

PROVINCETOWN CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS
PROMULGATED BY THE BOARD OF GOVERNORS IN ACCORDANCE WITH THE
DECLARATION OF CONDOMINIUM OF PROVINCETOWN CONDOMINIUM
(PARAGRAPH 11)
USE/OCCUPANCY

1. **Single Family Residences:** Each of the units shall be occupied by a single (1) family as it's residence and for no other purpose.

2. Unit owners shall not permit or suffer anything to be done or kept in their units which will increase the rate of insurance or the insurance premiums of the condominium property. All outdoor, open flame cooking apparatus are to be used at least five feet from the exterior of the buildings or screened lanais. No unit owner shall permit anything which will obstruct or interfere with the rights of other unit owners or annoy them; nor shall the unit owners permit any nuisance, commotion, immoral or illegal action in or about the condominium property. Parents shall be financially responsible for all damage or injury caused by the intentional or negligent acts of their children including but not limited to any damage to the condominium properties.

3. In order to insure your own comfort and that of your neighbors, radios, stereo amplifiers and television receivers must be turned down to a reasonable volume at all times. Sound emitting equipment should not be placed against or attached to walls common to apartment units. All other noises such as loud conversation on balconies and in common areas should be avoided. No unit owner shall make or permit any disturbing noises by himself, his family, employees, agents, visitors, etc. or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit residents. "Quiet hours" are from 11:00 P.M. to 7:00 A.M.

A. Security/Privacy Policy: Condominium permanent resident owners and condominium permanent resident tenants shall have a Provincetown Vehicle Identification Decal (barcode) placed on the upper right back passenger window of their vehicle.

B. All guests, contractors, employees of all residents shall have prior entrance authorized verbally by the resident. Notification to the guardhouse by phone (239-939-0338) on the day of the persons' arrival shall be the method of notification. The guardhouse security officers will place a "day" decal on the inside windshield of all guest etc. vehicles.

C. The Board of Governors recognizes that it may be necessary for a resident to have a designated assisted living "caretaker" for the unit. The caretaker is to have access to the unit without prior notification to the guardhouse. The resident shall make these arrangements with the Association office. An appropriate pass for the windshield with renewal every three months will be given to the caretaker.

D. All real estate agents showing property in Provincetown shall be allowed entry with no pre-announcement. The agent shall present a business card and identification card to the security guard and identify the unit to be visited. A day decal is issued. The business card is kept in the office.

4. Door to door and person to person soliciting for the purpose of goods or services is prohibited on the Provincetown property. No garage sale signs are permitted on the Provincetown property. The Association will allow an annual garage sale to be held once a year on the community property at a time and place to be determined each year. No signs are permitted which would be visible for the exterior of the individual dwelling unit except signs of an approved size and configuration which set forth the number of the unit.

5. **Parking of Vehicles:**

A. Each apartment is limited to two (2) vehicles which are properly licensed to operate on federal, state or local roads or right of ways in the state of Florida. These two vehicles shall be registered with the Association office. The designated unit parking area for these two vehicles will be:

- (1) One in the enclosed garage space
- (2) One directly behind on the apron space

The residents and their guests are not permitted to park a vehicle in front of the fire door of the building at any time.

B. Each vehicle must be of such size that it will fit into the enclosed garage space. If you, as a resident, wish to use another designated unit's parking space for one of your two permitted vehicles, you must have in writing in your Association file and the other owner's file, written permission to park in his/her designated space and your vehicle and decal registered to his /her unit. A unit owner, after written request to the Board of Governors and written approval received and written approval from all 4 unit owners may install an electric garage door opener for a double garage door enclosing his and one neighbors' designated enclosed garage space. After installation the installing owner shall give to the accompanying parking space residents one remote control for their use. The garage door opener must be kept in working order at all times or if in disrepair, either repaired or removed by the installing owner. Any garage door openers that have been installed or those unit owners that have written permission from the Board of Governors to install a garage door opener will be "grandfathered".

All residents vehicles (no more than two permitted) shall be identified by a proper Provincetown decal (barcode). Owner of the vehicle must present a current valid state vehicle registration issued in the name of an individual who is a permanent resident or short term lease resident before identification decals will be issued. A Provincetown decal shall be attached permanently to the window glass of the vehicle. The cost for a decal will be \$10.00 Should a new decal be needed for any reason a replacement decal is available at the Association office, also at a cost of \$10.00.

