

Waterway West Rules and Regulations

As of October, 2019

General Rules:

The Board may amplify or clarify the following rules by issuance of Supplemental Rules and Regulations from time to time.

A. Common Areas:

1. No skateboards, bicycles, etc., are permitted in the courtyard, and sidewalks around the buildings.
2. Dogs and cats must be on leash at all times when outside of the unit, and are prohibited in the center courtyard, *any of the grassy areas that touch our building, the patio behind the clubhouse, and the dock except for ingress and egress to and from the boats. Also, please do not walk your pets on the grass on either side of B & D buildings. Use the Service Road out front. Clean up after your pets. This also applies to the pets of your guests.*
3. The hanging of towels, rugs, or other items or shaking dust cloths, mops, tablecloths, rugs, etc. from the walkway railings is prohibited.
4. All guests of Waterway West residents can avail themselves of the recreational facilities, providing that they abide by the rules set forth herein.
5. Parking is restricted to designated parking spaces. Second vehicles owned by a unit owner must be parked in front of C Building if the vehicle is not being used on a day to day basis.
6. Extra long vehicles, extending beyond a normal marked parking space, must be red flagged or identified by placing a cone to alert other motorists of potential hazard. Do not block the walkways.
7. Disabled vehicles and vehicles without current registration may not be parked on property except while arranging for repairs or securing registration.
8. Direction for landscaping and planting of common property is the responsibility of the Board. Owners are welcome to donate plants but should get permission and planting location from the board before placing them in the common property.
9. Laundry doors are to be kept closed and locked when washer and driers are not in use. Laundry room windows must be kept widely open at all times to provide ventilation for the washers and driers and to prevent humidity from ruining the walls.

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10. Television Cable Service is contracted by the Association. The Board of Directors has the authority to determine the contractor, type and cost of service.
11. Notices will be posted on all bulletin boards in each lobby prior to Board of Directors and Committee meetings.
12. The bulletin boards in each lobby are for official association communications. The other boards in the lobbies are for communications regarding Waterway West activities and other items of interest to the community. The board has made an exception to the no advertising rule (in the documents) to allow brief listings of Waterway West units for sale or rent. The board will also allow small ads selling or giving away items within the Waterway West community. Residents should date and sign each posting.
13. In accordance with St. Johns River Water Management instructions, cars, boats or other vehicles may only be washed on our property Wednesday or Saturdays at workstation located at B building. Fines will be paid by those breaking the rules if the Association is fined. It is the responsibility of the unit owner to see that any soap residue or debris is cleaned up. Any items being rinsed should be done on the outside of the sidewalk.
14. Cleaning screened balconies with hose, power washer, or excessive water that would cause water to drain to unit balconies below is prohibited except during rainstorms, and designated days determined by the Board.
15. Kayak storage is limited to no more than two (2) per unit out in front of the Clubhouse, A and E buildings near the dock (next to the seawall).

B. Swimming Pool:

1. The pool is open from dawn to dusk.
2. Everyone must shower each time before entering the pool.
3. No glass items are to be taken or used in the pool area.
4. No eating or drinking in the pool and No animals are permitted in the pool.
5. No walking along the overflow ledge of the pool or running on the pool deck.
6. People experiencing difficulties controlling bodily functions are prohibited from entering the pool area without the use of waterproof bathing diaper/pants.
7. Bathers are to use the restroom on the West side of the clubhouse. Bathroom door should be locked at all times.

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8. No one is to use the swimming pool during thunderstorms.
9. It is recommended that an adult be present when persons under the age of 14 are in the pool area.

C. Clubhouse and Building C Fitness Room:

1. Reserved use of the clubhouse is permitted for occasional meeting or party provided that the event is hosted and attended by a unit owner of Waterway West. A reservation for the clubhouse is required for the exclusive use by the unit owner when the clubhouse is not available to other unit owners during the event.
2. The Waterway West unit owner is responsible for any damage that may have been done while using the room. The cost of damages will be billed to the unit owner.
3. A unit owner is further responsible for leaving all rooms clean, and must see that all doors are locked and lights, ceiling fans and stove are off. The air conditioning should be set to 80 degrees.
4. The Fitness Room is open from 8 a.m. to 8 p.m. All persons under the age of 18 should be accompanied by an adult.

D. Workshop:

1. Only owners and tenants may use the workshop, and then at their own risk. The Association is not responsible for injuries.
2. Eye protection must be worn at all times when using any workshop equipment.
3. It is recommended that persons under the age of 18 be accompanied by an owner or tenant be supervised by the owner or tenant during any use of workshop equipment.
4. The users of the workshop are responsible for cleaning up workshop area, unplugging power tools, turning off lights, and securely locking doors when vacating the premises.
5. **PLEASE BE CONSIDERATE OF YOUR NEIGHBORS AND CLEAN UP AFTER YOU USE THE WORKSHOP AND RETURN TOOLS TO THEIR ORIGINAL LOCATION**

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E. The Units:

1. It is suggested that air conditioner/furnace maintenance should be performed including changing the filter at least annually, and flushing the drain with bleach solution at least every six months.
2. Permanently affixed or loose carpeting may not be placed on the concrete floors of the unit balconies.
3. Unit showers are an "inside the unit" fixture and the responsibility of the owner. Problems under the shower and tub drain such as pipe leaks are the responsibility of the Association and must be reported to the Property Manager or Board Member immediately.
4. Owners and other unit occupants must use licensed plumbers and electricians for all plumbing and electrical repairs and projects.

