

COAKLEY BAY RULES AND REGULATIONS

November 4, 2020 revision

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COAKLEY BAY RULES AND REGULATIONS

November 4, 2020 revision

The following Rules and Regulations have been written and approved by the Coakley Bay Board of Directors. They will be administered by the Manager and enforced, when necessary, by the Board and its "Owners' Committee." Please help our community and yourself by becoming familiar with these rules and doing your best to comply with them.

1. APPEARANCE

It is important that a pleasant, uniform appearance be maintained for the complex as a whole. Therefore, certain reasonable restrictions need to be placed on what we may and may not do with the galleries and exteriors of our units. Accordingly:

- (a) **Exterior window treatments** of any kind are prohibited, with the sole exception of hurricane shutters. Hurricane shutters of the same type and style as those installed on the galleries may be installed on side and rear windows.
- (b) **Exterior antennae** of any kind not consistent with the provisions of Section 207 of the Telecommunications Act of 1996 are prohibited. Additional information regarding Section 207 can be found at: <http://www.fcc.gov/mb/facts/otard.html>
- (c) **Interior window dressings**, which are visible from outside the unit, must be appropriate. Considered inappropriate would be the use of bed sheets, blankets, towels, etc. -- things that tend to demean the appearance of the building.
- (d) **Galleries.** Only appropriate furniture, plants and decorative items may be kept on the galleries.
 1. Laundry or kitchen appliances and other obtrusive items are prohibited.
 2. Only gas grills are permitted. (The ashes or coals from charcoal grills are apt to be blown about by our brisk trade winds.)
 3. Gallery railings are not to be used for the hanging or drying of towels, clothes and the like. Portable drying racks no more than 4 feet in height may be used; permanent clotheslines are prohibited.

(e) Walkways, stairways and entrances:

1. Shall not be used for the storage of personal property.
2. Shall not be painted, tiled or altered in any way without the written permission of the Board of Directors.
3. Any alteration or replacement requires the written approval of the Board of Directors.

(f) Security grates:

1. Security grating shall be used only on windows at ground level and those, which open directly onto walkways or entryways.
2. Owners wishing to replace existing security grates or to add new grates may do so only with the written approval of the Board of Directors. Requests should be submitted in writing; each request should include a drawing of the proposed style to be used.

(g) Privacy Screens:

1. Owners wishing to attach privacy curtains to their galley railings may do so.
2. Such privacy curtains shall:
 - a) Be made of white, sun-resistant material.
 - b) Cover the entire section of the railing.
 - c) Be tightly laced to the railing.

2. DESIGN STANDARDS

The following design standards apply:

(a) Entryway Tiles: Tiles must be approved by the Board of Directors prior to installation.

(b) Security Grates: Only two (2) styles are permitted:

1. The "Coakley Bay" curlicue
2. A design similar to that on the doorway of C-4.

(c) Paint Color: Paint on gallery, ceilings walls and railings shall be the same color as the building's exterior walls.

3. UNIT ALTERATIONS

(a) Construction & Alterations. Any significant construction in, and all alterations made to units must be cleared in writing through the General Manager.

1. A written application in the form available either at the Office or from the website (www.coakleybay.org) shall be used.
2. Such approval will not be denied unless for a specific, written cause which can include but is not limited to concerns such as: adverse impact on the common areas/facilities or neighboring units, overburdening of electrical or other systems, structural or other safety concerns, and the extent or duration of noise or interference with others.
3. All such applications shall be responded to as soon as practical by the General Manager, but no later than the third day after the next meeting of the Board of Directors following the application. Denials may be appealed to the Board of Directors in writing.

(b) Beginning of work. Work shall not begin until a signed approval of the written application is provided to the Owner.

(c) Hours of Work. All work shall be done between the hours of 8:00 am and 5:00 pm Monday through Friday. Work is not to be done on weekends, or on holidays observed by the administration office, as those holidays are set forth on the website www.coakleybay.org.

(d) Start and finish dates supplied to the Coakley Bay Office should be carefully adhered to--and if work shall not continue thereafter unless the extension is similarly approved in writing by the General Manager. Therefore, please be careful when estimating these dates.

