

TOWERS TEN RULES



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TOWERS TEN RULES

AUTHORITY

The Towers Ten Condominium Association, Inc. is an inclusive group of owners who welcome all homeowners, renters, guests, employees, and vendors regardless of race, color, creed, ancestry, age, marital status, religion, sex, sexual orientation, sexual identity, national origin, or veteran status. All people are expected to respect the rights of everyone else while on Towers Ten property.

Condominium living is best characterized by the concept of the three “C’s”: Cooperation, Consideration and Compromise. Fortunately, most people find this highly democratic concept of living entirely compatible with their expectations and their normal lifestyle. For them, majority rule is acceptable and even desirable.

Few people care for rules as such, but nearly everyone recognizes the necessity in all aspects of life. The following rules have been developed by the Towers Ten Condominium Association, Inc. and have been duly promulgated by the Board of Directors. The rules are based on the three “C’s” of condominium living and represent the wishes of the majority of condominium owners. These rules apply to all owners and occupants of Towers Ten.

While the Board of Directors has the ultimate responsibility to enforce these rules without exception, it shall be the responsibility of all unit owners to observe, attempt to correct, and make notice of noncompliance. Willful or continued noncompliance will result in the Board of Directors taking such action as deemed necessary to ensure compliance. The association may levy reasonable fines for failure to comply with any provisions of the declaration, the association bylaws, or the rules of the association as set forth below.

Thank you for abiding by the Towers Ten rules as set forth.

GENERAL

1. Noise, which disturbs others, shall not be permitted during the quiet hours of 11:00 p.m. to 8:00 a.m. daily.
2. The public hallways, sidewalks, driveways, and stairways shall not be obstructed or used for any other purpose than ingress to and egress from the residence.
3. Toys and vehicles, drones, tricycles, bicycles, skates, skateboards, scooters, and the like which are ridden or propelled shall not be utilized on any balcony, lanai or in any of the common elements and common areas of the buildings or grounds other than those areas which may be specifically designated for their use. The operation of such equipment in the garage area is prohibited at all times.
4. Responsibility for repair of damage caused to common areas, common elements, limited common elements, including but not limited to elevators, walls, landscaping, appurtenances, properties, or equipment will be that of the owner of the unit whose family, guest, or lessee caused such damage. The owner will be responsible for all costs.
5. Except for holiday displays and the United States flag*; no sign, signal advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, unless approved in writing by the Association. (*Any unit owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, Spaceforce, or Coast Guard.)
6. No outside shades, awnings or window guards shall be used, except those approved by the association.
7. Shirts or cover-ups, and footwear are mandatory anywhere inside the building.
8. Names or signs are not permitted, except in the space provided on the door of each residence unless approved by the Board of Directors.
9. Rugs shall not be beaten or shaken in stairways, hallways, or on balconies or lanais. Dust and litter shall not be swept from a condominium into any passageway or from any balcony or lanai.
10. In consideration of other owners, grocery carts should be promptly returned to the appropriate garage area after use.
11. Owners must arrange directly with work crews, who must register and park their vehicles at the north side parking area. The Association and staff are not available to let workers or decorators in the owner's unit.
12. The following are prohibited in common areas: inside the building, walkways, stairwells, pool area, east lawn area, sun deck, fire pit/grill area, and garages:
 - a. Littering of any kind
 - b. Scaling or cleaning fish
 - c. Climbing or jumping over fences, railings, walls, or gates
 - d. Use of personal gas generators
 - e. Storage of furniture or other personal property
 - f. Using aerosol/spray suntan lotion (exception for pool area)
 - g. Smoking to include vaping and e-cigarettes.
13. All oversized beach items, such as surfboards, boogie boards, tents, chairs, and carts must go through the lower garage to the beach.
14. To keep sand out of the main entrance and lobby, all persons who have been on the beach and persons with beach wagons/beach gear that have been on the beach must enter the building through the lower garage lobby. Sandy feet, beach wagons and beach gear must be cleaned of sand before entering the building. A hose is available at the south garage door for that purpose.
15. All owners, guests and renters must observe the Volusia County Sea Turtle Lighting Regulations between May 1st through October 31st.