Short term leases (seasonal) on the first business day after their arrival in the community must come to the Association office to register their vehicle and receive a parking pass for parking while in Provincetown.

C. Motorcycles are not to be operated on the premises except for ingress and egress. Motorcycle engines may not be revved up on the premises and must be operated with a muffler system in good operating condition.

D. Sailboards and surfboards, boats, trailers, jet skis, utility trailers, campers or RVs of any type, motor homes, mobile homes, shall not be parked on the property. All Terrain vehicles, (ATVs) All-Terrain Cycles (ATCs), motorized dirt bikes, mopeds, motorscooters, dune buggies or any other type or style of motorized vehicle that cannot be licensed shall not be parked on the property. Such other vehicles in connection with commercial deliveries and services performed at the property may be parked in guest parking areas during business hours.

Occasional overnight guests who expect to remain in excess of 24 hours should secure a Guest Parking Permit from either the Association office or a security guard stating the amount of time they will be visiting our community. If possible, the guest vehicle should be parked in the occupant's designated parking area rather than the guest parking spaces. Residents are not to use guest parking spaces for either of their two permitted vehicles for overnight parking.

E. Passenger automobiles, vans, light pick-up trucks with single rear wheels of no more than one (1) ton designations, in presentable condition that will fit into the enclosed garage space are permitted vehicles. See Appendix for definition of permitted and not-permitted vehicles.

6. Speed Limits:

The speed limit on all Provincetown roadways is a maximum of 10 miles per hour, or less if conditions dictate. Please observe all stop signs and speed limit signs.

7. Any vehicle which is not licensed or cannot operate under its own power or visibly displays one or more flat tires shall not remain on the premises for more than twenty four (24) hours. Any member of the Board or any of the Board's agents who has reasonable cause to believe that a vehicle is unable to operate on its own power shall affix a sticker thereto notifying the owner of the vehicle that it is considered to be in violation of the Condominium Rules and Regulations. The vehicle may be towed at the owner's expense. This section shall not be construed to prohibit a unit owner from leaving his/her vehicle in an assigned garage space during an extended period of absence.

8. Vehicle maintenance shall be limited to checking fluid levels and maintaining fluid levels and shall be limited to registered vehicles. The use of jacks, lifts and other types of equipment is prohibited except for changing tires. Auto body repairs and painting is prohibited. Authorized maintenance is to be performed in the assigned parking area of the vehicle. Floors of garage spaces shall be kept clean. If the Association has to clean the floor to correct a violation such as, but not limited to, leaking fluids from the vehicle, the unit owner will be billed. Car washing is to be done on the garage apron only. Never, for any reason, is a vehicle to be parked on the grassy areas.

9. Any vehicle violating any provision of these rules shall be towed at the owner's expense. The Board or its agents shall have the authority to affix stickers to the vehicle indicating a violation of these Rules and Regulations. Any sticker of a vehicle will not constitute a waiver of the Board's right to tow the vehicle.

10. **Enclosed Garages:** Enclosed garages are limited common elements subject to the regulations and inspection of the Condominium Association. These garages may be used only as parking areas for automobiles or other permitted, properly licensed vehicles. Properly licensed vehicles are to be parked in the designated garage space by parking with the front of the vehicle facing the enclosed garage and are not permitted to back the vehicle into the designated garage area. Normal accumulations of garbage and trash may be placed in the garage area between weekly collections provided it is placed in covered containers. All garbage, trash receptacles and recycle bins are to be placed outside of the parking area of the building for collection no more than ten (10) hours before the scheduled pickup. Resident owned bicycles may be placed in the enclosed parking space at the resident's risk. One ladder not to exceed eight (8) feet in length, per unit, may be placed in the designated enclosed parking space at the resident's risk. A ladder (any size) shall not be attached, protruding or visible on a resident's vehicle in the designated enclosed garage space (garage), or on the garage apron, or in guest parking. **All other visible articles are prohibited from the limited common element garage area.** Items are not allowed to be stored on the overhang of the garage door nor are any shelves allowed to be attached to any wall of the enclosed garage area. Personal item storage shall be contained in the storage cabinets provided for each unit in the garage area. Barbecue grills are allowed to be stored in the enclosed designated garage area, however, cooking on the grill will only be allowed outside of the garage at least 5 feet away from the building.