(e) Use of Outside of Unit. To the maximum extent possible, all sawing, cutting of tile or other loud work should be done inside of the unit under construction. When this will not be possible, the application must state this will be the case, and the amount of outside work should be set out in detail. No materials may be stored outside for more than 3 days.

(f) Debris. The Owner is responsible for removing all debris and returning the common areas to their original condition.

(g) Liability for Alterations. Any alterations that alter the original specifications of the unit becomes the responsibility and liability of the unit owner and his successors in interest.

(h) All electrical and plumbing alterations must be certified in writing to the Office by both the Owner and a licensed professional. Such proof must be presented to the General Manager at the conclusion of the project in the form supplied found on the website: www.coakleybay.org in the "Owners" section.

(i) Applications for installation of washers and dryers must be presented to the Board of Directors for approval prior to installation.

- (j) **Air conditioning units** which vent onto a gallery may be replaced with a "split" unit, provided that the outside condenser unit must be installed in an unobtrusive manner--and must be wholly within the gallery of that Owner.
1. However, such condensers in place on January 1, 2009 are grandfathered in. Such condensers must be identified to the General Manager before February 15, 2009, and a compliance sticker will be attached. When these units are replaced, they will conform to placement requirements of this rule.

4. ANNOYANCES AND SUCH

- (a) **When sweeping, watering plants or mopping**, think of the people in the units below you. Sweepings should be picked up and disposed of inside your unit, rather than swept over the side where they could be blown onto someone else's gallery. Likewise, water from plant watering or mopping should not be allowed to drip down on the galleries below you.
- (b) **Noise Levels and Quiet Times.** The noise level from radios, stereos, TVs, parties, or whatever else you may do, must not be annoying or disturbing to your neighbors. No loud noise, loud music or other increased levels of noise or music is allowed during the "quiet time" which is defined as being between 9:00 p.m. to 7:30 a.m. on weekdays and 10 p.m. and 10:00 a.m. on weekends and holidays.
- (c) **Maximum Number of Occupants.** Except for an occasional overnight guest of an Owner or Long-Term Renter, the number of persons occupying any unit shall not exceed:
1. Four persons in a two-bedroom unit, and
 2. Six persons in a three-bedroom unit.
- (d) **Roofs.** No one, other than persons specifically authorized by the Manager, is permitted on the roof of any Coakley Bay building.

5. TOILETS, BATHROOM, KITCHEN DRAINS & WASTE WATER

- (a) **Two Separate Water Systems.** At Coakley Bay we have two separate water systems:
1. Potable water which we use for cooking, drinking and washing, and
 2. Treated wastewater which is used to flush our toilets and water the landscaping.

Our potable water comes from cisterns under each building, and is piped to the kitchens and bathroom basins and showers/tubs. The wastewater from

these fixtures plus the toilets flows into our on-site water treatment plant where it is treated to a clarified, but non-potable state; it is then re-used throughout the complex for toilet flushing and irrigation.

- (b) **Our water treatment system** is not capable of handling any but the normal bathroom and kitchen wastes. It cannot handle such things as chlorine bleaches, paint, solvents, rags, diapers, contraceptives, cigarette butts, sanitary napkins and the like. The microorganisms that purify the water simply cannot break some of these things down, and others, such as chlorine bleaches, will kill them outright. Our biggest source of "indigestible" objects is our toilets. Therefore, nothing other than body waste and toilet paper shall be put into the toilets.
- (c) **Use of kitchen disposals** should be kept to a minimum. Whenever possible, the garbage can should be used instead.
- (d) **Use of Fresh Water in Toilets.** In the event any Unit has toilets hooked up to fresh water, there will be a \$30 assessment per month -- and the Owner is strongly encouraged by the Board, at their own expense, to *voluntarily* install an approved threshold water meter which will be checked by the Association no less than once per year. The association will randomly audit for such hookups, and the existence of one attached to a toilet where such a fee is not being paid will result in an assessment of \$360 for the past 12 months payable immediately.
- (e) **Water Meters.** In the event any Unit has a clothes washer, the Owner is also encouraged to *voluntarily*, at their own expense, install an approved threshold water meter which will be checked by the Association no less than once per year.