BALCONIES, LANAIS, COMMON WALKWAYS & WINDOWS

1. The following are prohibited:
 - a. Throwing cigarettes, cigars, or other objects from the balconies, lanais, common walkways, or windows.
 - b. Hanging garments, rugs, towels, bathing suits and similar items.
 - c. Use of charcoal or propane gas grills (except a 1-lb. cylinder is permitted when it's attached to a camping-type grill). However, no gas cylinders are allowed in storage units.
 - d. Storage of personal items
 - e. Feeding birds
2. Washing down balconies, common walkways, lanais, or windows with a water hose is permitted only during a rain shower or during the 1st and 3rd Saturday of the month between 9:00 a.m. and 12:00 noon. The 3rd, 4th, and 5th floors may wash their floors until 1:00 p.m. on those Saturdays.
3. During hurricane season if a unit is to be unoccupied, all furniture and items on balcony must be placed inside unit or if the unit has hurricane shutters, the items can be stored inside the shutters.
4. Unless the walkway planter box is filled with rocks, mulch must be at least 5 inches below the top edge of the planter box. All loose dirt or sand must be covered with mulch or rocks, including inside flowerpots. Any live plants must be maintained by the owner, including removing dead leaves and keeping the walkways clean of any leaves, mulch, or dirt.

SECURITY

1. Lobby doors, garage doors and service entrance doors shall not be opened for unknown or unidentified persons. Do not allow such persons to follow you into the building. Advise strangers to call those they wish to visit on the security phone.
2. The Association must have access to units for emergencies, repairs, and pest control. Anyone changing a lock or adding a lock must supply a key to be kept in the office key vault. Units with security code locks and/or alarm systems must provide access codes to the property manager. Should it be necessary to enter the unit under emergency conditions, the cost of forced entry, if no key is available, will be the responsibility of the owner.

GUESTS & LESSEES

1. The form of any lease, written or verbal, entered into by a unit owner and tenant must be approved by the Association Board of Directors with a minimum rental of 2 weeks, as stated in the condominium documents. The lease either written or verbal must follow the rental policy below.
2. The property manager shall be notified in a timely manner of the names of the lessees.
3. All guests must register themselves and their vehicles with the Association. Owners will be responsible for the actions, behavior, and any damage caused by their guests to any of the common areas or common elements. It is the owner's responsibility to make sure that their guests are aware of the Rules.

RENTAL POLICY

Proposed leases must be submitted in a timely fashion to the property manager prior to the beginning of the lease and tenant taking possession of the unit with the following attached:

- Copy of any form of the lease entered into by the unit owner and his tenant.
- The lease must show the beginning and ending of lease period.
- No lease shall be for a term of less than two (2) weeks.

- Number in leasing party. No unit may be occupied by more than 8 people at any one time without the board and manager's approval.
- Names of leasing party.
- Names and addresses of lessee.
- No pets are allowed for rentals/leases less than 6 months.

All the terms and provisions of the Declaration, the By-Laws, and the Rules and Regulations of the Association pertaining to use and occupancy of the units and common elements shall apply to and shall be enforceable against any person occupying a unit as a lessee or invitee to the same extent as if he were the unit owner, and a covenant upon the part of each such lessee to comply with such terms and provisions shall be implied in any agreement, written or oral, entered into and between a unit owner and a lessee for occupancy of a unit.

Upon lease review, if the proposed lease contains the above information, and is acceptable in all other aspects, the owner will be notified of the acceptance. If the above information is not present or if the rental form is deficient for any other appropriate reason, the owner will be advised the lease is not approved for the identified reason(s) and given the opportunity to perfect the form. If the rental lease is not corrected, and approval given prior to arrival of the renting party, the owner will face a fine of \$100 per day for each day the unit is occupied prior to receiving approval up to statutory limits.

TRASH, GARBAGE & RECYCLE

1. All refuse going into the trash chute must be bagged in plastic and tied securely.
2. The following items shall not be placed in the trash chute.
 - a) Wet or raw garbage
 - b) Large bottles
 - c) Cardboard cartons, including pizza boxes
 - d) Paint or hazardous materials
 - e) Plants or wood
 - g) Newspapers even if tied/wrapped
 - h) Unbagged kitty litter
 - i) Unbagged diapers
3. Large cartons, wooden boxes, crates, and bulky packing materials should be neatly stacked by the dumpster in the north parking area.
4. The trash chute may not be used between the hours of 11:00 p.m. and 8:00 a.m.
5. Recyclables are to be placed in the recycle bin located on the northwest side of the property. Cardboard cartons must be broken down. No plastic garbage bags, shopping bags and GLASS of any kind are allowed.
6. No garbage shall be placed in the recycle bin.
7. The following bio-hazard items are not allowed to be left in the lower garage level trash room:
 - a) Light bulbs
 - b) Paint (must be taken to the Tomoka Landfill)
 - c) Construction items or debris (must be taken to the Tomoka Landfill)
 - d) Oil or any other hazardous material (must be taken to the Tomoka Landfill)

Please visit www.volusia.org, under Tomoka Landfill for information about disposing items, including construction debris, appliances paint, etc. The facility is located at 1990 Tomoka Farms Rd., Port Orange, Florida 32118.

