email can be accepted only if staff can reasonably confirm the person authorizing the entry.

Trash and Recycling Disposal

35. Trash must only be deposited according to the following Association rules.
    a. Garbage and other refuse shall be placed only in designated areas. The recycling area is not for trash. Commercial Units on the first floor must dispose of trash in the trash container.
    b. Resident and Commercial Units must comply with the requirements of the company or agency providing garbage removal services for the disposal and collection of trash. Non-compliance will incur a research fee to cover the time spent identifying the responsible party.[18]

[15] Commercial Unit Contractors are exempt.
[16] Commercial Units are exempt from this rule.
[17] This form is available from the Concierge.
[18] The research fee shall be set by Board resolution and posted in the management office.

c. Resident and Commercial Units must comply with proper disposal of waste into their proper place of disposal including, but not limited to, dumping of kitchen debris into storm drains or common areas.
d. Resident and Commercial Units are responsible for cleaning up trash[19] spilled in Common Elements and disposing of it in the proper receptacles.
e. All garbage must be wrapped in a heavy paper or plastic bag before being disposed of in the trash chute.
f. Keep the trash chute room in a clean and sanitary condition. Owners will be charged for any cleanup services provided by the Association.
g. Use of the trash chute during the hours of 11 P.M. to 7 A.M. is prohibited.
h. No garbage shall be left on the floor of the trash chute room or garage floor.
i. Do not place the following in the trash chute:
    I. fluorescent bulbs or bulbs that contain hazardous waste.
    II. explosives, compressed gas cylinders, corrosive, flammable, biomedical, or other hazardous waste (e.g., paint, pesticides, batteries…).
    III. Lit or smoldering cigar or cigarette butts or other flaming or superheated heated objects
j. Contact Concierge at the Front Desk to schedule Sanctuary Maintenance to deliver or discard a Christmas Tree to/from a unit. If a Resident insists on delivering or discarding a tree on their own, the tree must be completely bagged to prevent needle droppings into the common elements. Any clean-up will be charged to the unit owner. The Christmas Tree must be removed by the following January 15th.
k. No trash may be swept from a Unit into the hallway or off of a balcony.
l. Recycling shall be placed in the corner of the trash chute room in an organized fashion. Boxes being recycled must be broken down and internal shipping material must be removed and properly disposed of in the trash.
m. Management shall send a notice to an Owner to clean any debris (liquid or solid) found in the garage from the removal of garbage or recycling from their unit. Such notice shall request that the debris be cleaned from the garage floor within seven (7) days of delivery of the notice. If on the eighth (8) day the garage floor remains soiled, stained, and/or contaminated, Management shall hire a third party vendor to clean the garage floor and the cost of the cleaning shall be reimbursed by the responsible Owner to the Association for the damage clean-up caused to the Common Element of the Building. The reimbursement invoice will be posted to the Units general ledger and the Unit Owner shall pay the ledgered fee within fifteen (15) days after the invoice was sent to the Unit Owner by email, USPS. or as otherwise prescribed by Chapter 718, *Florida Statutes*. Late fees may be applied for invoices not paid timely.
n. Residents must contact management for instructions on where to dispose of large bulky items. Residents are prohibited from dropping off and leaving such items in the Common Elements of the building without management's authorization. If a resident or a resident's guest or vendor fails to notify management of the disposal of a large bulky item found anywhere in the common areas of the building, the association will investigate who dropped that item off. The resident associated with the item being dropped off improperly, without notifying the association, will be assessed a violation and charged a fee[20] for the investigation and cost of the

[19] Solid or liquid.
[20] The investigation fee shall be set by Board resolution and posted in the management office.

disposal. Residents or Commercial Unit representatives shall alert the Front Desk if a charity is picking such items up or if the item needs to be placed curbside for the City of Orlando to pick-up.

Hurricane Preparation

36. Hurricane Preparation
    a. In preparation for a named tropical storm or hurricane, balconies shall be cleared of everything upon direction of the Community Association Manager. Such notice should be considered automatic when the National Weather Service issues a tropical storm warning or hurricane watch for Orange County. Every item[21] must be removed from the balcony 12 hours in advance of a sustained tropical storm wind field. Any item remaining on the balcony after such notice is given shall be the sole responsibility of the Owner of that Unit.
    b. A Unit Owner or Resident who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible local firm or individual to care for his Unit. The Owner must furnish the Association with the name(s), local address, phone number and email address of such firm or individual. If Management must perform any duties necessary to mitigate further damage to the Unit, other Units (or Common Elements to the extent necessitated by the action or inaction of any resident), the Unit Owner must reimburse the Association for all expenses incurred. This in no way permits Unit Owners to hold the Association or Management responsible for damages that may occur during the performance of such duties, which are discretionary and which shall be performed only as essential duties permit.

Occupancy of a Unit

37. Occupancy of Units.
    a. Each Residential Unit shall be used as a residence only, except as otherwise expressly provided in the Declaration or By-Laws.
    b. Under no circumstances may more than one (1) family reside in a Unit at one (1) time.
    c. In no event shall occupancy (except for temporary occupancy by visiting guests) exceed two (2) persons per each bedroom in the Units.

38. A Unit Owner who plans to be absent must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should the Unit suffer damage and by furnishing the Association with the name(s) of that firm or individual.

Selling or Leasing a Unit

39. Selling or Leasing a Unit:
    a. Whether Owners use a contracted Realtor or not, Owners must provide the Association with an Owner and Realtor Expectation Form[22] providing written

[21] Items that are not a permanent fixture of the balcony.
[22] This Owner and Realtor Expectation Form is available from Management.

instructions as to the expectations for a prospective buyer/tenant showing up at the front desk. Filing fee applies. [23]

b. Vacant units must prominently post a flyer inside the unit giving guests notice to close balcony doors and how to properly close them. Contact Community Association Manager for flyer.
c. No realtor boxes may be located on Unit doors.
d. Unit keys are not to be left at the front desk by a Realtor. Realtors keep the keys or KeyTrak is used.
e. Owners using a contracted Realtor must provide a listing or leasing agreement.
f. Showings are allowed only between 9:00 A.M. and 9:00 P.M.
g. Realtors and their clients must check in with the Concierge at the Front Desk. Realtors must provide Real Estate license to the Front Desk along with a government issued photo ID. Both documents may be scanned for the Association files.
h. Realtors are authorized to use an Owner's key FOB to enter the building and access amenities only when showing a Unit.
i. Realtors may bring no more than 6 people onto residential floors of the building at a time.
j. Realtors must accompany all clients and their guest(s) brought onto the property.
k. Realtors may briefly show their clients the residents lounge, pool deck and exercise room. Realtors must supervise their clients to respect current resident's privacy and ensure that they do not interfere with Residents' enjoyment of the facilities.
l. Realtors and clients are not permitted on any residential floors except for the floor(s) of the unit(s) being shown and the pool and fitness center floor.
m. Realtors and clients must respect the privacy of Residents.
n. Open-house showings:
    I. Must be authorized by management and showings must adhere to all of these rules.[24] Permission for open-house showings will be at management's discretion.
    II. There must be at least two Realtors present for open houses, one (1) Realtor remains in the lobby at all times to greet the clients arriving and instructing them to wait for a Realtor. If by chance a Realtor is not present in the lobby, the client must wait until the agent returns to the lobby to retrieve client.
    III. All Realtor rules apply during an open house, including but not limited to: four clients to a group and Realtors must accompany clients the entire time on property.
o. Private Parade of Homes:
    I. May be organized by an Owner, a Realtor contracted to an Owner with a unit for sale within the building.
    II. Occurrence: no more than once a year.
    III. This is an open event for Realtors to solicit perspective buyers.
    IV. Realtors will be solicited and encouraged to bring perspective buyers to participating units.
        a. List could be generated by active Owner and Realtor Expectation Forms on file with the Association.

[23] The filing fee is set by the Board of Directors and the amount is posted in the Management office and in the Owner and Realtor Expectation Form. The filing fee is Non-Refundable.
[24] Exception: There are no limits on the amount of guests during an open house.

V. Any unit can opt into being shown. For sale or not.
VI. Those that opt in must have:
    a. Sign a waiver prepared by the Association Attorney that the Association is not responsible for any damage or theft.
    b. Someone must be in a participating unit during event times.
VII. Two extra Associates (greeters) will be used during the event to show those that attend their way around the 5th floor. Staged at the lobby of elevators 1-3 and the entrance to the Fitness Center / pool hallway.
VIII. Attendees should be on a pre-authorized list and required to hand over identification upon entrance or escorted by the Realtor at all times who have already vouched for them in absence of the former.

p. Realtors may only take photos of the amenities when Residents are not present. Realtors must respect the privacy of the Residents.
q. Realtors who violate these rules may be permanently barred from showing units in the building.

Leasing a Unit

40. Leasing of a Unit is permitted within these parameters, and with Article 16 of the Declaration of Condominium, which governs in the event of a conflict with these rules:
    a. A Residential Unit Owner is permitted to lease his/her Unit, provided such Unit Owner provides the Association:
        I. a listing agreement, together with a signed copy of the lease[25] and The S.C.O. Condominium Association Addendum to Lease[26] prior to the tenant's taking possession;
        II. each lease shall specify that the tenant must fully comply with the covenants, terms, conditions and restrictions of the Declaration and with any and all rules and regulations of the S.C.O. Condominium Association Inc.
    b. Residential Owners using a contracted Realtor must provide a listing agreement and register the listing agent's name and phone number through the Owner and Realtor Form[27]. Owner that is self-listing a Unit must provide an Owner and Realtor Expectation Form.
    c. Only an Owner or a Realtor with a listing agreement on file with the Association is allowed to provide Management with a lease application or discuss the potential lease.
    d. Management is to only discuss the potential lease with the Owner or their contracted Realtor. Management shall not answer any question on a lease application. If the lease is incomplete, Management shall return the lease to the Owner or their contracted Realtor and explain why it is incomplete.
    e. Each Residential lease shall specify all Residents that reside within the unit, and prospective Residents must be screened by the Association and are subject to the prior written approval of the Association. Each Prospective Residential Tenant:

[25] Commercial Units may require a confidentiality agreement prepared by the Unit Owner at their expense.
[26] This form is available from the Management Office. Commercial Units may provide an amended version which must be approved by the Board of Directors.
[27] Provides instructions of what is expected from the Concierge at the Front Desk when a Realtor arrives to show a Unit.