6. PETS

- (a) **One pet.** Each owner-occupied unit may have one pet dog or one pet cat. A pet cat is permitted to be outside without a leash and without supervision. A pet is defined as a domestic animal, not including snakes, chickens, spiders, etc. Pet birds and aquarium fish who never go outside are permitted.
- (b) **Dog Rules.** A dog while outside its unit on Coakley Bay property must:
 1. Be on a leash controlled by a person.
 2. Bear a tag showing the name and unit number of its owner (recommended).
 3. Promptly have its feces picked up, bagged, and placed in a refuse can.
 4. Not be allowed in the restaurant or pool area.
 5. Not cause damage or injury (owner is liable for damage and/or injury incurred).
 6. Not present a nuisance by habitually barking (in or out of unit); one warning will be issued. If behavior continues, the owner will receive a fine(s). See Section 17, paragraph d.

(c) Renters are not permitted to keep a pet of any kind.

Exceptions: Owners/residents requesting exceptions to these rules based on ADA Regulations must present the animal's certification of training and a doctor's certification of need to the Coakley Bay office and be on file in the unit's folder. Certifications must be from federally recognized agencies and follow the requirements as stated in the ADA regulations. The animal must accompany the owner/resident at all times and not be left home alone.

(d) Feral/Community Cats

Coakley Bay voluntarily participates in the TNVR (trap, neuter, vaccinate and return) program for feral cats. The cat colonies at Coakley are fed only at designated feeding stations by designated volunteers, away from condo entrances, stairs and landings and in low-traffic areas. Cats are NOT to be fed outside the condo doors, in the parking lots by cars, or by persons not designated by the Board of Directors. Maintaining the health of these colonies is provided by Coakley volunteers who oversee the cats, including feeding and TNVR with local veterinarians. Cats that have been neutered can be identified by noting one ear (usually left) has been "tipped" and is less pointed. These neutered cats provide rat control, cat population control and protect the property from other feral cat groups.

(e) The Board of Directors (BOD) shall have the right to require removal from the Coakley Bay property any pet that has become a nuisance, loud or a disturbance. Pets other than a dog, cat, fish or a bird must be approved by the BOD prior to bringing them to Coakley property. Violations will receive one warning. If violation continues, the owner may be fined (See Section 17, Paragraph d).

7. MOTOR VEHICLES

(a) Owners are not permitted to have more than 2 vehicles on the property. **Renters and tenants** are permitted to have one (1) vehicle only unless they have a long-term lease of six (6) months or more. Primary vehicles will be identified by a YELLOW parking pass on the dash, and secondary vehicles will be identified by a BLUE parking pass on the dash. Additional vehicles shall be towed from the property and the unit owner(s) shall be charged the towing fees plus a fine (see Section 17, paragraph d).

(b) Parking. Vehicles shall be parked in marked parking spaces only.

(c) Building "A" Parking Area Restricted. The parking area adjacent to Building A is reserved at all times for the occupants of Buildings A, B, and C. Restaurant patrons and pool users should use the parking area marked off for the restaurant.

(d) Parking behind F Building. Vehicles too long to allow access behind them for ingress and egress by other vehicles are not permitted to park in this area.

(e) Parking for Two Vehicles. If you have two vehicles, you may not park both of them in the premium (marked), close-in spaces at any time. One vehicle may park in a premium (marked) space and the other one may be parked in an over-flow area and not at another building's premium (marked) spaces. Buildings F & G (30 units) shall use the 5 over-flow spots by the trash cans. Buildings L, M & N (18 units) shall use the 4 overflow spots in front of N building. If you are occupying the two spaces listed above visitors/guests must park in less desirable/long-term spaces.

(f) Any violation of the regulation is subject to one (1) warning after which the unit owner violating the rule is subject to a fine (see section 17, paragraph 3) Owners are responsible for notifying their tenants of this regulation and are responsible for paying the fine should the tenant be in violation.

(g) Vehicles left at Coakley Bay while owners/residents are not in residence or off-island:

1. Vehicles shall be parked away from the buildings in the less desirable/ long-term parking spaces; spaces adjacent to the buildings are reserved for building occupants who are in residence/on-island. If the owner/resident is gone longer than one (1) week, the vehicle(s) must be moved to longer-term parking behind F Building, or to a space by the lower end (nearest the entrance) of parking near the office. Any vehicle(s) left longer than one week without moving will be subject to being towed to a longer-term space and the unit owner(s) will be charged towing fees plus a fine (see section 17, paragraph d).