PETS

1. Pets may include dogs, cats, fish aquariums, and birds. They are limited to the interior confines of the unit unless accompanied by the owner.
2. A maximum of two pets (except for fish) per unit is allowed and no pet may weigh more than 30 pounds. Exceptions to the weight rule can be made by Board approval. The demeanor of the pet must be appropriate to condominium living.
3. Any pet entering/exiting a condominium unit shall be adequately contained or controlled by a leash no longer than 4 feet while in the common areas. Dogs and other pets may not be walked in any of the flower beds, the rock beds, and the mulch bed.
4. Per Florida law, pet owners are required to clean up after their pets. There are no exceptions.
5. No pet shall be bred or maintained for commercial use.
6. Pets in the building must have the required immunization and vaccination shots as recommended by the American Veterinary Association. All dog/cats must be registered and have a copy of the vaccination certificate filed with the association office. All renters/lessees must have this filed with the association office upon arrival on the approved form.
7. If a pet creates a nuisance (defined but not limited to snapping, biting, lunging, barking excessively, exhibiting aggressive behavior), the owner must utilize a muzzle, a crate or carriage with a cover, and enter/exit the building through the garage. Pets that continue to create a nuisance shall be removed from the building.
8. Pet owners should not congregate in the lobby with their pets.
9. If a dog barks at others in the elevator lobby or in the elevator, dog owners must wait until unoccupied elevators are available and enter/exit through the garage rather than the lobby.
10. Dogs are prohibited in leased or rented units that are 6 months or less in duration unless otherwise allowed by law.
11. Service and support animals must be registered in the property manager's office with the appropriate paperwork.
12. Pets are not allowed in the pool area, east lawn area, sun deck, fire pit/grill area, kitchen, community room, library, or gym. Service animals are permitted in these areas, but no support animals.

GENERAL RULES FOR POOL, SPA, EAST LAWN AREA & SUN DECK/FIRE PIT/GRILL AREA

1. The pool, spa, east lawn area, sun deck/firepit/grill area and surrounding areas are open from sunrise to 10:00 p.m.
2. Only owners, lessees, and guests may use the pool, east lawn area, sun deck/fire pit/grill areas; all must comply with all rules, including those posted in the pool and spa area.
3. An adult shall supervise children less than 12 years of age at all times. Parents are responsible for the conduct and safety of their children.
4. Owners are responsible for the conduct and safety of their children and guests at all times while using the pool/spa, east lawn area, sun deck/fire pit/grill area.
5. Remove sand before entering pool/spa and/or building.
6. Dry off before entering the building.
7. No breakable containers are permitted while in the pool/spa area, east lawn area and/or the sun deck/fire pit/grill area.
8. Running, rough playing or throwing any objects (i.e., frisbee, balls, etc.) are not allowed in the pool area and/or BBQ/Fire Pit areas. However, recreational play (i.e., frisbee, ball throwing, etc.) is

permitted in the east lawn area when no one else is utilizing the area and when the activity does not infringe upon the safety of others or does not have the potential to cause damage to the building.

9. Electrical devices used in the pool/spa area and the east lawn area must be battery operated. Sound emitting devices must be maintained at a low volume. Personal headsets are preferred.
10. Furniture shall not be removed from the pool/spa area, the east lawn area, or the sun deck/fire pit/grill area. The furniture in the east lawn area must remain on the pavers.
11. Cover the entire chair or lounge chair with a full-sized towel when sunbathing.
12. Lounge chairs and other furniture cannot be reserved by placing towels or other objects on them.
13. Smoking (vaping and/or e-cigarettes) is not permitted in any of the areas.
14. All pool/spa, east lawn area, and sun deck/fire pit/grill area gates must be locked at all times.
15. Food is to be consumed only at the tables provided in the upper patio area, the east lawn area, and the sun deck/fire pit/grill area. Cooking is not permitted in the east lawn area.
16. When lightning is in the area, all persons must exit the pool/spa, east lawn, and sun deck/fire pit/grill area.