I. must submit to a background Residential screening[28];
II. shall be denied if the prospective tenant or occupant has been convicted of a felony or misdemeanor involving violence to persons, theft or damage to property, a felony involving sale or possession of a controlled substance, or a felony demonstrating dishonesty or moral turpitude within the last 10 years, or is a convicted sexual predator or sexual offender regardless of the date of the conviction;
III. must have had at least two years of past Independent Living History within the past five years which does not include living in a "family home,[29]" "living with the parents," dormitory, fraternity or any like living; and
IV. at their past residences shall not have had any history of a major rule violation[30], eviction within the past 3 years, or disorderly conduct; and
V. shall be denied if the prospective tenant or occupant submits false or untrue information on the lease application, subject to exceptions for extenuating circumstances or mistake upon review by the Board of Directors.
VI. Management has the authority to approve applications when they are free from criminal history relating to violence, sexual crimes, drug trafficking and there is no history of a rule violation or disorderly conduct from their residencies. Management has the authority to disapprove an application on the Board's authority if the applicant has committed any of the previously stated issues. The applicant may dispute the disapproval with the Board of Directors.

f. All non-family guests in a rental unit that have resided at the Sanctuary for 15 consecutive days or more are subject to Residential screening and being designated as a Resident.
g. Family guests in a rental unit that have resided at the Sanctuary for 30 days or more within a year period are subject to Residential screening and being designated as a Resident.
h. No Residential lease shall automatically renew.
i. No Residential Unit may be leased for an initial term of less than seven (7) months. If the tenant vacates the unit before the lease expires, the unit may be re-leased after seven months have expired from the initial date of the vacated lease. A renewal process must be used where the Owner can terminate the lease for violation of the Rules and Regulations.
j. Subject to following conditions, a lease renewal will automatically be approved by the Association when a proper extension is provided to the Association. The Association may, however, deny a proposed lease extension if any conditions set forth in paragraph 40(e) of these Rules are satisfied, with reasonable written notice to the Owner.
k. Lease extensions will be automatically approved unless there has been a violation recorded from a Tenant seeking the extension in the prior year. If there was a violation, the Community Association Manager will approve the extension after consultation with the Board President, if needed.
l. Tenants must provide and allow use of current contact information by the

[28] Cost associated with the Residential screening, paid by the applicant, is non-refundable. The cost is determined by the Board of Directors and disclosed by Community Association Manager prior to screening.
[29] If denied for living in a "family home" an applicant can appeal to the Board of Directors.
[30] Major rule violation is subjective and is determined by Management. Examples include, but are not limited to speeding within the community, noise complaints, disturbance to neighbors, trash piling up, and pet violations.

Association.

m. Applications for tenancy will be denied if the Unit Owner is delinquent in assessments.
n. Unit Owners who have their unit leased and who are or become delinquent in the payment of any monetary obligation due to the Association Dues will have the lessee pay rent directly to the Association up to the amount that is delinquent.
o. No portion of a Residential Unit (other than an entire Unit) may be rented.
p. All leases must be in writing and shall provide that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation, and By-Laws of the Association, applicable rules and regulations, or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association. All leases shall be subject to the Declaration, the Articles of Incorporation, By-Laws, and Rules and Regulations of the Association.
q. Subleasing of Residential Units is prohibited.
r. A Unit Owner shall not lease for hotel or transient purposes.
s. Dual usage of amenities is prohibited[31].

Solicitation

41. No signs, advertisements, notices, political or other graphics or lettering may be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the Common Elements, or any part of a Unit, or of the Condominium or Property so as to be visible outside the Unit except official notices and signs used or approved by the Board of Directors. This includes, but is not limited to, real estate (For Sale, For Rent, Open House, etc.) signs of any kind. Additionally, no awning, canopy, shutter, air-conditioning unit or other projection shall be attached to, hung, displayed or placed upon the outside walls, doors, balconies, windows, roof or other portions of the Building or on the Common Elements. The exception to this rule is that any unit owner may display one (1) portable, removable United States flag in a respectful way regardless of any declaration rules or requirements dealing with flags or decorations.

42. Absolutely no item attempting to solicit may be placed at, upon or under a unit door, or on Residents' cars in the parking garage. Advertisements may be placed only within the posting boxes located on the first floor and second floor and such items must first be approved by Property Management. This approval may be withheld for any reason or no reason, subject to appeal to the Board of Directors. Items that are allowed are typically those that benefit an Owner in The Sanctuary, such as selling or renting a Unit or parking space at The Sanctuary, or soliciting a business owned by an owner. Property Management makes the determination and has at its discretion the ability to remove any item from the posting boxes at any given time.

43. Exception for Commercial Units:
    a. Commercial units may solicit through advertisement or solicitation visible from within a Commercial Unit through the window attached to the outside of the window or from any object (such as a railing or pole or some other object).

[31] Residential Owners give up the rights to Association amenities when a Tenant is in place.

b. The Community Association Manager makes the determination and has at their discretion the ability to remove any advertisement or solicitation that can be seen from outside the Commercial Unit at any given time[32].
c. Commercial Units that host a political or charity event may solicit with yard type signage respectfully about the grounds adjacent to their unit, 2 hours in advance of the event.

44. No high powered lights are to shine onto the building.

45. Vehicles, wagons, trailers, inflatable, stand alone or any such type of advertisements may not be advertised on Property, sidewalks, grass, freight zones or loading zones. Authorization may be granted by the Board of Directors.

Pets

46. Pets are only permitted in or about the Condominium property in strict accordance with the following rules:
    a. Pet Owners must register their pets with the Association before moving into The Sanctuary or obtaining a pet. The pet registry form will include Name, vet, predominant breed, weight, and a photo of pet.
    b. Pets must be vaccinated in accordance with Chapter 828, Florida Statutes and Florida Law.
    c. Unless it has been approved by the Association's Board of Directors, no animal may be kept anywhere on the Condominium Properties unless it is:
        I. a small bird;
        II. fish;
        III. a dog, which when fully grown, will weigh less than seventy-five (75) pounds;
        IV. (iv) a household cat; or
        V. (v) some other "household pet" as defined by the Board of Directors, which is capable of being hand-carried, with the exception of birds and fish housed in a cage or aquarium within the Owner's Unit.
    d. No Owner may keep more than two (2) pets on the Condominium Property.
    e. No pet may be kept, bred or maintained for any commercial purpose or become a nuisance or annoyance to neighbors.
    f. Any discharge (fecal, urine, vomit, etc) made by pets in any Common Element, Limited Common Element or Property, including elevators, corridors and landscaped areas, must be promptly and appropriately cleaned up and properly disposed of by the owner of the pet. Any damage caused by a pet shall be repaired/replaced at the pet owner's expense. Pets are not allowed to urinate or defecate on balconies.
    g. No pets shall be permitted outside of their owner's Unit unless attended by a responsible Person and on a leash not more than six (6) feet long or carried by hand at all times when outside the Unit.
    h. In no event shall said dog or cat ever be allowed within any recreational facilities (including, but not limited to the pool deck) contained within the Condominium unless required by law.

[32] The removal may be appealed to the Board of Directors.

i. Owners and handlers must be in complete control of their pet when in an elevator and throughout the building.
j. When waiting for an elevator, individuals with pets must stand back and away from the elevator doors in case other animals are exiting the elevator.
k. No animal may be kept on a balcony or terrace when its owner is not in the Unit.
l. Any fish tank must be registered with Property Management. For tanks in excess of 20 gallons, Owner must have an active insurance policy in the amount of $100,000 and provide a written copy to the Association. This policy must name the S.C.O. Condominium Association Inc. as additionally insured and cover any and all damages caused by or related to the fish tank.
m. Rottweilers, Pit Bulls, and other breeds considered dangerous by the Board are not allowed. A Pit Bull is defined as any dog that is an American Pit Bull Terrier, an American Staffordshire Terrier, a Staffordshire Bull Terrier, or any dog displaying the majority of physical traits of any one (1) or more of these breeds. If there is any dispute brought to the Community Association Manager's attention as to the breed of the dog and the Community Association Manager confirms that the dispute is legitimate, the Resident at their cost will be required to have a breed determination from a veterinarian of the Community Association Manager's choosing. If the veterinarian confirms that the pet is not a Rottweiler, Pit Bull or other dangerous breed then the Association will assume the cost of validation with the Veterinarian.
n. Owners must inform "Dog Walkers" and Visitors of the rules regarding pets and are responsible for their compliance.
o. Nuisances such as dogs or birds that make excessive noise, excessive or loud barking, and noises or odors caused by pets shall be stopped and/or corrected, or such pets causing nuisances may be required to be removed permanently by the Association Management.
p. Pets must exhibit calm and non-aggressive behavior in shared spaces. Any form of hostility toward humans or other animals is prohibited. Owners are responsible for ensuring their pets remain reasonably well-mannered and composed while in the building's common areas.
q. If a pet bites a person or another animal, the Community Association Manager may require that the pet be removed from the building, or may require (as a condition of occupancy) that the pet be caged or muzzled whenever the pet is outside of the Unit. The victim should notify the Orange County Animal Services and the Property Management Office.
r. Without limiting the generality to Declaration Section 18, violation of the provision of this Paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as provided in any applicable rules and regulations) and/or to require any pet to be permanently removed from the Condominium Property upon three (3) days' notice.
s. Bona fide service animals, e.g. seeing eye dogs, are exempt from rules that interfere with their duties, however they must comply with all nuisance rules. The need for a service animal and the specialized training of the animal and benefit provided to the human companion must be shown to the reasonable satisfaction of the Board and its legal advisor. Similarly, the need for an emotional support pet and benefit provided to the human companion must be shown to the reasonable satisfaction of the Board and its legal advisor. Emotional support pets are not exempt from rules applicable to other pets.