(h) Registration of vehicles. Owner(s)/resident(s)/long-term tenant(s) must register their vehicle(s) with the office within 48 hours of moving onto the property or taking possession of a unit. Owners/residents/tenants must complete a vehicle information sheet for each vehicle to be parked on the property. After one (1) warning, failure to register shall result in a fine (see section 17, paragraph d).

(i) To permit the moving of a vehicle in an emergency,

1. The Manager shall be furnished with a set of keys for each vehicle.
2. Each set of keys shall be clearly tagged by the owner with the owner's name, and the make, style and license number of the vehicle.

8. ENTRY KEYS

(a) Manager Provided with Keys. It is important for the safety of residents and the structural integrity of the facility in emergencies that the Manager be provided with keys to provide for entry into a unit when the owner is not readily available. It will occasionally become necessary, perhaps on short notice, to enter a particular unit to do such things as: gain access to utilities, check hurricane preparedness, for maintenance or

repair of the interior or exterior of a building. Therefore, the owner of each unit shall provide the Manager with two sets of entry keys.

(b) Penalty for Not Providing Keys. If the Owner does not have a key at the Office as required, and entry is deemed necessary by the General Manager for any reason, the Owner's existing lock will be removed and replaced at the Owner's expense, along with a \$100 fee to the Association. Similarly, if written request is made to the Owner for a key by certified mail -- reciting this provision of the Rules-- at the address of record with the Office and is not provided within 30 days thereafter, the Owner's existing lock will be removed and replaced at the Owner's expense, along with a \$100 fee to the Association.

9. MAILBOXES

(a) Generally. A mailbox is assigned for each unit at Coakley Bay.

(b) Dealings with USPS. By direct order of the USPS, matters pertaining to the boxes and their keys shall be handled directly with the U.S. Postal Service. These boxes are within the control of the USPS.

(c) Staff cannot handle keys. By USPS regulations, the Manager and Staff are not permitted to handle the mailbox keys for any Unit.

(d) Receiving oversize or signature needed. However, the USPS will leave oversized packages or those requiring signature at the Office.

10. TRASH

(a) Generally. All trash shall be placed in trash bags, tied and put inside trash barrels. Any trash that does not fit into a tied trash bag and into the trash barrel must be taken offsite to the large trash containers at the fire station east of Coakley Bay (or other such approved locations).

(b) Contractors must carry any debris from work in a unit with them off the property. No contractor dump containers are allowed on Coakley property without the prior permission of the Manager.

(c) Owner responsibility. The Owner is responsible for removing all debris from the property and retuning the common areas to their original condition

(d) Fines. Failure to comply with the above will result in a fine (see section 17, paragraph d).

11. RENTALS

Coakley Bay units may be leased as the Owner may desire; however, it is critical to the health and safety of all residents and the protection of the premises that the Manager be aware of status and occupancy of rented units. Therefore, the following are the Rules and Regulations governing the leasing process.

(a) Administration of rentals.

1. Lease Forms.

All Owners desiring to lease their unit must enter into a Lease Agreement with the Lessee which provides, “The Lessee must read and become familiar with the Coakley Bay rules and regulations, including the Coakley Bay rules for renters, all of which are posted on the Coakley Bay website and available at the HOA Office, and the Lessee must strictly comply with all provisions of those documents that apply to the Lessee, the Lessee’s rental of a condominium unit at Coakley Bay, the Lessee’s activities both within the unit and outside the unit at the Coakley Bay condominium property, including, without limitation, provisions relating to noise, cleanliness, courtesy toward others, disposal of wastes, parking regulations, and responsibility for and control of all persons either occupying or visiting the unit being rented. Lessee is hereby put on notice that a violation of any provision of such documentation relating to the Coakley Bay condominium complex may, in the sole judgment of the Owner of the unit being rented, or of the Board of Directors or management of Coakley Bay condominium, result in the termination of the Lease and the obligation of the Lessee to vacate the unit. The documentation relating to the Coakley Bay condominium posted on its website shall prevail over any provision of the Lease under which the Lessee rents a condominium unit at Coakley Bay, to the extent that there is any inconsistency between them.”