POOL RULES

1. Use the pool at your own risk as **NO LIFEGUARD IS ON DUTY**.
2. Shower before entering the pool. Remove sand before entering the pool.
3. Beverage drinking is not permitted in the pool.
4. Floats, boogie boards, and remote-controlled toys are not allowed in the pool. Fun noodles and life vests are permitted.
5. Only bathing suits are to be worn in the pool/spa.
6. No diving.
7. Bags, towels, chairs, or any other objects shall not block the walkway around the pool.
8. Children who are not toilet trained and/or wear diapers must wear protective pants while in the pool.

SPA RULES

1. Caution: the water temperature is 104 degrees.
2. Children under 12 years of age are not permitted in the spa.
3. Pregnant women, persons with heart disease, high/low blood pressure or diabetes, consult a doctor before using the spa.
4. Shower before entering the spa.
5. Bathing suits are required in the spa.
6. Beverage drinking is not allowed in the spa.
7. No jumping into the spa.
8. No floats or toys allowed in the spa.
9. The spa is not a swimming pool or a kiddie pool.
10. The spa load limit is 5 people.

BARBEQUE GRILLS

The grills are for the enjoyment and use of all residents and guests. For safety and to avoid serious injury, please follow these grill instructions:

When lighting the grills:

1. Open the lid.
2. Turn on the gas valve at the gas line on the wall behind the grill.
3. Turn the left knob on to ignite.

4. Push and hold the electronic ignition. Be sure the burners light and stay lit.
5. If ignition doesn't occur in 5 seconds, turn the burner controls off, wait 5 minutes, and repeat the lighting procedure.
6. To ignite the right burner, turn the right knob.
7. After lighting, turn the knobs to HI position for warm-up. Do not warm up the grills with the knobs in the IGNITE position. Knobs and handle will become uncomfortably hot if left in the ignite position.
8. Check burner flames regularly.

Safety Measures and Precautions:

1. Do not use charcoal or ceramic briquets in the grills.
2. Never attempt to light the burners with the lid closed.
3. Do not allow children to operate or play near the grills.
4. Keep the grill area clear and free from flammable materials.
5. Do not block the holes in the bottom or back of the grills.
6. Use long-handled barbecue utensils and oven mitts to avoid burns and splatters.

When Finished with Grills:

1. Turn off the burners.
2. Turn off the gas valve at the gas line on the wall behind the grill.
3. Clean the grill.
4. Clean utensils.
5. Close the lid.

FIRE PIT

Please enjoy the fire pit responsibly by following these rules and guidelines. Read all instructions prior to starting the fire pit. If you feel uncertain about its operations or are having difficulty in operating the fire pit, please DO NOT proceed. Notify the association property manager during the next regular business hours. Do not turn on the fire pit if you smell gas. Use the fire pit at your own risk. Towers Ten is not liable for any injury caused by the misuse of the fire pit or the violation of the fire pit rules.

General Fire Pit Rules:

1. Children under the age of 16 must be carefully supervised by an adult in the vicinity of the fire pit.
2. Use and ignition of the fire pit by anyone under 16 is prohibited without the direct supervision of an adult.
3. Always keep a safe distance from the flames to avoid the possibility of burns or the ignition of hair, limbs, clothing, towels, etc.
4. Towels, bathing suits, or other garments are not to be dried by the fire.
5. The fire pit should not be unattended when ignited.
- 6. ROASTING OR COOKING ANY TYPE OF FOOD IS PROHIBITED.**
7. Do not touch, throw, rearrange, or handle the fire pit glass or lava rocks at any time.
8. Do not rest drinks on the edge of the fire pit.

Operation of the Fire Pit:

1. Before attempting to light the fire pit, visually inspect the fire pit and remove any items on or near the fire pit prior to ignition.
2. Turn on the gas valve which is located to the right of the stairs.
3. Locate the brass T-handle on the ocean side exterior wall of the fire pit near the bottom of the fire pit.
4. Turn the handle on. Gas should come into the fire pit.
5. Using a propane lighter, immediately light the fire pit.

6. In case of an emergency, turn the gas valve to the OFF position and call 911.
7. To shut off the fire pit, turn the T-handle in the opposite direction until the flame goes out.
8. Turn off the gas line located to the right of the stairs.