Fire Safety

47. Fire safety Devices
    a. Each Unit Owner must maintain the smoke detectors in his or her Unit. As part of the maintenance, you must replace all smoke detector batteries regularly but not less frequently than once per year.
    b. Each Resident must take care not to harm, damage, or unnecessarily activate the fire sprinklers installed in his/her Unit. The fire sprinklers are heat activated and permitting high heat, steam or burning in the vicinity of a fire sprinkler will cause it to activate, potentially causing extensive damage to your Unit, your personal property, the Common Element, the Property and the residences adjacent to yours. Except for periodic dusting, never touch or allow anything else to touch the fire sprinklers. No items should be affixed to or hung from fire sprinklers.
    c. False alarms: pulled fire stations or smoke detectors causing fire department response shall have a warning and up to a $25 fine (plus city charges) if accidental; $100 (plus city charges) if intentional.

Bicycles and Scooters

48. Bicycles, Tricycles and Scooters:
    a. No bicycles or scooters are permitted on the pool deck, in the front (east) elevators, the front lobby, or in and out through the front main door.
    b. Bicycles and scooters must be walked inside the building, never ridden.
    c. Only bicycles or tricycles are allowed to be stored in the Bicycle Cage on the fourth floor of the garage[33].
    d. Bikes must be registered with the Association and a decal must be applied to all bicycles using the Bicycle Room or attached to a Bicycle Rack.
    e. Bicycles are subject to being disposed of if they are not registered or the Resident moved away from the Sanctuary.
    f. Flat tires must be fixed within a reasonable time frame as determined by the Community Association Manager or Board of Directors.
    g. Bicycles that are attached to Bicycle Racks outside of the Bicycle Room must be parked in good condition and be reasonably well maintained.[34]
    h. Bicycles and scooters parked in the garage must be stowed at bike rack locations and be kept outside of foot traffic patterns and parking spaces.
    i. Rental bikes, rental scooters, or similar devices:
        I. Are not permitted past the residential gate of the garage. They are limited to traveling the first floor of the garage only.
        II. Are not allowed in the building.
        III. Cannot be parked or abandoned:
            a. anywhere within the garage;
            b. on the thoroughfare of a sidewalk or vehicle driveway;
            c. within 20 ft. of an emergency exit;
            d. within 20 ft. of a unit entrance; or
            e. within 20 ft. of the main residential entrance awning.

[33] Exceptions may be allowed by Management if documented in unit folder.
[34] No flat tires or excessive dust buildup.

Building Access

49. The Sanctuary is equipped with controlled access doors with electric locking mechanisms. A Key FOB system allows Owners and Residents to access certain portions of the Property.
    a. Only Owners, Residents or Short Term Guests[35] are allowed to have FOBs with one exception; each unit is allowed one (1) cleaning/nanny vendor FOB.
        I. The cleaning/nanny vendor may not pass it about.
        II. If the cleaning/nanny vendor is terminated, Management must be notified immediately to have the FOB deactivated.
    b. They may be purchased from Management .[36]
    c. Each Key FOB shall be used only by the registered person on file.
    d. The Association and/or Property Management have the authority to deactivate the Key FOB.
    e. Key FOBs are automatically deactivated after 6 months of non-use.
    f. A yearly audit of Key FOBs may be performed. Key FOBs that are unaccounted for shall be deactivated.

50. Unless otherwise approved by the Association in writing, moves, large deliveries and noisy contractor activities are not permitted access to the building on the following days: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day.

Move-in or Move-out

51. Move-in or Move-out
    a. Occupancy of your new home will take place after closing or the Renter has been approved on a lease.
    b. Prior to the move-in of a Resident, the Association shall charge a Move and Delivery fee.[37] The fee shall be applicable when the freight zone or service elevator is to be reserved.
    c. Cancelation of a move must be done no later than two business days prior to the reserved move date. Canceling within two business days will trigger a cancelation fee[38] to be paid prior to rescheduling the move date.
    d. Before a move is authorized by management, an orientation shall have been conducted with Management and a "Move and Delivery Process" form must be signed by the Resident and the Mover. All insurance documents on the form must be sent to the Community Association Manager at least one (1) business day prior to a move. All actions on that form must be adhered to.
    e. Moving vehicles should be parked in the "freight zone" located on Pine Street. Note: first floor garage height limit is 9'.
    f. Unit Owners are responsible for the timely removal of boxes or any other trash

[35] Once a Short Term Guests exceeds the 14 days the FOB must be in the possession of the Owner or Resident.
[36] Fee set by Board of Directors and posted in the association office.
[37] One-time fee pays for move-in, move-out, deliveries, and rent for the loading zone. An additional fee is charged for any additional use of the loading zone outside of the customary one (1) day move-in use and one (1) day move-out use. The fee is set by the Board of Directors and posted in the association office.
[38] The fee is set by the Board of Directors and posted in the association office.

debris related to the move from the Common Elements and for the proper disposal of same. DO NOT use the trash chute to discard large packaging items down.

g. Established hours for moves are 9:00 A.M. to 5:00 P.M. Monday through Saturday, (no moving is permitted on Sundays or Holidays, unless approved in writing in advance by the Community Association Manager). The Board of Directors can levy fines for violating these moving days and hours rules set forth herein.
h. Nothing shall lean against any wall with wallpaper.
i. Prior to commencement of a move, the Unit owner shall ensure that all of their contractors have in force and have agreed to continuously carry during the period of the move proof of Insurance Coverage in accordance with the levels set in the Move & Delivery Process Form.
j. The cost of repairing any damages caused to the Common Elements during a move and/or resulting from a Residents failure to exercise due care or moving policy shall be charged against the Unit Owner.
k. Elevator one (1) (service elevator) must be reserved for use. Management shall manage the use of elevator one (1). First come first served.
l. Portable On Demand Storage (PODS) or similar apparatus must be disclosed upon reserving a move with the Community Association Manager. Use must comply with the following guidelines:
    I. The POD can only be dropped off on selective dates and the POD must be picked up the same day it was dropped off. Failure to do so will result in towing services and storage fees.
    II. The POD can only be used in the Association's car wash area on the SW corner of the Property. The POD shall not block the sidewalk.
    III. Moves should be completed on or before 5 P.M., as there is a greater distance between the POD and the service elevator.
m. The Association does not provide security for items being moved or transported through the common areas of the garage or in the public right-a-way.

Deliveries, Freight Zone, and Service Elevator

52. Large Deliveries, Freight Zone, and Use of Service Elevator
    a. The Freight Zone is governed by the City of Orlando. All City ordinances must be followed. All large deliveries (other than courier-delivered, hand-carried packages) using the Freight Zone must have a City of Orlando Loading-Unloading Permit Tag.
    b. If the company making a delivery does not have a city freight zone permit, the company may:
        I. Obtain a City of Orlando freight zone permit on their own accord prior to delivery;
        II. Risk receiving a City of Orlando parking infraction, which is outside the control of the Association; or
        III. Request the Association to reasonably ascertain a permit for the company. However, there will be a cost charged to the Resident associated with the permit request and the Association is not liable for any actions or omissions related the permit request.
    c. Any Resident or Commercial Unit using the Loading Zone located on Pine Street must do so within these conditions:

I. Reserve[39] the use through the Association in advance. Last minute large deliveries may experience long delays or denial of entry that day.
II. Contact the Management Office for moves and the Concierge at the Front Desk for all other uses.
III. Established hours for large deliveries are 9:00 A.M. to 5:00 P.M. Monday through Saturday, (no deliveries are permitted on Sundays or Holidays, unless approved in writing in advance by the Community Association Manager).
IV. Use of the Loading Zone for residents ends at 5:00 P.M..

d. It is the resident's responsibility to ensure any vendor, who enters the condominium property on the resident's behalf, carries industry standard general liability insurance and provides proof of said insurance to management.

53. When elevator one (service elevator) is reserved for a move or delivery and a reservation notice is posted in elevator one, do not use the elevator without Building Operations present or Building Operations having knowledge of the secondary use.

54. Package delivery (courier-delivered, hand-carried packages) service by the Concierge at the Front Desk will be for only those who are Residents.
    a. Commercial units are to have deliveries directly sent to the unit.
    b. A Package Delivery Authorization form must be on file with the Association before packages are to be accepted and signed for on the Residents behalf.
    c. A waiver can be filed with the Association to have packages placed within a unit owner's door. The Association disclaims all liability for allowing access in accordance with the delivery of packages. Packages must be picked-up promptly. Failure to pick-up a package within 10 days of delivery may result in the package being returned to the sender.
    d. The Association will not accept, store, or assist with delivery of items over 150lbs. The Resident must be available or make arrangements known to the Concierge at the Front Desk to accept the package at the building when the package arrives. Resident must have a plan for transporting the package from the carrier to the unit. If for some reason the resident is not home to accept and/or able to transport the package, the Association will deny delivery and request a second attempt be arranged with the Resident.

Smoking and Strong Odors

55. Smoking:
    a. Smoking is allowed on the common elements except on the Pool Deck which is only allowed on the west side of the raised pool deck and where as provided in the section titled Pool and Spa.
    b. Smoking is allowed on limited common elements. On balconies, terraces or similar areas provided the Resident of the unit provides a receptacle (that entraps cigarette or cigar butts from winds) for disposing of the smoking refuse. Under no circumstances shall cigarette or cigar butts and smoking refuse be tossed over the railing or thrown onto the ground. Furthermore, any damage to The Sanctuary

[39] There is a fee associated with the use of the freight zone. The fee is documented in the SCO Condominium Association Policy and Procedures.

caused by a Resident or guest from smoking or smoking material will be the responsibility of the Unit Owner. Smoking illegal substances is prohibited anywhere in the common elements and limited common elements of the building.