This language may either be incorporated within the body of the Lease or within an addendum to the Lease, but the document including this language must be executed by both the Owner and the Lessee.

2. Owner-Renter Registry.

- a) The Coakley Bay Rental Coordinator or Office Manager shall keep and maintain a registry of Owners who anticipate Leasing their unit during the calendar year (the “Owner-Renter Registry”). Owners are prohibited from leasing their unit unless they are designated as an Owner-Lessor on the Owner-Renter Registry.
- b) Each January, the General Manager, Rental Coordinator or Office Manager shall send out notice to all Owners requesting that they register their unit on the Owner-Renter Registry if they anticipate leasing their unit during that calendar year. Each Owner’s Owner-Lessor status may be changed once per calendar year by delivering written notice to the General Manager, Rental Coordinator or Office Manager at

leasing@coakleybay.org and by paying the \$300.00 administrative fee, per unit, per year.

- c) In addition to maintaining an active list of Owners desiring to lease their units, the Owner-Renter Registry shall include a copy of all active Lease Agreements and information on all Lessee(s) actively occupying a unit on Coakley Bay property. Upon entering into a lease agreement (pursuant to Rule 11(a)(iii)) with a lessee, an Owner shall send a copy of the signed lease agreement to the Rental Coordinator at leasing@coakleybay.org.

2. Coakley Bay Rental Coordinator.

- a) Coakley Bay Rental Coordinator. Coakley Bay may contract with an individual or company on a part-time basis to oversee the administration rented Coakley Bay Units (the "Rental Coordinator"). Otherwise the Office Manager will perform the duties.

(b) Property manager/agent(s).

1. Managers desiring to act as agent for an Owner of a condominium unit at Coakley Bay with regard to the rental or leasing of such unit shall, in addition to fully completing and providing all information or documentation required by the Coakley Bay application to be included on the List of Approved Managers, and submitting the completed application at the HOA Office, shall in conjunction there with personally deliver to that Office a professional real estate broker license issued by the Virgin Islands Department of Licensing and Consumer Affairs, currently valid and effective, for the purpose of photocopying such license by the Office and including within its records together with the Manager's completed application. It shall be the responsibility of all Managers seeking either to be included on the List of Approved Managers, or to continue such inclusion, to timely personally bring to the HOA Office their current valid and effective real estate broker license issued by the Virgin Islands Department of Licensing and Consumer Affairs. If the Manager operates through or in conjunction with a firm, the individual shall present both his personal license and the license issued to the firm.
2. Property managers overseeing rentals at Coakley Bay shall pay an administrative fee of \$200.00 per unit per year. These fees shall be assessed on January 1st of any given calendar year and an invoice shall be sent to each individual property manager. Should any property manager fail to pay administrative fee within thirty (30) days of receipt of the invoice, they may be removed from the List of Approved Managers.
3. A Manager shall be placed on the List of Approved Managers by action of the Board of Directors. An approved Manager shall remain on the List unless and until his or her approval to be on the List is revoked by a majority vote of the Board of Directors. The Board of Directors may revoke the placement of a Manager on the List for:

- a) Failure to file a completed application with all documentation required thereby or failure to file a renewal application in the event this is required by the HOA Office.
- b) Failure to provide a current valid real estate broker professional business license issued by the Virgin Islands Department of Licensing and Consumer Affairs for purposes of copying by the HOA Office for keeping with the application
- c) Flagrant or intentional violations, or participating in or encouraging such violations, of the Coakley Bay declarations of condominium, the Coakley Bay bylaws, or the Coakley Bay rules and regulations including the regulations for renters, posted on the Coakley Bay website.
- d) In the event of being informed of a violation or violations, failure to take prompt and appropriate action to cease and/or avoid such violations in the future.
- e) Persistent failure to abide by any rule and regulation, especially those relating to rental matters, or persistent failure to comply with reasonable requests of Coakley Bay management or its Board of Directors relating to the Manager's duties and activities relating to their property management or other activities on the property.

(c) Violations of rental rules.