F. The Owners:

F1.0 Purchases

All owners are required to complete and turn in a Waterway West information sheet within 48 hours of taking possession of unit.

F1.1 Rentals

Rules for Renting Units:

1. Rental lease agreements are for a minimum of 3 months
2. A unit will not be leased more than 2 times in a 12 month period
3. Owner must provide tenants with copy of Supplemental Rules and Regulations and a copy of the Occupancy Information form.
4. By signing the Occupancy Information form, the tenant agrees to abide by all rules specified in the document.
5. The completed Information sheet and copy of signed lease must be submitted to the Board prior to the tenants moving into the unit and the information sheet should provide terms of lease agreement and length of stay and contact information for tenant.
6. Should the terms in the lease conflict with any documents of Waterway West, the Association policy will prevail.

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7. Owners are responsible for any damages caused by tenants to common areas and property of Waterway West.
8. The same rules for owners regarding pets apply to tenants.

F1.2 Administrative Procedures

1. A request to see or obtain copies of Association records must be in writing to the Management Company via email and/or in writing.
2. The managing agent will respond to all requests within 10 working days from receipt of request for documents.
3. A fee of 25 cents per page plus \$5.00 assimilation fee will be charged for requested copies of Association records.
4. A unit owner making frequent requests to see or obtain copies of Association records will have the following limitations imposed:
 - i. Only one request from that owner will be processed per month.
 - b. At its discretion, the Board may elect to make copies of the records rather than permit the owner to search through records. In that case, the owner must pay the appropriate copying and assimilation fees before the copies will be provided to the owner.
5. A unit owner must give the Association written notice at least five business days prior to filing a complaint of petition for arbitration or mediation.

F1.3 Pets

1. Owners and tenants are permitted only pets which include canaries, parakeets, cats and dogs. The latter two must be small in size with dogs no more than twenty (20) inches in height. No more than one such pet in each category is permitted. This applies to pets owned by your guests also.
2. Dogs and cats must be on a leash when outside the unit, and are not permitted in the center courtyard area or any of the grassy areas that touch our building, the patio behind the clubhouse, and the dock except for ingress and egress to and from the boats. Also, please do not walk your pets on the grass on either side of B & D buildings. Use the Service Road out front. Clean up after your pets. This also applies to the pets of your guests.

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G. MARINA AND DOCKING SPACE ASSIGNMENT

G.0 General Responsibilities:

The Board of Directors will be responsible for the rules of assigning and use of the docking spaces. A Dock Master will be appointed to be responsible to control marina activity and implement marina rules.

Definitions:

1. Marina deck is defined as common area between the docks.
2. Docks are defined as the structures upon which boats are moored.
3. Slips are defined as the water area adjacent to docks.
4. Boats are defined as self powered, motor or sail.

G.1 Guidelines for the Users of the Docking Facilities:

1. Users are expected to comply with the following and any additional rules, guidelines, or changes implemented by Board of Directors.
2. Use of the docking facilities and space will be at the risk of the assigned boat owner/tenant.
3. The Association will not be responsible or liable for the safety, care or protection of the boat, contents, or any part thereof or any person(s) utilizing the dock facilities. Boat owners/tenants are solely responsible for preventable loss or damage caused by or to the boat(s), seawall, or any other property.

G.2 Procedure for Dock Assignments:

1. Dock assignments are made for Motorboats, Personal Watercraft and Sailboats.
2. Maximum length of boat allowed is 24 feet.
3. All dock assignments are made on first come first serve basis to unit owners/tenants. The dock will then be assigned to the unit owner/tenant. If an owner/tenant wishes to have a boat slip, the owner/tenant must submit an email and/or written request for a slip to the Dock Master. The Dock Master will add the

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owner's/tenant's name to the list. — All communications to the Dock Master must be in email and/or writing regarding boat slip assignments including requesting or relinquishing a slip.