56. Odors:
    a. No Unit Owner or Resident shall allow a persistent[40] strong odor to permeate from a Unit into a hallway or another unit.

Resident Lounge

57. Everyday use of the Resident Lounge:
    a. Residents have inclusive use of the Resident Lounge up to ten (10) guests without having to reserve the Lounge.
    b. Children (17 years or younger) are prohibited from being in the Resident Lounge without adult supervision.
    c. Access to the Resident Lounge: a call can be placed to the Concierge at the Front Desk to unlock the door remotely barring technical issues. A FOB may have to be checked out from the Concierge at the Front Desk if there are technical issues.
    d. Access from the Resident Lounge to the pool deck is prohibited.[41]
    e. No amplified sound devices are allowed. Only the provided house sound system may be utilized.
    f. Residents understand that they do not have exclusive rights to the Resident Lounge if the space has not been reserved and they must allow other Residents access to the area or its amenities.
    g. Billiards Table
        I. Do not move table.
        II. No food or drinks on the table.
        III. Avoid any misuse or damage to table felt.

58. Reserving the Resident Lounge is permitted with the following conditions:
    a. Reservations of the Resident Lounge are restricted to Unit Owners and/or their Residents or Lessees. The rental fee and security deposit[42] along with the signed Residential Lounge Reservation Form must be completed before the Resident Lounge is reserved on the Association calendar.
    b. Once the rental fee is paid and the Association holds a date, the commitment is made to the Resident Lounge on that date and the fee is non-refundable.
    c. Residents that are affiliated with a non-profit[43] may rent the Resident Lounge for that non-profit at a 50% discount Monday through Thursday excluding holidays.
    d. The person listed on the form as the "responsible person" for the event is required to be in attendance at the event at all times.
    e. All policies set forth on the Residential Lounge Reservation Form must be adhered to.
    f. To the extent a resident wishes to move any furniture in the Resident Lounge during

[40] 48 hours or more.
[41] Exception: A resident or guest(s) may smoke on the pool deck, just outside the kitchen door, adjacent to the Resident Lounge with no access past that immediate area. Cigarette tower must be used in the immediate vicinity and not moved.
[42] The rental fee and security deposit are documented in the SCO Condominium Association Policy and Procedures.
[43] Non-profit must provide the Association with governmental non-profit status documentation.

its use, the Resident shall disclose and note such on the Residential Lounge Reservation Form and notify the Community Association Manager via email before moving any furniture. The email should include details on which items will be relocated and their new placement. Once the task or event is complete, all furniture must be returned to its original position. The billiard table shall not be moved.

g. Applicant acknowledges that the Association Board of Directors has given full authority to Concierge at the Front Desk staff to end the event if any of the Association rules have been violated.
h. A Resident Lounge walk-through should be requested by the applicant and signed off on with Management prior to the event notating any past damage. It is the applicant's responsibility to schedule the walk through with Management. The applicant may elect not to perform a walk-through. The applicant understands that any damage noticed by Management after the event that was not noted before the event through a walk-through will be the applicant's damage to fix. After the event, a walk-through will be performed by Management and any damage caused by the event shall be fixed or paid for by the applicant.
i. The Applicant is responsible for any liability, claims, accidents, loss, damage, or injury sustained by any person, guests, invitees, or licensees arising out of or resulting from the applicant's use of the Association Common Elements. By agreeing to use the Common Element amenity, Applicant agrees to defend, indemnify and hold harmless Association, its officers, agents, employees or volunteers from and against any and all actions, claims, suits, damages, costs, or expenses, including attorney's fees, of any kind arising out of or related in any way to Applicant's use of the Common Element and Condominium Property.
j. The Applicant must provide a guest list to the Front Desk no less than 6 hours prior to the event. Invited guests must show a picture ID for admittance. Invited guests should go directly to the reserved area and are not allowed access to other areas of the building.

Fitness Center

59. Residents and guests must adhere to the following Fitness Center rules. Failure to adhere to the rules may result in the suspension of pool/spa privileges and/or fine. The Fitness Center is located on the 5th floor.
    a. All persons using the Fitness Center must do so at their own risk. All persons are responsible for what occurs and any resulting liability.
    b. All persons must adhere to all signs posted within the room or on equipment.
    c. Hours of the Fitness Center are 24 hours a day, 7 days a week.
    d. Absolutely no radios, tape players, CD players, TV's, phones (using speakerphone mode) or other electronic devices which produce sound are allowed without earphones or headsets being used. Phone conversations must be brief and not continue past two minutes.
    e. All equipment must be wiped down after each use with sanitation wipes provided in the fitness center.
    f. All equipment is to be used as designed. Weight stacks should be lowered on the equipment to their start positions to avoid striking other plates. Please be considerate of your neighbors and limit use of a particular piece of equipment to 30 minutes if someone is waiting.

g. Dropping free weights on the floor is not permitted. Slamming machine plates together is prohibited.
h. Do not leave any weights on the barbells when finished. All free weights must be re-racked after use.
i. Report any problem or equipment malfunction to the Community Association Manager immediately.
j. Residents shall not leave or store any personal equipment in the Fitness Center.
k. All persons 12 years of age and under must be accompanied and supervised by a responsible adult who is physically capable of assisting with the proper use of the equipment. Toddlers and Children are prohibited from being in the Fitness Center.
l. Persons found not using the equipment properly will be prohibited from using the Fitness Center by written communication from Management.
m. Personal Trainers:
    I. The Association does not employ personal trainers.
    II. Residents may use outside personal trainers at their own risk.
    III. Personal trainers must provide qualification documents to the resident receiving such service that they are certified trainers and understand how to use the equipment.
    IV. Personal trainers must provide insurance to the resident receiving such service with like standards as a contractor working in the building.
    V. Personal trainers will be banned from the building if they fail to provide qualification documents and insurance before providing services.
    VI. Residents may use outside personal trainers[44] at their own risk. Personal trainers residing within The Sanctuary are prohibited from bringing nonresident clients into the Fitness Center.
n. Proper Hygiene required in the Fitness Center. Wear clean clothes while working out. Inappropriate body odor is offensive. Dry, closed-top athletic shoes are required; exception: clean socks are permitted on personal individual mats. No dress shoes, boots or sandals are permitted.
o. When using the sauna, individuals not wearing a swimsuit or other suitable attire must use a towel and ensure adequate coverage at all times.

Pool and Spa

60. Residents and guests must adhere to the following pool/spa rules. Failure to adhere to the rules may result in the suspension of pool/spa privileges and/or fine.
    a. Only four Guests per Unit are allowed on the pool deck. A Resident may register with the Concierge at the Front Desk 24 hours in advance for an additional four Guests (eight Guests total).
    b. The Resident must accompany their Guests[45] at all times while on the pool deck.
    c. Hours:
        I. Pool hours are Dawn to Dusk.
        II. Spa hours are Dawn to 10 P.M. only if the Spa is used in a reasonably quiet manner after Dusk and there are no complaints to management. Two

[44] Personal Trainers must have on file with the Association liability coverage which includes the Association as well as the Management Company as additional insured.
[45] Short Term Guest are exempt and do not have to be accompanied by a Resident. Short Term Guest may not have guest of their own.

residents can enjoy the spa between 10 P.M. and 12 P.M. midnight, provided they inform the front desk in advance.

III. Pool Deck opens at Dawn and closes at 10 A.M., midnight.

d. NO LIFEGUARD IS ON DUTY! Lifeguard or supervisory service is not provided. Even if a monitor is present, anyone using the recreational facilities, including pool and spa, shall do so at their own risk, responsibility and liability.
e. Safety equipment has been provided for emergency use only. Familiarize yourself with the location and operation of these items.
f. Diving is not permitted in any areas of the pool or spa. Running, pushing, splashing water, boisterous or reckless activity in or around the pool or spa areas is also prohibited.
g. Absolutely no radios, tape players, CD players, phones (using speakerphone mode) or other electronic devices which produce sound are allowed without earphones or headsets being used.
h. Glass or sharp objects are not allowed on the pool deck. This includes around, near or in the pool. Pets are not permitted in the pool area except for bona fide service animals. Emotional support pets are not permitted in the pool area.
    I. Fines may be imposed for pets or glass infractions.
    II. If glass debris is found in the pool or a health infraction occurs, the responsible Owner will be liable for the expense of draining, cleaning and refilling of the pool.
    III. If glass or sharp objects are brought to the pool area, the responsible Owner will be liable for the cost of any resulting damage or injury.
i. Food or smoking is not allowed in the pool or spa.
j. Persons 12 years of age and under are not allowed around pool deck or in the Pool without being accompanied by a responsible adult with meaningful swimming skills and the ability to assist a swimmer in trouble..
k. Appropriate pool attire must be worn. No thong swimwear is permitted.
l. All incontinent persons (including babies) must wear appropriate water impermeable swim wear while using the pool or spa. This would include swim diapers and a swim suit that is watertight.
m. Always shower before entering pool and/or spa.
n. No more than 27 persons are allowed in the pool at any given time.
o. No more than 5 persons are allowed in the spa at any given time.
p. Maximum time limit to be in the Spa is 15 minutes.
q. Persons 12 years of age and under are not allowed in the spa without direct supervision by a responsible adult.
r. Be advised that the spa maximum water temperature is 104º±. Hot water immersion while under the influence or alcohol, narcotics, drugs or medicines may lead to serious consequences and is not recommended. Long exposure may result in nausea, dizziness and fainting.
s. Pregnant women, small children, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness should not use spa or pool without first consulting a doctor.
t. Persons with open cuts, wounds or rashes may not use the pool or spa. Anyone having a skin disease, sore or inflamed eyes, nasal or ear discharge or any communicable disease may not use the pool or the spa.
u. Each resident is responsible for placing his/her (and guest's) garbage in the trash receptacles prior to leaving the pool and spa area.

v. Flying and non-flying objects, such as footballs, frisbees, squirt guns, playpens, and other similar objects are prohibited. However, safety related flotation devices for children and personal flotation devices for adults of a reasonable size specifically are permitted.
w. Portable grills are not permitted on the pool deck.
x. Soap or bubble bath solution are prohibited in the pool or spa.
y. Persons who use an umbrella shall lower it back to its original position after use.
z. Anyone not abiding by the posted rules may be asked to leave the pool or spa areas by the Pool Attendant, Building Operations, Concierge at the Front Desk or the Community Association Manager.