COMMUNITY ROOM/CLUB ROOM

1. Children under 16 must be chaperoned by an adult.
2. The users must remove all food and drink containers and other trash.
3. Pool table equipment is to be handled with care and replaced in rack.
4. If the television is used, the user must turn it off when finished and replace the remote control on the table.
5. All furniture must be returned to its original position if moved.
6. Decorations should be limited to those that do not require tape or push pins to attach to walls, ceiling, windows, or painted surfaces.
7. All Community Room activities and parties are to conclude by 11:00 p.m., except for Year's Eve.
8. Private functions are allowed. See Community Room Reservation Policy for reservation of clubroom.
9. No pets allowed in the clubroom.

FITNESS CLUB (EXERCISE ROOM)

1. An adult must accompany children under 16. No one under 12 is permitted in the Fitness Club at any time.
2. Use of exercise machines is at your own risk.
3. Headsets must be utilized if personal audio devices are used.
4. All weights must be returned to their appropriate rack when not in use. Never leave weights on bars.
5. Wipe down equipment when finished.
6. All lights, fans and televisions must be turned off upon leaving.
7. Equipment is not to be removed from the exercise room.

GARAGE & PARKING

1. Onsite parking is regulated and is reserved only for owners, guests, and lessees, except when expressly permitted by written authorization from the property manager.
2. Assigned parking spaces in the garages are for the unit owner's use or for those individuals authorized by the unit owner.
3. Vehicles parked onsite are required to have a permanent parking decal displayed on the inside of the lower left windshield or a temporary parking permit visible on the front dashboard.
4. Vehicles parked onsite must be operable and have current valid registration.
5. Vehicles must be parked between the lines and not restrict vehicular ingress or egress to adjacent parking spaces and the driveways.
6. No commercial vehicles, boats, house trailers, boat trailers, jet ski trailers, motorcycle trailers, mobile homes, campers, or trailers of any description shall be parked on the property except with the written consent of the Association. This prohibition of parking shall not apply to temporary parking of trucks and commercial vehicles, such as for pick-up, delivery and such other services as may be necessary for the maintenance and service of the condominiums, common areas and common elements. Such vehicles must park at the north side parking lot.
7. All vehicles must be registered with the Association.
8. Vehicles without a parking pass or in violation of the above will be towed at the vehicle owner's expense.

9. Storage of any kind (e.g., beach chairs, boxes, furniture, bicycles etc.) is prohibited in any parking space.
10. No car repairs or changing of oil shall be done in the garage or on the property.
11. Excessively large vehicles are not allowed in the parking garage. Excessively large vehicles are defined as those vehicles that cannot fit within the parking space, extend into driving lanes, and restrict vehicular ingress and/or egress to adjacent parking spaces. Exceptions may be made by the property manager on a case-by-case basis.

BICYCLES

1. The only areas for bicycle storage are in the lower garage along the north wall or in the owner's unit.
2. The bicycle storage area is only for bicycles registered through the Towers Ten Condominium Association office. The registration information including owner's name and unit number must be on file in the office.
3. All bicycles stored in the bike rack area must be clearly tagged with the owner's name and unit number. All bicycles not properly marked and registered at the office will be removed.
4. Towers Ten Condominium Association, Inc. is not responsible for damage due to theft, weather or vandalism to any bicycles stored in the bicycle area.
5. Bikes in disrepair will be removed and disposed of by the property management.
6. Bicyclists shall take their bicycles through the lower garage lobby; bicycles shall not be taken through the lobby, pool area, BBQ/fire pit area, or the east lawn area.

MOVING INTO AND OUT OF BUILDING

1. All moves into or out of the building must be scheduled ahead of time with the property manager.
2. Moves must be completed Monday through Friday between 8:00 a.m. and 4:30 p.m.
3. The freight elevator (elevator #2) must be used, and the moving pads must be in place.
4. All moving trucks must be parked on the north side of the building. Moving trucks are not allowed in the garage.
5. All instructions given by the property manager must be followed during the move.
6. Exceptions to this rule must have prior written approval from the property manager.

DELIVERIES AND VENDORS MAKING DELIVERIES TO BUILDING

1. All deliveries (large items--appliances, furniture, mattresses, HVAC units, etc.) and vendor deliveries to the building must be scheduled ahead of time with the property manager.
2. Deliveries and vendor deliveries must be completed Monday through Friday between 8:00 a.m. and 4:30 p.m.
3. The freight elevator (elevator #2) must be used, and the moving pads must be in place.
4. All delivery and vendor trucks must be parked on the north side of the building. No delivery or vendor trucks are allowed in the garage.
5. All Instructions given by the property manager must be followed during the move and/or the vendor's time on the property.
6. All deliveries and vendors must enter via the north lower garage. It is the owner's responsibility to escort the delivery and/or vendor personnel to provide access to the building. The property manager does not escort or provide codes, keys, or anything else to the delivery company or the vendor.
7. Any trash generated by the delivery and/or vendor must be removed by the company.