1. Owner violations.

Any Owner found to be contracting with or otherwise utilizing the services of a Property Manager/Agent not included on the List of Approved Managers shall be fined in an amount determined by the Board of Directors, up to the amount of an initial fine of fifty dollars (\$50.00), plus up to an additional fifty dollars (\$50.00) per day the Owner continues to contract with and/or otherwise utilize the services of the unapproved Manager, subject to the limitation on fines based upon an individual unit's monthly assessment, as provided by the Coakley Bay bylaws. The Owner shall be notified that the Board of Directors shall conduct a hearing on whether a fine should be imposed in the amount of the fine, and such notification shall be provided to the Owner informing the Owner of the date and time of the hearing, such notice to be delivered to the Owner no less than ten (10) days prior to the hearing. Such notification shall be devised to give actual notice of the hearing to the Owner, if reasonably possible. Methods of notice may include personal delivery of a written notice; cell phone text; or email, and such notice shall briefly describe the alleged violation or violations which may result in the fine, and which shall also briefly state the maximum fine that may be imposed. The Owner may attend such hearing with or without counsel, and shall have the right to cross-examine witnesses, to testify on his own behalf, and

to present witnesses of his own at the hearing. Action by the Board of Directors shall be by a majority of a quorum present at the hearing.

2. Lessee violations.

If a lessee is found to be violating the Coakley Bay Rules and Regulations and/or the Rules for lessee(s), the Owner from whom they are leasing the unit shall be fined fifty dollars (\$50.00) per violation per day that Lessee is in violation of the rules. The Owner shall be given a 10-day written notice thereby affording him or her the opportunity to be heard, with or without counsel, and to cross-examine witnesses, with respect to the violation(s) asserted.

3. Manager violations.

The Owner whose unit is being managed in violation of the Coakley Bay Rules and Regulations shall be fined fifty dollars (\$50.00) per violation per day the unit has been mismanaged. The Owner shall be given a 10-day written notice thereby affording him or her the opportunity to be heard, with or without counsel, and to cross-examine witnesses, with respect to the violation(s) asserted.

(d) Rules for lessee(s).

1. Owner Fines. In addition to any fines or penalties levied against the Lessee, the Owner of a Leased Unit shall be fined fifty dollars (\$50.00) per day per occurrence of their Lessees' violation of the parking Rules and Regulations or the Coakley Bay Rules and Regulations generally. The Owner shall be given a 10-day written notice thereby affording him or her the opportunity to be heard, with or without counsel, and to cross-examine witnesses, with respect to the violation(s) asserted.

12. HURRICANE SHUTTERS AND PREPARATIONS

On the approach of a hurricane, it is of the utmost importance that all precautions be initiated in a timely manner. Different situations will exist with respect to unit occupancy, and each must be addressed in its own time. As a hurricane approaches, it is a common tendency to wait until the last minute to begin "buttoning up." But with many owners off-island during hurricane season and many units unoccupied, it is essential that the process be started early. It is necessary that all hurricane shutters be closed and locked, and mandatory that all furniture, plants and other objects not firmly secured be cleared from unprotected galleries. Winds of hurricane force have turned loose objects into dangerous or (even potentially lethal) flying missiles that have severely damaged other units. It is, therefore, the responsibility of each unit owner to take such precautions as may be necessary to minimize the potential for hurricane damage. Any Owners who are not present **MUST** submit a written arrangement with an agent, neighbor or other person who states that she/he will take the necessary precautions and be responsible for such precautions. **The following procedures shall be observed during the period 1 June through 30 November:**

(a) Occupied units. On the approach of a hurricane, occupants are encouraged to "button up" as early as possible, and certainly no later than at such time as the winds have risen to 30 mph.

(b) Units unoccupied and unattended:

1. Each owner shall provide the Manager with the written form set forth above with the name and telephone number of the person caring for the unit.
2. All hurricane shutters shall be closed for the entire period.
3. All entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects.

(c) Units unoccupied but under the continuous care of someone on island.

1. Each owner shall provide the Manager written form set forth above with the name and telephone number of the person continuously caring for the unit.
2. When winds of hurricane force are predicted within 48 hours:
 - b) All hurricane shutters shall be closed.
 - c) All entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects.

(d) Unoccupied units with open hurricane shutters when winds of hurricane force are predicted within 36 hours:

1. The Manager shall have the right but not the duty to take such steps as may be necessary to close the shutters and clear the entryways and galleries of any non-complying unit.
2. Should this action become necessary, the owner of each unit involved shall be charged a fee of \$250.