Pool Deck Community Gas Grill and Summer Kitchen

61. Gas Grill and Summer Kitchen:
    a. USE AT YOUR OWN RISK. Use of the gas grill is at the user's own risk, responsibility, and the user accepts all liability associated therewith.
    b. Must be 18 or older to operate grill.
    c. Keep children away from the grill when in use.
    d. Grill is for food preparation only.
    e. Use only between dawn to 10 P.M.
    f. If you are unfamiliar with how to work a gas grill, you must consult the manual found at the grill or a link to the owner's manual that can be provided by the Community Association Manager for instructions.
    g. It is the responsibility of the person using the gas grill to clean the grill, and to turn off the gas after use (all knobs and functions are turned off in the correct direction when not in operation).
    h. Grill, refrigerator, sink, countertops and any other space used on the summer kitchen must be cleared of any items and cleaned after use. All trash shall be placed in appropriate receptacles.
    i. No smoking within 20ft of grill.
    j. Report via email any unclean conditions or issues with the gas grill to the Community Association Manager or Management.

Disturbing Noise

62. No nuisances shall be allowed on the Condominium Property, nor shall any use or practice be allowed which is a source of annoyance to Residents or occupants of Units or which interferes with the peaceful possession or proper use of the Condominium Property by its Residents or occupants.
    a. No Resident shall make disturbing noises in the Building or permit his family, servants, employees, agents, visitors, or licensees to do so. In particular, no Resident shall play (or permit to be played in his Unit or the Common Elements appurtenant to it) any musical instrument, phonograph, television, radio, computer or the like in a way that unreasonably disturbs or annoys other Unit Owners or Residents.
    b. Nuisances such as vehicle radios or any device playing excessive or loud sound/noise in the common and limited common elements are prohibited.

c. Residential unit quiet[46] hours are from 9 P.M. to 8 A.M., Sunday through Thursday and 11 P.M. to 8 A.M., Friday and Saturday.
d. Residential in-wall or wall-mounted speakers and subwoofers are not to be affixed to perimeter unit walls. Televisions may only be installed using a mounting bracket that maintains a minimum clearance of approximately ½ inch from the wall.
e. Commercial unit noise is governed under the Rules section "Commercial Units".
f. Unit construction noise is regulated under the Designer and Contractors Improvement Regulations.
g. It is understood that the Sanctuary is in an urban environment where neighbors reside with zero lot lines and commercial zoning exists within the same building. Some residual noise is expected including but not limited to voices on the street, dogs barking on the street, music from the commercial units, noise from trucks, cars and motorcycles, and noise from adjacent construction sites.

Door Handles, Locks, Dead Bolts and Doorbells

63. Doors Handles, Locks, Dead Bolts and Doorbells:
    a. No Owner shall change the external door handle, locks, dead bolts, or doorbell to his or her Unit without notifying the Association in writing.
    b. All door hardware (door handles, locks, dead bolts and peep holes on exterior doors) and doorbells are the owner's responsibility to maintain.
    c. Guidelines for changing door hardware and doorbells are referenced in the SCO Designer and Contractors Improvement Regulations. Board of Directors must approve any hardware to be placed in the common element that is outside of these guidelines.
    d. Balcony door handles and locks shall be in good working order to secure the door closed during inclement weather.
    e. Every unit lock shall be keyed to the Association master key[47]. If a master key does not work in the new lock and it has coded access, a code must be provided to Management for access to the unit.
    f. A unit key must be provided to the Association the same day a lock is changed. This key is to remain in a secure location with the Association. The key may be checked-out of the Association's secure location by the Owner, Resident, or someone who is authorized by the Owner or Resident through the "Unit Access Authorization Form". Any unit key checked-out must be returned within three hours.
    g. Duplication of keys to Common Element facilities is prohibited in the interest of security.
    h. If an alarm is active inside the unit, Management must have the code and procedures to deactivate. If Management enters and the alarm is activated, the owner is to bear the cost of any police dispatch cost.
    i. A lock can be rekeyed at the Owner's request and the unit owner will assume ownership of the bill.

[46] Quiet is considered what a reasonable person in a similar situation would deem reasonable during sleeping hours.
[47] Exception: There may be electronic locks that are not compatible.

Unit Maintenance

64. Unit Owners are responsible for the maintenance and replacement of items within their unit and certain items servicing or adjacent to their unit including, but not limited to:
    a. mechanical devices, such as: doorbells, door handles, door locks, pipes, valves, wires, electrical outlets, or other like devices that service a single unit. Only when these items service two or more units may the association be responsible for said maintenance.
    b. door(s), door mechanism(s), window(s), window screen(s), peep hole(s), faucet(s), light fixture(s), lightbulb(s), or other like items that serve a single unit.

65. Curtains, blinds, shutters, levelers, window screens or draperies (or linings thereof) which face the exterior windows or glass doors of Units shall be in good condition, presentable, and of reasonable color and quality. The use of foil, reflective film or material not reasonably used for window shading purposes is prohibited or must be approved by the Association.

66. Any guests performing work on your home must be authorized by the Owner, be on file with the Management Office, and provide copies of licenses, permits, and evidence of insurance prior to commencing work. The Association will not be responsible for allowing access into your individual unit. You may allow the Association to grant access to others through using the "Unit Access Authorization form".

67. Given the risks of bodily harm associated with certain repairs to exterior windows and doors, do not attempt to make any substantive repairs to such yourself and first contact the Association for further assistance. Report any issues with your patio door to the Community Association Manager. Adjustments may be made to prevent further costlier repairs. Ultimately, maintenance to the windows and balcony doors are the Owner's responsibility.

68. Effective January 1, 2027, all residential units shall utilize water-detection devices around fan coils (HVAC units), water heaters, toilets, standalone ice machines, refrigerators, sinks, water softeners, and any other appliance or fixture that uses or distributes water within the unit. All required devices shall be maintained in good working condition and capable of providing an audible alarm and/or mobile application alert when water is detected. Residents are encouraged to install water-detection systems that include automatic shut-off capability to stop the flow of water to the unit when a leak is detected by such device.

69. Leaks:
    a. If a leak occurs within a unit, it is the Unit Owner's responsibility to notify the Association of the leak immediately upon the Unit Owner's discovery and/or knowledge of the leak.
    b. Faucets or toilets within units that leak are the Unit Owners' responsibility and must be fixed immediately to prevent any unnecessary cost to the Association for water usage.
    c. If a leak has occurred and the unit owner is not or not adequately drying out their unit, the Association may enter the unit and attempt to dry it out or temporarily resolve the leak issue. The cost of fixing the leak issue shall be reimbursed by the

unit where the problem originates. Billing will be itemized out and provided to all affected parties. Reimbursement invoice will be posted to the Units general ledger and the Unit Owner shall pay the invoice within thirty (30) days after the invoice was noticed to them either by email or USPS. Late fees may be applied for invoices that are not paid promptly.

70. Unit Owners are required to turn the water off to their unit if the unit will be vacant for more than 14 consecutive days at any given time.

71. Each unit owner's maintenance responsibility includes the duty to keep their unit properly ventilated and adequately temperature controlled, and free of any water leaks, even when the unit owner is not in residence. Each unit owner is also required to inspect their unit and take reasonable precautions to prevent the unit from becoming a source of mold or other hazardous pollutants. By way of example and not limitation, it is recommended that each unit owner take the following measures in connection with their obligation to maintain their unit:
    a. Power must be turned on in the unit at all times.
    b. The air conditioning and humidistat operating to maintain a temperature between 75-80 degrees with 75 being the ideal temperature and the indoor relative humidity should be between 35% - 60% with 50% being the ideal humidity level. To prevent mold the humidity should never be above 60%.

72. Air Filter / Handler Maintenance:
    a. Clean the fan coil air handler according to the manufacturer's recommendations.
    b. Unit Owners must change out fan coil filters when dirty.
    c. All Residential Units are required to have the Association change the HVAC filters four times a year in each Residential Unit and have the Association perform a Preventative Maintenance (PM) service twice a year on their unit fan coil through a professional HVAC provider.
        I. The Association will provide at least five days' notice for which maintenance staff will enter the unit to perform services.
        II. The Association requires each residential unit to provide unobstructed access to the fan coil and air filter for such service.
        III. A Unit Owner may opt out of the filter service by completing an "Opt Out Agreement for Unit Air Filter Maintenance" form. The Association may still enter the unit to verify that the filter is being changed and cleaned.
        IV. If a Residential Units fails to have a PM Service performed by the Association, that Unit Owner must have a PM Service conducted at their cost within 14 days of an Association notice for failure to perform a PM Service. The Unit Owner shall provide the Association with proof of having a PM Service within 7 days of service.
        V. Any damage caused by a fan coil to another unit that has not had a bi-annual PM Service or quarterly filter changed shall be negligible for any damage to the unit(s) their fan coil may cause.
        VI. By allowing the Association to replace your air filters, you acknowledge and agree to do so at your sole risk and that neither the Association nor FirstService Residential shall be responsible for damages which may arise from the replacement of the air-filter. After the new air-filter is replaced by the Association, it is the Unit Owner's sole responsibility to inspect and

maintain the air-filter and replace it, if necessary, prior to the next quarterly replacement. The maintenance of the air-handler is the sole responsibility of the Owner.