8. Exceptions to this rule must have prior written approval from the property manager.

STORAGE ROOMS

1. The storage areas located on each floor, except floors 4 and 9, and labeled "STORAGE" are intended for beach equipment such as chairs, umbrellas, coolers, boogie boards, surf boards and toys. These items need to be labeled with the owner's unit number and name. Items not marked may be removed.
2. Unit owners should use the storage room closest to their unit.
3. Do not store flammables (gasoline, paint, propane, etc.) in the storage rooms.

VENDOR RULES AND REGULATIONS

All contractors, professional movers, maintenance personnel and service persons (including cleaning/maintenance personnel with commercial vehicles of van size or smaller) must abide by the following rules:

1. All contractors and personnel must sign the "Vendors Sign-in-Sheet" at the front desk before beginning each day's work.
2. Work must be coordinated with the building management: 386-304-3456.
3. Work can only be performed between 8:00 a.m. and 4:30 p.m., Monday through Friday.
4. Owners must give any contractor working in their unit a copy of these Vendor Rules and Regulations.
5. Contractors must be licensed, insured, and have proper permits. Copies of this information must be given to the property manager before the work is done.
6. Commercial vehicles including trailers for the delivery or removal of materials and equipment must be parked on the north side of the building. There is no parking of trailers/commercial vehicles overnight. There is no loading or unloading of materials in the garage.
7. Large material, equipment, and debris must be brought into or out of the building through the lower north parking garage door.
8. If materials, equipment, or debris are to be transported via the elevators, this must be coordinated with the manager and all surfaces of the elevator cab must be protected.
9. At the end of each day all common areas accessed by workers must be restored to original condition, including vacuuming, sweeping, or mopping floors.
10. The Association discourages contractors from cleaning their equipment on Towers Ten property. If equipment must be cleaned on property, it will either be cleaned inside the owner's unit or in an area approved by the property manager. Under no circumstances can waste materials be flushed down the drains in the garage.
11. All common areas must be kept clear of obstructions. A means of egress must be always accessible.
12. Smoking, vaping, and e-cigarettes are prohibited in all common areas, including inside the building, walkways, stairwells, elevators, parking garages and pool area.
13. Any exceptions to the above Vendor Rules and Regulations must be approved by the property manager.
14. Vendors can only use (if available) the all-metal shopping carts located in the lower garage. Vendors are not to use plastic carts or luggage racks.

15. A contractor may park a dumpster on the north side of the building as designated by the property manager. It is allowed to be placed there Monday through Friday. It must be removed during a holiday as designated by the property manager. It cannot be parked there more than 5 consecutive days. It is not allowed to be parked in the designated area over a weekend (Saturday and Sunday).
16. Failure to follow the above vendor rules will result in a \$100 fine for each violation. Working past or failure to clean up by 4:30 p.m. or working on weekends will result in a fine of up to \$100 per hour.
17. No work is to be done on the major holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

BUILDING ARCHITECTURE

1. Prior board approval is needed before replacing or updating a unit's front door, sliding glass doors, screen doors, windows, storm shutters or lanais. All Daytona Beach Shores building codes and permit requirements must also be followed.
2. If a unit owner plans to complete a major renovation or remodel, consultation with the property manager is required before any work begins due to structural concerns to include, but not limited to the post tension cables in the building, the soundproofing for the floors, etc.
3. For the above-mentioned work, a licensed contractor with the appropriate insurance must be used. The appropriate building permits from Daytona Beach Shores must also be displayed.
4. Before any of the above-mentioned work begins, there must be board approval.

PROTOCOL FOR WATER LEAKS

The purpose of this protocol is to prevent unnecessary water damage to condominium homes when there is a water leak (other than during an emergency event such as a hurricane).

1. If condominium owners or renters discover a water leak in their condo units, the water must be turned off immediately to prevent further damage.
2. As soon as possible, the owners/renters must notify the building manager via a text message or a call to this number: **386 275-0048**.
3. The building manager or designee will notify the appropriate resources (maintenance staff, plumber, other homeowners in the stack, etc.) as soon as possible in a manner which the manager deems appropriate to the situation.
4. The building manager will immediately take the appropriate steps to mitigate the water leak and communicate with homeowners on the steps taken.