13. LAUNDRY FACILITIES

Laundry facilities are provided in the basements of buildings A, E, G, H, J and M. These facilities are for the personal use of the Owners, Renters and employees of Coakley Bay and the overnight guests of Owners and Renters only.

(a) Tokens. All washing machines and dryers are token-operated; tokens are available at the Office.

14. POOL

- (a) **Hours.** The pool shall not be used earlier than 6:30 AM nor later than 8 PM. It shall be used before 9 a.m. only for laps/exercise, with the minimum of talking or other noise. If it is necessary to call security to respond to a before or after hour usage, the cost of that response plus a fee of \$100 to the Association will be assessed on the first instance.
- (b) **Use.** Use of the pool area is available primarily for residents and their in-unit guests. Nonresidents may be invited to use the pool; however, they must be accompanied by their host/hostess.
 - 1. The use of the Pool by unauthorized persons poses safety and security risks to all residents. Therefore, a key or code will be provided to each Owner for the use of the Owner, Renters, in-unit guests of an Owner or Renter, and--only when accompanied by them--outside guests of the Owner or Renter. There are to be no exceptions to this Rule. If outside guests are at the Pool unaccompanied or in possession of a code/key a fine of \$100 to the Association will be assessed on the first occasion.
 - 2. Any Owner, renter or guest may be asked by a staff member, designated individual or security person to verify their status verbally or by signing a sheet with the name, unit number and telephone number.
- (c) **Non-swimmers** must be accompanied by a swimmer.
- (d) **Children under 12** years of age must be accompanied by a responsible adult.
- (e) **Toddlers in diapers** are not permitted in the pool.
- (f) **Earphones only.** The operation of radios, tape decks and CD players is not permitted unless earphones are used.
- (g) **Masks, snorkels, and individual rafts** are the only devices permitted in the pool.
- (h) **No running or throwing.** There shall be no running, throwing of balls or other objects, or boisterous play of any kind in the pool area.
- (i) **Glass containers** of any kind are prohibited.
- (j) **Bicycles, skates, and skateboards** are prohibited.
- (k) **Only proper bathing attire** is allowed in the pool.

(l) **Pets are not permitted** in the restaurant or pool areas.

(m) **No smoking** permitted in the pool area.

15. STORAGE SPACES

(a) **All structures are a part of the common properties.** They are not individually owned.

(b) **Requests.** An owner desiring a storage space shall submit a request in writing to the Board of Directors.

(c) **One storage space per unit.** An owner shall be assigned no more than one storage space for each unit owned.

(d) **Manager to have keys.** It is important that the Manager be provided with keys to provide for entry into a unit when the owner is not readily available. It will occasionally become necessary, perhaps on short notice, to enter a particular unit to gain access to utilities, or for maintenance or repair of the exterior of a building. Therefore, the owner of each unit shall provide the Manager with two sets of entry keys.

(e) **Waiting list.** At such times as there are no storage spaces available for assignment, requests shall be placed on a waiting list which shall be maintained by the Manager. Requests shall be listed in order of the date received, earliest date first.

(f) **First come, first serve.** When a storage space becomes available, the owner whose name is first on the list shall be assigned that space.

1. In the event that more than one space is available, selection will be at the choice of the owner.

2. Should the owner decline the space, it shall be offered to the next listed owner. The name of the declining owner shall remain at the top of the list.

(g) **On Sale of Unit.** In the instance of the sale of a Unit to which a storage space is assigned:

1. To prevent unauthorized use, the association reserves the right to place a lock on the cage at such time as the Unit is placed on the market. The key to this lock will be available to the owner.

2. The cage must be vacated at the time of the sale. The Manager shall have the cage cleared of any remaining items no later than 30 days following the date of the sale.

(h) Usage

1. Cardboard boxes and other non-waterproof items must be placed on shelves.

2. Under no conditions may gasoline or other hazardous materials be stored. (In this instance, properly sealed paint containers are not considered hazardous.)

3. Spaces are to be kept neat and clean. The association reserves the right to rescind the assignment in the case of any owner who has allowed a space to become a "junkbin".