73. During HVAC filter replacements, management may inspect toilets and sinks for active water flow in each unit.

74. All Rules and Policies must be adhered to within the SCO Condominium Association Inc. Designer and Contractors Improvement Regulations.

75. Unit Owners are required to replace the hot water heaters[48] located within their Units at least once every twelve (12) years, use stainless steel braided hoses for washing machine appliances contained within their Unit and replace the smoke detector(s) in their Unit within the life span found in the operational guidelines of their device.

Unit Renovations

76. For alterations, additions, replacements, etc., planned for one's Unit, Limited Common Element or Common Element entryway, the Owner must contact the Community Association Manager to obtain a copy of the SCO Condominium Association Inc. Designer and Contractors Improvement Regulations to provide the procedure and guidelines. This document must be read in its entirety, strictly adhered too and signed by both the owner and the contractor which is conducting any work found within such document. These regulations apply to all Unit owners, lessees, designers, contractors, sub-contractors and their employees.

77. Alterations. Without limiting the generality of Subsection 9.1 of the Declaration hereof, no Unit Owner shall cause or allow improvements or changes to any Unit, Limited Common Elements appurtenant thereto or Common Elements including, but not limited to: painting or other decorating of any nature, installing any electrical wiring, television antenna, machinery or air-conditioning units, installing balcony enclosures or in any other manner changing the appearance of any portion of the Building without obtaining the prior written consent of the Association (in the manner specified in Section 9.1 of the Declaration). Without limiting the generality of the foregoing, nothing shall be hung, displayed, installed, affixed or placed upon the exterior of the Building, nor may any other change be made to the Building which would affect its exterior appearance in any way, without the prior written consent of the Association. In general, the Condominium Property shall be kept free and clear of unsightly material.

78. Ground floor Commercial Units that do not have active public use within their unit must utilize a one-way tint which cannot be seen through from the outside looking in either day or night and is esthetically pleasing.

Security

79. The rights of access and use established with respect to the Condominium Property may be subject to security checks and restrictions. If Building Operations personnel are employed

[48] With a tank. Tankless Water Heaters have no requirements to be changed out.

by the Association they will have the right to stop and question persons and to require satisfactory evidence of any such person's right to be where such person is stopped. Persons not establishing that right to the satisfaction of the Building Operations personnel may be required to leave.

Conduct of Residents to Management and Staff

80. Relationship, Personal Conduct, and Decorum of Residents to Management and Staff
    a. No Resident may use Property Management personnel for personal, non-Association matters unless:
        I. prior written notice of such work is given by the Resident to the Community Association Manager; and
        II. the work is done at a time other than when services are normally rendered to the Association.
        III. The Resident and Unit Owner, if different, shall indemnify and holds the Association harmless for all losses, claims, injuries, damages, and expenses of any sort, including legal fees and costs arising from the performance of such work.
    b. No Owner or Resident shall treat the Property Management Company employees, employees of the Association, contractors or sub-contractors of the Association as if they were their personal staff.
    c. No person shall harass, intimidate or threaten any Property Management Company employee.
    d. No Owner or Resident shall abuse or badger the Property Management Company employees, employees of the Association, contractors or sub-contractors of the Association.
    e. The Board of Directors shall be solely responsible for directing management.

Code of Conduct

81. No person shall harass, intimidate or threaten any other person on Condominium property.

Fees and Invoicing

82. Fees and Invoicing
    a. Association Fees are set by the Board of Directors and are posted in the Association Office.
    b. Reimbursement and fees[49] not paid within thirty (30) days of invoicing shall be posted to the Unit's general ledger, and the Unit Owner shall pay the ledgered fee within fifteen (15) days after the invoice was sent to the Unit Owner by email, USPS. or as otherwise prescribed by Chapter 718, *Florida Statutes*. Late fees may be applied for invoices not paid timely.
    c. Management shall have the authority to post invoices to a Unit's General Ledger when an Owner consents to such in writing.

[49] If a Tenant caused or gave rise to the Fee, the Owner of said Tenant shall be responsible to reimburse the Association if the fee is not paid within 30 days.

Collections

83. Collections:
    a. Property Management Company is to:
        I. send a reminder on the 10th day of delinquency with fee[50] being billed for mailing;
        II. if no response within 30 days, a demand letter, with fee[51] billed for mailing, is sent requiring payment or written dispute within 10 days;
        III. if no response within 90 days, an Authority to Proceed (ATP) is issued and the account is sent to the Association Attorney for collection by Management after approval of the Association Treasurer;
        IV. if no response to the Attorney within specified time, procedures for foreclosure on the lien will be implemented, per Florida Statute.
    b. If payment is not made within the 10th day from the date when due:
        I. there will be interest at the highest lawful rate from the due date until paid; and
        II. a late fee in the amount of $25.00 or 5% (whichever is greater) shall be applied for each delinquent payment that is late.
    c. Any Owner more than 90 days delinquent will have their rights to use the pool, fitness center, resident lounge, and concierge services suspended, subject to Board approval at a duly noticed Board meeting.
84. Unit Owners shall be granted one courtesy waiver per calendar year with respect to any late fees and interest which have accrued in connection with their delinquent account upon the Association's receipt and clearance of payment in full of all past due assessments. This one waiver per calendar year is non-cumulative and expires each year. Additional waivers may be granted only in the case of banking or Accounts Receivable department errors.

Rule Violation and Fines

85. Every Unit Owner and Resident and Commercial Tenant shall comply with these rules and regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association (all as amended from time to time), to the extent applicable. Failure of an Owner, Resident or Commercial Tenant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums due for damages, an action for injunctive relief, or any combination of such actions.

    In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine not exceeding $100.00 per violation may be levied. Fines may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, provided no such fine shall exceed $1,000.00 in the aggregate. Fines may be levied against an Owner, Resident, family, guest, invitee, lessee or employee for failure of an Owner, his family, guests, invites, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation or By-Laws, provided the following procedures are adhered to:

[50] Fee published in Management Contract.
[51] Fee published in Management Contract.

a. Notice. The Association shall notify the Owner or Tenant (if applicable) of the infraction or infractions.
    I. Management shall send out rule infraction notices to the Owner and to the Tenant, if applicable.
    II. The Community Association Manager shall present every infraction notice before the Board of Directors at a noticed Board of Director Association meeting.
    III. All notices sent by the Community Association Manager will be reviewed at a Board of Directors meeting. Owners have the right to appear before the Board of Directors to dispute the infraction. The Board of Directors shall have the authority to impose a fine, restrict use of amenities or common elements, or take such actions that are allowed within the Declaration and Florida State Statutes.
    IV. An Owner or their Tenant must attend a mandatory hearing on their third violation notice or greater; refer to section (b) below.
    V. If wishing to appeal a violation, a Unit Owner shall attend the next scheduled Appeals Committee meeting.
    VI. Infractions or violations are kept in management records for approximately one calendar year from the date of the previous related infraction notice. Unless the infraction or violation is not corrected in accordance with the violation notice, the violations or infraction records will be closed by management approximately one year after the date of the most recent related infraction notice.
    VII. Notice escalations[52] may be for differing rule violations.
    VIII. Notices sent out by USPS shall have an administration fee set by the Board of Directors.
b. Hearing before the Appeals Committee.
    I. Non-mandatory hearing:
        a. The Owner has thirty (30) days from the date of the infraction to request a hearing.
        b. If a fine is imposed by the Board of Directors, the Owner has thirty (30) days from the date of the Board meeting to request a hearing.
        c. The Owner has up to sixty (60) days from the date of the infraction to attend the requested hearing.
        d. After requesting a hearing and the Owner or their Tenant finds that they are unable to attend their first requested Committee meeting date, they must inform the Community Association Manager within five (5) business days of the Committee meeting date and they may request to attend the next meeting date in an email or writing to the Appeals Committee through the Community Association Manager.
        e. Failure to notify non-attendance as set forth above shall be grounds for an additional $50.00 fine.
        f. There are no extensions after sixty (60) days of the infraction to request or attend a hearing.
    II. Mandatory hearing:

[52] Example: a First Notice may be about rule "x" and a Second Notice may be about rule "y."

a. If the Owner or their Tenant is unable to attend the summoned date, they must inform the Community Association Manager within five (5) business days of the Committee meeting date and they may request to attend the next meeting date in an email or writing to the Rules and Infractions Committee through the Community Association Manager.
b. Failure to notify of non-attendance as set forth above or not attending a mandatory hearing shall be grounds for an additional $100.00 fine.
c. There are no extensions after sixty (60) days of the infraction.