To prevent damage from emergency water intrusions (water leaks), all homeowners and renters MUST shut off the water to their condominiums when their condos are unoccupied overnight. Owners may be considered negligent if they don't turn off the water to their condos when away overnight.

It is the homeowners' responsibility to maintain the hot water heaters, the plumbing fixtures, faucet shut-off valves, toilet shut-off valves, etc. to proactively prevent water leaks.

RULES VIOLATION FORM

(TO BE USED WHEN REPORTING VIOLATION OF RULES)

Name of Violator: _____

Unit #: _____ Owner of Unit: _____

Date: _____ Time: _____

Nature of the Violation: Person Reporting the Violation

Name: _____ Unit #: _____ Phone: _____

FOR ASSOCIATION USE ONLY

Reported: Date: _____ Time: _____

Warning Issued: Date: _____ Time: _____

Other Action Taken:

TOWERS TEN RULES VIOLATION PROCESS

1. A "Rules Violation Form" is completed and turned in to the Towers Ten Condominium office.
 - a) The name of the person identifying the rules violation must be on the form.
 - b) The property manager validates, with the reporting person, the nature and severity of the violation.
 - c) The property manager determines if a fine is to be imposed and the amount of the fine and submits it to the board for approval.
2. The property manager attempts to notify the unit owner (and if a leased unit, the individual leasing the unit) of the violation and the amount of the fine to be imposed along with the process they should follow if they wish to appeal the fine.

NOTE: The unit owner has 30 days from the date of infraction to set the hearing for the appeal to the fine.
3. The property manager sends a letter to the unit owner (and if a leased unit, the individual leasing the unit) identifying the violation, the amount of the fine to be imposed and the process they should follow if they wish to appeal the fine.

NOTE Florida statute 718: the association may levy reasonable fines against a unit for failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provisions of the declaration, the association bylaws, or reasonable rules of the association. No fine will become a lien against a unit. No fine may exceed \$100 per violation. However, a fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing provided that no such fine shall in the aggregate exceed \$1,000. No fine may be levied except after giving reasonable notice and opportunity for a hearing to the unit owner, and if applicable, its licensee or invitee. The hearing must be held before a committee of other unit owners (except Board Members). If the committee does not agree with the fine, the fine may not be levied. The provisions of the subsection do not apply to unoccupied units.
4. If the unit owner does not wish to appeal the fine, after 30 days the property manager enters the fine into the unit owner's file and sends a statement to the unit owner.
5. If the unit owner wishes to appeal the fine, the property manager notifies the Unit Owners Appeals Committee members along with all parties involved, establishes a date and time for the review, and coordinates that hearing. (Can be done electronically and should be held within 30 days of the appeal.)
6. During the hearing, the violation is read, and the unit owner has up to 30 minutes to make his/her appeal. The Appeals Committee has the right to ask questions based on the information being provided by the unit owner. No hearing will last more than 45 minutes unless the nature of the violation is complex, the unit owner requests a longer time period, and the Appeals Committee agrees upon a time limit at the start of the session.
7. At the end of the hearing, the Appeals Committee caucuses and determines the action to be taken.
8. The property manager notifies in writing the unit owner of the results of the hearing.
9. If there is a fine, the property manager enters the fine into the unit owner's file and sends a statement to the unit owner.

Towers Ten Condominium Association, Inc.
3425 S. Atlantic Ave., Daytona Beach Shores, FL 32118
Community Room Rental Agreement/Reservation

The Community Room is the living room of our condominium, Towers Ten. It is expected that the Towers Ten Community Room will be treated as if it is the living room of a private home. Reservations for the exclusive use of the Towers Ten Community Room are restricted to people owning or leasing a unit in Towers Ten for their use with their immediate families and guests. Applications will not be accepted if the unit owner’s account is delinquent. Reservations may only be made through written request/application. The homeowner/lessee agrees to abide by the following guidelines or risk the loss of the deposit:

	Owner's Initials
The Community Room may be reserved a maximum of 90 days in advance. The Association on an individual basis may grant special dispensation for weddings, bar mitzvahs and other events that require more than 90 days of pre-planning. When the Community Room is reserved for weddings or wedding receptions, the bride or groom must be a resident or an immediate family member of the owner's/lessee's family (i.e., father, mother, sister, brother, son, or daughter.) Likewise, an 'honored' guest/guests must also be a resident, or an immediate family member as described above.	
The owner/lessee who makes the reservation must be in attendance throughout the event. The owner or lessee will be held responsible for all aspects of the event. No reservations will be accepted for outside groups such as civic, religious, political, or private clubs. No reservations will be accepted for commercial events.	
The maximum number of guests shall not exceed 75.	
Nothing shall be attached to the walls, the ceiling, the windows/window glass. This includes no use of thumb tacks, push pins, tape, or any other product.	
If furniture needs to be moved or rearranged for the event, the homeowner/lessee must contact the Towers Ten manager who will arrange for Towers Ten staff to move it.	
It is recommended that a Towers Ten staff member be hired for the event to oversee the cleanup and trash removal. All trash must be removed from the premises at the end of the event. The Community Room must be returned to its original condition at the end of the event. If the kitchen is used, it must be cleaned. If a Towers Ten staff member is hired for the event, no cleanup fee will be charged as it is expected that the Towers Ten staff member will cleanup during and after the event.	
The event must end by 11:00 p.m., and the cleanup shall be completed by midnight.	
Throughout the time the Community Room is rented/reserved, the gym shall remain open for the use of homeowners.	
Alcoholic beverages shall not be served to minors and shall not be at events primarily setup for minors' entertainment.	
The Association will not be held responsible for any supplies, equipment, food, beverage, furniture, etc., provided for the event before, during or after the event unless otherwise arranged with the property manager. Any subcontractor used for an event must be bonded and licensed.	
There is a security deposit of \$500 for the use of the room at the time the reservation is requested. The Community Room may only be reserved for a 12-	

hour period. Any damage to the Community Room will result in the total or partial loss of the deposit. Homeowners will be responsible for damage exceeding \$500.	
The homeowner is encouraged to station/place a person at the front door of the building to open the door for guests. This person shall ensure that each guest's car has a parking pass.	
If music is played, it should be played at a reasonably moderate level.	
There is a nonrefundable cleanup fee of \$75.00 unless a Towers Ten staff member is hired for the event.	
Only one application per day for the Community Room will be accepted. The Community Room cannot be reserved on New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, Christmas Eve, or Christmas Day.	

_____ **Owner's Signature**

_____ **Manager's Signature**

_____ **Date**

_____ **Date of Event**

_____ **Time of Event**

Towers Ten Condominium Association, Inc.
3425 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

I, _____,
owner/lessee/tenant of unit _____ in Towers Ten Condominium Association:

Hold harmless and indemnify the TOWERS TEN CONDOMINIUM ASSOCIATION, INC., its officers, agents and property manager against any claims, suits, loss, or any damages of any kind from or related to any acts or omissions of owner/lessee/tenant or their guests. I do hereby waive and release any and all claims whether in contract or of personal injury, bodily harm, property damage, damages, losses and/or death that may arise in particular as related to the following:

RENTAL OF THE TOWERS TEN CLUB/COMMUNITY ROOM AND ALL COMMON AREAS RELATED THERETO.

This waiver is effective from _____ to _____, inclusive, and may not be revoked, altered, amended, rescinded, or voided without the express prior written consent of the Towers Ten Condominium Association.

Signature of Unit Owners/Lessee/Tenant

Date

Signature of TTCA Board Member of Property Manager

Date

Towers Ten Condominium Association

PET REGISTRATION FORM

Owner
Name(s): _____ Date: __/__/__

Address: _____ Phone: _____

Type of Pet #1: Dog () Cat () Age: _____ Sex: _____

Breed: _____ Color: _____ Weight: _____

Neutered/Spayed: Yes () No () Pets Name: _____

License Number: _____ Expiration Date: _____
(If applicable)

Type of Pet #2: Dog () Cat () Age: _____ Sex: _____

Breed: _____ Color: _____ Weight: _____

Neutered/Spayed: Yes () No () Pets Name: _____

License Number: _____ Expiration Date: _____
(If applicable)

For each Pet Please attach Current Vaccination Record & Photo

By signing below, I/We acknowledge that I/we have read and understand the pet rules and regulations of the Towers Ten Condo Association. As per these rules, please note that **all Renters/Lessees must have this form filled out and on file with the Association office prior to your arrival.**

Owner: _____ Date: _____

Owner: _____ Date: _____