11. **Bicycles:** When not in actual use all bicycles shall not be located outside individual dwelling units. The location and operation of bicycles and tricycles is prohibited on the landscaped or grassy areas. Bicycles may be operated on the roadways. Parents are responsible for the safety of their children.

12. **Pets:** All pets except those heretofore grandfathered, which may not be replaced, are prohibited. Guests are not permitted to bring pets onto the premises.

13. **Tennis Courts:** The tennis courts are for the use of residents and their guests when the guests are accompanied by a resident. All other parties will be asked to leave the tennis court area. The tennis courts may be occupied only by individuals actively engaged in playing a tennis match; all other individuals will be asked to leave the tennis courts. The use of the tennis courts is subject to the Rules and Regulations posted at the tennis courts and no bikes, roller blades, or skateboards are allowed on the tennis courts.

14. **Other Common Areas:** All landscaped and grass areas, including within the designated pool area, tennis court area and swing-set play area shall not be used for recreational or sporting activities including but not limited to Frisbee play, football, volleyball and baseball. All joggers and runners and individuals bicycle riding at night should wear appropriate light colored clothing and be personally responsible for their own safety on the roadways.

Responsibility for Damages: Each unit owner shall be responsible for any damages to the common elements caused by the owner, his family, tenants or guests.

15. **Antennae and Clothesline:** No radio or television antennae of any type or description may be installed on the exterior of the buildings or on the ground. Clotheslines and clothes racks shall not be placed on the patio areas, or in any other location outside of the individual dwelling unit.

16. **Lawn Furniture:** Lawn furniture may be located in the common areas outside the unit only at the time the furniture is in actual use. In no event shall lawn furniture be left outside of the unit overnight.

17. **Unit Maintenance and Repair:**

All units and lanais shall be properly maintained and any repairs and maintenance needed to the plumbing or electrical systems serving an individual unit shall be accomplished expeditiously by the unit owner. Access to the roof areas is prohibited and if, for any reason, access to a roof area is needed, the Association office should be contacted. Any party who causes any damage while on a roof shall be held responsible for that damage including any water damage to the interior of the unit.

18. **Exterior Alterations:** No alterations, changes or modifications may be made in the exterior appearance of a unit with the exception of a screened lanai and/or hurricane shutters. A unit owner must request, in writing, from the Board of Governors, permission for the installation of a screened lanai and/or hurricane shutters and submit a set of specifications plus the name of the contractor who will perform the installation. Upon receiving approval from the Board of Governors for a screened lanai and/or hurricane shutters, the installation and perpetual maintenance and repair of the screened room and/or hurricane shutters shall be the sole responsibility of the unit owner. Lanais shall not be used as storage areas. All screen doors for entryway doors, (kitchens and living rooms) excluding lanai doors on the exterior of the building, shall be installed using a white aluminum door.

19. **Landscape Changes:** No changes, alterations or additions may be made in the exterior landscaping without first obtaining written approval from the Board of Governors. All plantings become common element property and are subject to the discretion of the Association as to trimming and/or removing for any repair or maintenance procedures.

20. **Pre-occupancy and Pre-purchase Requirements:** Applications for Occupancy either by purchase or lease must be submitted for approval by the Provincetown Management. A non-refundable check or money order in the amount of \$50.00 for purchase or \$75.00 for lease shall be attached to the application. These forms may be obtained from the Association office. An interview by the Association office will follow. No unit is to be occupied until such interview has taken place and approval is secured. All tenants must execute a Provincetown Condominium Lease Addendum and submit it along with a common property security deposit of \$300.00 which is refundable. All leases shall be for a minimum of thirty (30) consecutive days (one month).

Short Term Lease: An Application for Occupancy along with \$75.00 fee and signed Provincetown Lease Addendum with a refundable fee of \$300.00 must be submitted to the Association office for approval of occupancy. The required interview will take place at the Association office on the first business day following arrival at the unit. A lessee who has completed the application for occupancy and paid the fee of \$75.00 and returns to the community for a short term lease (less than seven months) will not be required to again pay the \$75.00 application fee but will be required to complete the Application for Occupancy form to be kept in the Association office.