III. The Owner is responsible for any and all infractions. Owner participation and attendance to hearings is vital. Attendance via telephone is acceptable if requested through writing to management within five (5) business days of the Committee meeting date. The Owner may elect to have the Tenant show on their behalf if the Owner lives outside of the City of Orlando.
IV. The non-compliance shall be presented to the Rules and Infractions Committee, at which time the Owner or Resident shall present reasons why the fine should not be levied.
V. The Owner or Resident may be represented by counsel and may cross-examine witnesses.
VI. Not requesting a hearing or failing to attend a requested/mandatory hearing will place the infraction into the unit records and the amount of the fine shall be posted on the Units ledger and can compound late fees and collection charges if not paid in a timely manner.
VII. After a hearing, a written decision of the Appeals Committee shall be submitted to the owner or Occupant by not later than twenty-one (21) days after the Rules and Infraction Committee's meeting.
VIII. If the Appeals Committee does not agree[53] with the fine, then the fine will not be levied.
IX. If the Appeals Committee agrees with the fine, then the fine is due within five (5) days, unless otherwise proscribed by Florida Statute. If not paid within the time allotted, the fine will be posted to the Units general ledger and the Unit Owner shall pay the fine within fifteen (15) days after the written decision of the Appeals Committee is mailed to the Unit Owner. Late fees and Collection Charges will be applied for fines that are not paid within fifteen (15) days after the written decision of the Appeals Committee.

c. Informal Mediation between Units. When an Owner receives an infraction and the issue involves a nuisance, the accused Owner may request that the affected Owner or Resident, whichever is reporting the nuisance, be subject to an informal, non-binding mediation between the parties. Mediation shall take place between the affected parties before the Appeals Committee at a scheduled Appeals Committee meeting. If the unit reporting the issue fails to appear (without a justifiable excuse at the discretion of the Board of Directors) to the scheduled mediation, the Appeals committee may still hear arguments or otherwise on behalf of the accused or may drop the fine or complaint entirely.
d. Members of Appeals Committee. The Appeals Committee shall consist of three (3) Unit Owners, who are not on the Board of Directors. The Board of Directors may select the members of the Appeals Committee.

[53] By majority vote

e. Application of Fines. All monies received from fines shall be allocated as directed by the Board of Directors.
f. Non-exclusive Remedy. These fines shall be construed to be non-exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any fine paid by the offending Owner shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.

Board Meetings

86. Board Meetings:
    a. Board Meetings follow Roberts Rules of Order.
    b. Any monetary request[54] made by a Unit Owner must be submitted to the Budget and Finance Committee. The Budget and Finance Committee will review at their next meeting and make a recommendation to the Board of Directors.
    c. Owners may have up to 3 minutes to speak on any agenda item if a motion has been made and seconded. Discussion must pertain to the motion.
    d. An Owner may have up to three minutes under "Discussion from the Floor" at the end of a meeting to express any subject.
    e. Voice or video recording of a meeting:
        I. Notice must be given either
            a. to The Board of Directors before recording begins with acknowledgment of the Board; or
            b. Management in writing with Management's acknowledgment of receipt prior to any voice or video recording of a meeting.
        II. Any recording may not be disruptive to the Board or those attending the meeting.

Board of Directors Elections

87. The Candidate Information Sheet submitted to the Association, as described in Section 4.2 of the By-Laws, may not reference or allude to any individual other than the candidate completing the form. If there is a prohibited reference, the candidate shall have three business days from the date the candidate is notified to submit a revised Candidate Information Sheet with the reference removed. Referencing or alluding to the full Board of Directors or a Committee as a whole is acceptable.

Association Committees

88. Standing Committees
    a. Members who want to volunteer for a Standing Committee must apply to the Board of Directors using the Committee Application Form[55].
    b. Application must be submitted to Management seven days prior to any scheduled Board of Directors meeting. At that board meeting, the board may appoint a member(s) to the requested committee(s).

[54] Outside the Owners personal general ledger and outside of a budgeted item.
[55] Found in the Welcome Book.

c. All committee members' term end on the date of the first Board of Directors meeting which follows the organizational Board of Directors meeting after the Annual Meeting.
d. Committee members will be reevaluated by the newly set Board of Directors and may be reconfirmed or terminated at the first Board of Directors meeting that follows the organizational meeting.
e. A quorum is established when a majority number of Committee members serving on the committee are present, in person or virtually.
f. Standing Committees and Number of Committee members:
    I. Budget/Finance Committee: Treasurer (liaison) and at least two Unit Owners.
    II. Event Committee: at least two Unit Owners. Residents may serve on committee.
    III. Appeals Committee: Three Unit Owners (no current member of the Board of Directors).

89. Ad Hoc Committees
    a. From time to time, the Board of Directors may deem it necessary to ask for volunteers to serve on a limited-time committee to assist with an issue or problem the association is facing.
    b. Members who want to volunteer for an Ad Hoc Committee need to apply to the board of directors using the Committee Application Form[56].
    c. There may be an end date or ending event date when such necessity of the committee is completed.
    d. Ad Hoc Committees are published on Board agendas.
    e. A quorum is established when three or more Ad Hoc Committee members are present.

90. General Rules for all Committees:
    a. Committees serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors.
    b. Committees report to the Board of Directors.
    c. Committees shall have a mission statement and responsibilities approved by the Board of Directors. When established, these shall be published in the Welcome Book.
    d. Committee meetings follow Roberts Rules of Order: Motions made, discussed and resolution. Majority rule.
    e. A member must be in good standing with the Association.
    f. Two residents residing in the same unit may serve on a committee, but committee members may only have one vote per unit.
    g. One Board Member may serve on a Standing Committee[57]. One or more Board Members may serve on an Ad Hoc Committee.
    h. All meetings are open to owners of the Association and need to be noticed at least 48 hours in advance.
    i. The committee members must select a chairperson to conduct meetings
    j. The committee members must select a secretary to keep minutes and file them with the Association through the Community Association Manager within 14 days of a

[56] Found in the Welcome Book.
[57] Excluding the Rules and Infractions Committee.

committee meeting.

k. The committee does not have the authority to enter into any contracts.
l. The committee does not have a budget unless established in the association budget. If it intends to spend any money, the board needs to approve this first.
m. The committee may invite professionals and consultants to its meetings.
n. Unit Owners may listen to the discussions and only join when the floor is extended to allow discussion of all present.
o. Committee members serving on a Committee willingly understand that their email will be shared with fellow committee members.
p. A Committee member can voluntarily resign from a committee. The Board is not required to fill any or all positions.
q. Committee responsibilities may be modified from time to time by the Board of Directors and published in the Sanctuary Welcome Book.

Records and Video Request

91. Records request:
    a. The official records, also referred to herein as "records," available for inspection are those designated by Chapter 718, Florida Statutes, as amended from time to time, as the official records of the Association. No records other than those defined herein shall be available for inspection, unless the Association determines it to be in the best interest of the Association to make such records available for inspection.
    b. Records requests related to refinancing a unit, the selling or purchasing of a unit shall be exempt from the records review process described in this section. Buyer's or Seller's representatives[58] may email certain records requests to the Association Manager for the Manager's consideration. An Owner or their Realtor Representative may also provide a written request to release the documents to a third party.
    c. Owners shall have the right to inspect the records of the Association as permitted by law. All references in this Policy to Owner will include record title holders and an Owner's authorized representative, where applicable.
    d. An Owner desiring to inspect records shall submit a written request by U.S. Mail or Certified U.S. Mail, Return Receipt Requested, therefore to the Association at the official address of the Association, pursuant to the most recent on-line records of the Florida Secretary of State, Division of Corporations. Requests by facsimile transmission, electronic mail (e-mail), verbal requests, or other unspecified means do not comply with this Policy, and need not be acknowledged by nor responded to by the Association.
    e. The written request must specify the particular records the Owner desires to inspect, including pertinent dates or time periods. The specification of the particular records must be sufficiently detailed to permit the Association to retrieve the records requested.
    f. An Owner's inspection request shall be deemed received as follows. If sent by regular U.S. Mail, ten (10) days after the date of post-mark on the letter transmitting the request. If by U.S. Certified Mail, Return Receipt Requested, the date that the receipt card was signed for by the Association.

[58] This assumes a current listing agreement is on file.

g. Inspection of records shall be restricted solely to those records designated in the written request for inspection and shall be conducted solely by the Owner signing the inspection request, or his or her authorized representative.
h. If more than one Owner desires to inspect the same records, the Association may require that such inspections are conducted at different times provided that co-Owners of a Unit may inspect records together. If an Owner has designated an authorized representative, either the Owner or the authorized representative may inspect the records; however, both parties may not inspect the records together.
i. The Association is not obligated to create or generate a document or report that it does not maintain in the form requested by the Owner, or that it is not required by the Act or governing documents to maintain.
j. The Association is not required to respond to questions or provide additional information to the Owners or their representatives during the inspection. An Owner shall not submit more than three (3) written request for inspection of records per calendar month. Any request submitted more frequently shall be null and void and need not be acknowledged by nor responded to by the Association.
k. An Owner shall not submit a request for re-inspection of the same records for a period of six (6) months if the record has not changed. Any request submitted for re-inspection of the same unchanged document within the six-month period shall be null and void and need not be acknowledged by nor responded to by the Association. Inspections of records shall be conducted at the office where the Association's records are maintained or at such other location as may be designated by the Association. Records must be made available for inspection in Orange County or within forty-five (45) miles of the Association. No Owner shall remove original records from the location where the records are inspected. No marks or alterations shall be made on original records.
l. Records shall generally be made available for inspection by the Association on or before the tenth (10th) working day subsequent to the date of receipt by the Association, as defined by this Policy, of the written request for inspection. This time frame may be extended upon agreement of the Owner or for good cause. In addition, this time frame shall be extended in the event the records are so voluminous, or otherwise in such condition as to render this time frame unreasonable. For the purposes herein, "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association or office where the records are being made available for inspection is closed. The Association shall notify the Owner by telephone or in writing (which may include e-mail), that the records are available and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours, or during the normal business hours of the location of inspection if other than the Association office. For purposes herein, "normal Association business hours" shall be the hours the Association office is customarily open, or the hours the location where the records are to be inspected is customarily open, or if there are no customary hours of operation, then 9:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M., all on a working day. No Owner shall be entitled to inspect records for more than nine (9) hours cumulatively in any calendar month. At the request of either the Association or the Owner, inspections may be broken up into segments, provided that three (3) inspection visits per calendar month shall be the maximum number of sessions in a calendar month, and nine (9) hours maximum cumulative inspection time.