4. Owners/tenants of boats currently moored along with those on the waiting list have and will retain their priority, retroactive to the time of their original dock assignment or application for such assignment of occupancy.
5. Unit owners/tenants must be the registered or titled owner of the boat to be assigned dockage. Copies of the registration, title and proof of liability insurance must be submitted to the Dockmaster upon assignment of docks and annually thereafter.
6. The Dockmaster must be provided in writing the name and phone number of an additional responsible attendee for the boat in case of an emergency.
7. Short term dry storage of boats and/or trailers on premises shall require approval from the Board of Directors. Trailers/boats may only be stored in the unit owner's assigned parking spot.
8. In the event of a named storm or hurricane, severe winds or weather, or high water, the total responsibility for the safety of the boat, person(s) or property remains with the assigned boat owner/tenant.
9. Boats not maintained in full operating condition, sea worthy and safe shall not be permitted. The Board of Directors, at their sole discretion, retains the right to demand immediate removal of any non-operating or unsafe boat.
10. The marina is a common element and is available for use of the Association members and guests. The docks and slips are part of the limited common elements.

G.3 Assignment of spaces:

1. Mooring slips for boats, owned and operated by members of the Association shall be assigned by the Dock Master based on the written request of a unit owner or tenant. Upon receipt of the written request, the owner/tenant will be added to the waiting list in the order the email and/or written requests are received.
2. No owner/tenant may transfer the slip to another owner/tenant under any circumstances. All slip assignments go through the dock master.

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3. Slip sign-up list shall be maintained by the Dock Master and available mooring slips will be assigned according to priority of owner/tenant application for same.
4. Failure to make continued use of the assigned slip will be deemed forfeiture of that slip and of the owner's/tenant's former priority. "Continued use" means occupancy during at least some part of the calendar year. If the slip is to be vacant for any length of time longer than thirty (30) days, the Dock Master must be advised to allow for temporary use until the assigned Owner or tenant returns.
5. Overnight residency on boats is prohibited.
6. Permission and length of stay for guest mooring must be obtained by the unit owner/tenant from the Dock Master.
7. A usage fee for the docks of \$40.00 per month (in whole monthly increments) will be charged to anyone assigned a boat slip. The same charge of \$40.00 (in whole monthly increments) will be charged for residents who are assigned temporary dock usage.
8. If the dock fees become delinquent over 90 days past due, the Board can enforce removal thru legal counsel and all fees and costs will be the expense of the unit owner.
9. All Boat Slips are part of Waterway West's common elements. Any owner who has pre-paid in full for a boat slip to be installed has NO legal right of ownership to the slip and must follow the same rules and regulations as stated in our By-Laws, Declarations, and Supplemental Rules. Any pre-payments, either by payment in full or monthly payments, will not be refunded to the assignee for any reason. If the slip is forfeited by the owner, or the owner loses the slip for non-payment, or sells their unit; the assignee is not entitled to any refund or the reimbursement of these charges.

HURRICANE PREPAREDNESS PLAN

Hurricane season runs June to November with September as our most likely month for activity in our area. Now would be a good time to check on your hurricane supplies and to think about what you would do and where you would go if a hurricane were eminent.

You must remove all personal items such as plants and furniture from your patios and walkway. You must also retract any awnings. The staff will secure all common property, but personal items are the responsibility of the resident. Please make arrangements to have these items moved if you are planning a vacation.

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If you have a boat you will need to secure or move it to a secure location. This would also be an appropriate time to check your hurricane survival kit and think about where you will go in the event an evacuation is ordered.

Items stored in covered garage area should be secured. Water and electricity will be turned off to the pool and boat docks. If you have a boat on the dock you should be aware that no power will be available until the hurricane danger has passed.

Maintenance personnel will be released in sufficient time for them to attend to their personal property.

If an order to evacuate is issued, the elevators will be placed on the top floor and the power turned off. This is done to protect the cabs from water damage and guard against a possible electrical fire. This is a most important consideration.

If you are physically challenged and will require the elevator for evacuation, make sure you plan your departure prior to the time of elevator lock down.

Please do not contact the maintenance staff as they will be busy with other duties.

It is important that in the event of disaster we are able to contact all unit owners. For insurance reasons, decisions will have to be made and any delay caused by the inability to communicate with unit owners could result in costly delays. Make sure we have your address and phone number(s) where you can be reached pending your return to Waterway West. You may contact the management office at (386) 402-8739 to leave an emergency number or update your contact information.

HURRICANE PREPAREDNESS FOR BOAT OWNERS

In the event of a hurricane warning, each boat owner is responsible for preparing his boat for heavy winds, seas and rains. The Association is not responsible for the safety of your boat. In addition, you are responsible for any damage done by your boat. to the property, including docks, finger piers and pilings.

It is recommended that the following actions be taken by you:

1. If possible, remove your boat from the water to a more secure location.
2. If boat remains in the water, secure it from all directions with extra lines to the pilings prior to the start of heavy winds.
3. Remove all sails, Biminis, canvas, dodgers and other things that might increase the force of the wind on your boat.

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4. As water rises, the power and water will be turned off to the docks. Keep your batteries charged and bilge pumps ready to go.
5. Think about chafe and how to prevent it.
6. Don't wait until the last minute.

THIS IS ONLY A GUIDE. YOU ARE ULTIMATELY RESPONSIBLE FOR YOUR BOAT.