House Guests: No guests shall reside within a unit for a period of more than thirty (30) days (one month) during a calendar year. Approval by the Association must be given for any period of visitation longer than thirty (30) days. Guest Parking Permits for use in the guest parking designated spaces, designated enclosed garage spaces or apron spaces may be obtained from the Association for a period of two (2) weeks and renewed for a period of two (2) weeks in consecutive order. Residency in a unit after thirty (30) consecutive days (one month) signifies permanent occupancy. Permanent occupancy requires an Application for Occupancy form to be completed, a \$75.00 application fee and an interview at the Association office.

21. **Fines for Violation of Rules:** Any violation of the Condominium Documents or these Rules and Regulations may result in a fine against the unit for failure of the owner of the unit, or its occupant, licensee, or invitee to comply with any of the provisions of the Declaration of Condominium, Articles of Incorporation, By-laws or these Rules and Regulations. A written notification shall set forth the nature of the violation, the name of the violator, and the date and place of the Fining committee meeting at which the imposition of the fine will be considered. If it is the judgment of the Fining committee that a violation has occurred, a fine of \$100.00 per violation will be imposed. However, the fine may be levied on the basis of each day of continuing violation with a single notice and opportunity for a hearing provided that no such fine will exceed \$1,000.00.

22. **Pool Rules:** The pools are for the use of the residents and their guests (limited to 4 guests at any one time) when guests are accompanied by the resident. All other parties will be asked to leave the pool areas. No children under the age of twelve (12) years are permitted to use the pool unless they are accompanied and supervised by an adult resident. All children in diapers and training pants must wear rubber pants in the pool. No wheeled vehicles or toys, such as big wheels, bicycles, skate boards or tricycles are allowed in the pool area. No foodstuffs, bottles or glass receptacles are allowed in the pool area. Use of the swimming pool and pool area is subject to the pool regulations which are posted in the pool area and anyone violating these regulations will be asked to leave the area. Pool furniture shall not be removed from the pool area by anyone other than authorized personnel. The Association reserves the right to deny use of the pool to anyone at any time. No radios or tape/CD players will be permitted in the pool or other common areas unless used with individual earphone. NO LIFEGUARD ON DUTY

PROVINCETOWN CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS

APPENDIX

Definition of Permitted Vehicles – Provincetown Condominium Association, Inc.:

Vans and light pick-up trucks designates vehicles with no more than one (1) ton, single rear wheels or less rated weight carrying capacity. Commercial vehicles, as herein defined, shall be allowed with no conspicuous protrusions or hoists and must fit into the enclosed garage space. Any equipment carried in the bed of the pick-up shall be stacked and covered at all times while the vehicle is on the premises. Logos and signs should be limited in size and in good taste. All commercially licensed passenger vehicles will be permitted parking privileges. This rule is intended to specifically permit the parking of passenger, cargo and like vans currently marketed under the following manufacturers name plates:

Dodge Caravan, Plymouth Voyager, Chevrolet Astro, Ford Aerostar and all other vehicles of similar design. The term light pick-up trucks is specifically intended to include open bed vehicles of not more than one (1) ton designation with single rear wheels such as traditional pick-up trucks, El Caminos, Rancheros as well as vehicles commonly marked as Jeeps such as Ford Broncos, Chevy Blazers, Jeep Wagoneers and the like.

“Commercial Vehicles” designates all vehicles of every kind whatsoever which from viewing the exterior of the vehicles or any portion thereof, shows or tends to show any commercial marking, signs, displays, equipment or other wise indicates commercial use.

Definition of Non-permitted Vehicles – Provincetown Condominium Association, Inc.

“Campers” designates all vehicles, vehicle attachments, vehicle toppers, trailers or other enclosures or devices of any kind whatsoever, manufactured, designed, marketed or used for the purpose of camping, recreation or temporary housing of people or their personal property.

“Mobile Homes” designates any structure or device of any kind whatsoever which is not self-propelled but which is manufactured, designed, marketed or used as a dwelling.

“Motor Homes” designates any vehicles which are self propelled, built on a motor vehicle chassis and which are primarily manufactured, designed, marketed or used to provide temporary living quarters for camping, recreational or travel use. Vehicles satisfying the foregoing criteria and which contain shower, restroom or cooking facilities shall be considered motor homes.

“Boats” designates anything manufactured, designed, marketed or used as a craft for water flotation, capable of carrying one or more persons or personal property.

“Trailers” designates any vehicles or devices of any kind whatsoever which are manufactured, designed marketed or used to be coupled to or drawn by a motor vehicle.