m. If at, or subsequent to, inspection, an Owner desires to have a copy of a record, the Owner shall designate in a separate writing, which record, or portion thereof, for which a copy is desired, or, in the alternative, shall designate such record by use of a clip or tab upon the page(s) desired. Not more than one (1) copy of each record requested shall be provided. If the location where the records are being inspected or stored has a copy machine capable of making copies of the records designated, and the Owner has requested the copying of 25 or less pages of records, then copies of the records shall be available contemporaneously with the inspection. If, however, the records to be copied exceed 25 pages, or there is no copy machine at the location where the records are being inspected or stored capable of making copies of the records designated, the Association may send the records out for copying by an outside source, such as a commercial copying company or make the copies at the location of the records, but available for later pick-up. If copied at the location where the records are kept, copies in excess of 25 pages shall be made available for pick-up by 5:00 P.M. within three (3) working days from the date of the inspection, the day of inspection not counting in calculating this deadline. Copies made by an outside source shall be available as soon as a copying service can reasonably pick-up, copy and return the records to the location where the records are being inspected or stored. Photocopies will be available at the place records are kept or produced for inspection. Owners requesting copies must arrange for pick-up of records. The Association shall have no obligation to mail or otherwise deliver copies to any place.

n. The Association shall allow an Owner to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association providing the Owner with a copy of such records.

o. An Owner shall pay the reasonable expense of copying. In the event the copies are made by the Association, the cost shall be twenty-five cents ($.25) per page. If copies are made by outside vendors, actual costs shall be charged to the Owner. Payment in advance for the cost of copies shall be required. No copy of a record shall be made unless and until payment for the copy is received. If records are kept on computer format, the Association may print such records to paper. The Association may but shall not be obligated to allow Owners to access the Association's computer system. If the Association provides access to records through a computer supplied by the Association or the office in which records access is being conducted, the person inspecting the records shall not e-mail the records inspected to any other computer, person, or e-mail account, review other content or programs on said computer, nor otherwise in any fashion download, forward, or otherwise transmit or manipulate the data he or she reads during the inspection of the records by review on electronic mail, internet or other computerized format.

p. The Association may comply with its obligation to make records available for inspection, at its sole discretion, by providing them to the Owner by electronic mail, the internet, or making them available in a computerized format readable with customary programs used in computers of consumers. If, however, an Owner provides the Association with written notice, that they do not have access to a computer, the Association must make the records available for inspection as otherwise described herein.

q. All persons inspecting or requesting copies of records shall conduct themselves in a courteous and professional manner, and shall not interfere with the normal

operation of the Association office and the duties of their personnel, or the office where the records are otherwise inspected or copied, nor the duties of their personnel. The Association office, or office of inspection, may assign a staff person or other person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed to that staff person.

92. Video or Photo request are restricted.
    a. Owners may make a written request to the Board of Directors for a specified date and narrow time frame for video footage with limitations on requested cameras. The specific need for the video must be made in the request. The specification of the particular records must be sufficiently detailed to permit the Association to retrieve the records requested.
    b. The Board of Directors has the ultimate discretion on the release of Association video. The Board may choose to only release photos from the video.
    c. Request made by a Law Enforcement Agency will be conducted with the Association's best ability to comply in a timely manner.
    d. Any video or photo released will be for personal or official use only and never to be shared or used on social media.
    e. Board Members, Management and Staff shall have access to review Video recorded on Association equipment. No Owner, Resident or Guest shall have access to review DVR footage.

Responsibility of Damage

93. The Association may inquire about insurance and business license for vendors working in a Unit. Ultimately, it is the Owner's responsibility to understand what insurance and business licensing the vendor has prior to the Vendor coming onto the property to service their Unit. The Association recommends that all Vendors have workers compensation insurance, a valid business license (if required for the profession), and liability insurance that would cover any damage to the unit or common elements of the building. Ultimately, the Owner is responsible for the actions of the vendor servicing their unit.

94. Owners will be responsible for and bear all costs of repairs and/or replacement for any damage to the building, recreational facilities, equipment, or any other Property or Common Element if it is determined that the damage was caused by the Unit Owner, their Residents, Invitees, Contractors or Vendors.

95. When there is damage done to the Common Element of the property, Management shall place all associated expenses of the damage on the Unit that caused the damage's general ledger when the damage is determined to be caused by the Unit Owner, their Residents, Invitees, Contractors or Vendors. In addition, any time spent on cleanup or fixing the damage by the staff shall be invoiced to the Unit Owner. The invoice shall be calculated to include pay, and insurance cost for any and all Associates working to fix the damage, supervise a vendor fixing the damage or managing payment of the invoice. This invoice will be placed on the Unit's general ledger. All applicable cost shall be emailed in an invoice to the Board of Directors and Unit Owner prior to placing the cost on the Unit's general ledger.

Disclaimer to Declaration of Condominium

96. These Rules and Regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of the Declaration shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted.

All of these rules and regulations shall apply to each Unit Owner, each tenant, and each invitee even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefore and good cause shown in the sole opinion of the Board of Directors. The Board shall have the right, not the duty to enforce the rules as described here within.

These are the Rules and Regulations of the S.C.O. Condominium Association Inc.

STATE OF FLORIDA
COUNTY OF ORANGE

Print Name: **David Karabag**
Title: **Secretary, SCO Condominium Association Inc.**

THIS INSTRUMENT WAS ACKNOWLEDGED before me this 17 day of July, 2026 by David Karabag. He:

☑ Is (are) personally known to me
☐ produced a Florida Driver's License as identification

Jesenia Espinosa
Print Name: Jesenia Espinosa

Notary Public, State of Florida

My Commission Expires: September 1, 2029

JESENIA ESPINOSA
Notary Public - State of Florida
Commission # HH 715863
My Comm. Expires Sep 1, 2029
Bonded through National Notary Assn.

Adoption History:

Presented to Board of Directors from Rules and Infractions Committee: September 2, 2014
Draft mailed to Unit Owners: September 12, 2014
Adopted by the Board of Directors: September 30, 2014
Adopted Rules mailed to Unit Owners: October 3, 2014
(Mailed within 30 days of the effective date)
Rules go into effect: November 15, 2014

Presented to Board of Directors from Rules and Infractions Committee: June 2, 2015
Draft mailed to Unit Owners: September 1, 2015
Adopted by the Board of Directors: September 15, 2015
Adopted Rules mailed to Unit Owners: September 22, 2015
(Mailed within 30 days of the effective date)
Rules go into effect: October 15, 2015

Presented to Board of Directors from Rules and Infractions Committee: November 15, 2016
Draft mailed to Unit Owners: December 30, 2016
Adopted by the Board of Directors: January 17, 2017
Adopted Rules mailed to Unit Owners: January 20, 2017
(Mailed within 30 days of the effective date)
Rules go into effect: February 20, 2017

Rules and Infractions Committee Recommendation: June 7, 2017
Draft mailed to Unit Owners: June 30, 2017
Adopted by the Board of Directors: July 18, 2017
Adopted Rules mailed to Unit Owners: August 3, 2017
(Mailed within 30 days of the effective date)
Rules go into effect: September 3, 2017

Rules and Infractions Committee Recommendation: June 20, 2018
Draft mailed to Unit Owners: October 11, 2018
Adopted by the Board of Directors: October 25, 2018
Adopted Rules mailed to Unit Owners: October 30, 2018
(mailed within 30 days of the effective date)
Rules go into effect: November 27, 2018

Rules and Infractions Committee Recommendation: August 14, 2019
Draft mailed to Unit Owners: October 15, 2019
Adopted by the Board of Directors: October 29, 2019
Adopted Rules mailed to Unit Owners: November 1, 2019
(mailed within 30 days of the effective date)
Rules go into effect: November 29, 2019

Rules and Infractions Committee Recommendation: January 6, 2021
Draft mailed to Unit Owners: February 9, 2021
Adopted by the Board of Directors: April 13, 2021
Adopted Rules mailed to Unit Owners: April 16, 2021
(to be mailed within 30 days of the effective date)
Rules go into effect: May 4, 2021

Rules and Infractions Committee Recommendation: September 22, 2022
Draft mailed to Unit Owners: October 19, 2022
Adopted by the Board of Directors: November 3, 2022
Adopted Rules mailed to Unit Owners: November 8, 2022
(to be mailed within 30 days of the effective date)
Rules go into effect: December 1, 2022

Draft rule changes emailed to Unit Owners that opted into electronic notices: May 2, 2023
Mailed to Owners that have not opted into email delivery: May 2, 2023
Adopted by the Board of Directors: May 23, 2023
Adopted Rules mailed to Unit Owners: May 25, 2023
(to be mailed within 30 days of the effective date)
Rules go into effect: June 22, 2023

Draft rule changes emailed to Unit Owners that opted into electronic notices: November 30, 2023
Mailed to Owners that have not opted into email delivery: November 30, 2023
Adopted by the Board of Directors: December 14, 2023
Adopted Rules mailed to Unit Owners: December 22, 2023
(to be mailed within 30 days of the effective date)
Rules go into effect: January 22, 2024

Draft rule changes emailed to Unit Owners that opted into electronic notices: August 6, 2024
Mailed to Owners that have not opted into email delivery: August 6, 2024
Adopted by the Board of Directors: August 19, 2024
Adopted Rules mailed to Unit Owners: August 21, 2024
(to be mailed within 30 days of the effective date)
Rules go into effect: September 21, 2024

Draft rule changes emailed to Unit Owners: February 10, 2025
Mailed to Owners that have not opted into email delivery: February 10, 2025
Adopted by the Board of Directors: February 24, 2025
Adopted Rules mailed to Unit Owners: February 27, 2025
(to be mailed within 30 days of the effective date)
Rules go into effect: March 27, 2025

Draft rule changes emailed to Unit Owners: June 30, 2026
Mailed to Owners that have not opted into email delivery: June 10, 2026
Adopted by the Board of Directors: July 14, 2026
Adopted Rules mailed to Unit Owners: July 17, 2026
(to be mailed within 30 days of the effective date)
Rules go into effect: August 17, 2026