(i) A fee will be charged for each assigned space, such charge to begin with the first monthly statement following acceptance of the space by the Owner.

(j) Usage agreement. Each owner shall sign a usage agreement prior to the assignment of a Storage Space.

16. RELATIONS WITH THE STAFF

(a) Generally. The Manager and Staff are employed by the Coakley Bay Association to perform tasks as delineated in their individual job descriptions. Staff employees are under the supervision of the Manager; the Manager reports to the Board of Directors.

(b) Staff working hours. Coakley Bay employees are not permitted to perform any tasks for individual unit owners or renters during the employee's working hours.

(c) No owner supervision. No owner or renter shall interfere with Coakley Bay employees, nor attempt to supervise or direct employees in the performance of their work, except in specific instances when so authorized by the Manager.

(d) Manager proper official for comments. Any discrepancies or suggestions concerning employees, or any other aspect of the operation or maintenance of Coakley Bay properties should be reported to the Manager only for appropriate action.

(e) Owners may engage employees – responsibility. Owners and Renters are permitted to engage Coakley Bay employees for private projects for those Owners and Renters (such as car washing, maintenance or repairs), provided arrangements for such projects are made directly with the employee and performed **outside the employee's working hours**. Although, the employees may use the facilities in performing these tasks, neither Coakley Bay nor the employee will be responsible for the work, any

occurrences or any results, which shall be the sole responsibility of the Owner or Renter.

- (f) Work by on-duty staff.** In addition, at Coakley Bay's discretion, work on or around Units can be requested of the Office to be done by the Association for \$30.00 per hour, plus materials, and a 15% Administrative charge.

17. INTERPRETATION & ENFORCEMENT

- (a) Generally.** The enforcement of these Rules and Regulations is the responsibility of the Manager. There shall be two alternate processes for an Owner or Renter requesting assistance from the Association or enforcement of alleged violations of these Rules and Regulations. Owners or their rental agents are encouraged to initially address such matters with the General Manager or the other parties involved informally. However, if this is not possible or successful:

(b) For problems or complaints:

1. A complaint form which can be obtained from the website: www.coakleybay.org, will be completed and signed by the Unit Owner or Rental Agent of the complaining unit.
2. The General Manager will respond within 2 business days with an informal statement that:
 - a) the problem has been addressed, or
 - (2) the Manager will address the problem and what s/he intends to do, or
 - b) that the matter will be referred to the Board at the next meeting--in which case a response as to what will be done will be provided within 3 days after the next Board Meeting.
 - c) If there is disagreement with the General Manager's decision, the matter may be addressed to the Board which will have the final, unappealable right to determine the matter.

- (c) Disputes.** Any disputes arising from enforcement under this paragraph (paragraph 17) or other enforcement of these Rules and Regulations shall be referred in writing to the Board of Directors for resolution. However, immediate and continued compliance with the Manager's request is required even though the matter has been referred to the Board of Directors.

- (d) Fines** will be implemented ten (10) days after written notice by the Association made by the General Manager, as per the By-laws of the Association Article XII. Section 3: allows for the fine to be based on "seven percent (7%)" of the "Unit Owners monthly maintenance charge" for any one violation provided, however, that for each day a violation continues after notice, it shall be considered a separate violation."

ADDENDUM REGARDING WATER HEATER MAINTENANCE AND REPLACEMENT

Water heaters are owned by the unit owners. Therefore, unit owners are directly liable for any damage to their unit, or any other unit, as a result of water heater failure.

The standard operational life of water heaters is six (6) to seven (7) years.

To prevent water heater failures, unit owners are encouraged to check the metal plate on their water heaters to determine the date of installation.

Any heaters that are beyond the standard operational lifespan should be replaced.

It is required that when heaters are replaced, catch pans be installed to collect overflow resulting from heater failure.

It is recommended that such pans either have a drain for overflow, or a water sensor. Also, that the main water line in a Unit be turned off when the Unit will be vacant for any sustained period.

Remember, if a water heater or toilet leaks, the damage below will be the responsibility of the Unit Owner where the leak is occurring, not the Association -- so caution is a good policy, as is supplemental insurance to cover this sort of damage.

Prior to replacing heaters, see Rules and Regulations, Section 3 for requirements relating to unit alterations.