

**RULES AND REGULATIONS of the  
LE CHATEAU ASSOCIATION (Amended 02/29/24)**

**1. KEYS – Unit Keys**

- Owners shall provide a set of their unit keys AND/OR front door combination code to the condominium office where they will be kept in a locked storage cabinet.
- The Building Maintenance Manager (or in his absence a designated Board of Directors member) will use these lock box unit keys in cases of an emergency situation. Examples of an emergency would be, but are not limited to fire, smoke, water leak, or noxious odors.
- If a unit owner wishes the Building Maintenance Manager or a Board Member to provide access to their unit to a third party, the unit owner must provide permission to the Building Maintenance Manager or Board of Directors member. Such requests should be minimized to the maximum extent possible. No one will be allowed in an individual owner's unit without owner permission except in emergency situations.

**1.a. KEYS– Auto, Storage Unit, and Hurricane Shutter Keys**

- All owners will keep a key to their auto that is parked in the Le Chateau lot and the key or combination to their storage unit either in their unit (in a place whereby the owner can advise emergency personnel where it is), or provide it to the Building Maintenance Manager for safe keeping in the Association lockbox.
- A key for any hurricane shutter (currently on units 11 & 14 as of this writing) must be provided to the Association and stored in the Association lockbox.

**1.b. KEYS/FOBS/CODES – Main Building, Storage Building, Mailroom, Pool Area Door Access for Owners, Residents, and Guests (excluding real estate agents and contractors).**

• Each unit owner and resident will be provided one key, which provides access to the front door into the lobby, the mailroom/lobby door, the storage unit building, and the back door that provides access to the lobby from the pool area. (The back door also can be accessed through a code entry, which will be provided to owners and residents). The type of key used is highly regulated and cannot be reproduced by any key reproduction vendor except for Le Chateau's designated locksmith upon receipt of authorization from the designated Le Chateau representative. It is important that all owners safeguard these keys to the maximum extent possible.

- Each unit owner and/or resident also will be provided one FOB for electronic access to the 7-story building front door at no cost to the owner.
- Owners and residents should provide the building manager with their personal phone number they want programmed into the intercom system that will allow them to buzz/admit their guests and other third parties into the front door. (This may be a landline or cell phone number of any area code).

- Each unit, upon request, will be assigned a personal/unique code for use at the front entry box. Press ENTRY CODE and a grid will appear for the owner to enter his personal digits and then press the ENTER bar.
- Association policy is to limit outsiders having unilateral access to the building to the maximum extent possible within reason for the protection of all owners and property. The preferred method of letting guests or other third parties into the building is by personally/physically letting them in or by buzzing them in from the owner/resident phone.
- Owners and residents should use their discretion when giving their guests a key, FOB, unique entry code or code to the pool/lobby entry door. Residents can purchase a temporary guest FOB for a specified period of time, not to exceed 10 days. The cost is \$5 which funds will be donated to the social committee. The guest FOB should be returned to the Building Maintenance Manager upon the guest's departure.
- Some owners and residents have a special need that they feel requires that a third party have building access by use of an additional FOB for limited hours and/or on a 24/7 basis. These third parties are described by owners as close relatives, care providers and on-going service providers. In such cases, the owner may sponsor a request for an additional FOB for such party by applying to the Board President or board designee which form will be provided. The application shall include the party's full name, home address, e-mail address, cell phone number, relationship to the owner, purpose of access, time and day requirements of access, a copy of the third party's driver's license, and the signatures of the owner and third party. The fee for such application is \$25.00. The approval of two board members will be necessary to provide an additional FOB. If the application is not approved, the owner may appeal the decision to the full Board of Directors.
- All owners and residents are responsible to ensure the proper and secure use of keys, FOB's, unique entry codes and the bayside door combination assigned to them as well as to those for whom such owners and residents have sponsored third party access.

### **1.c. Real Estate Agents, and Contractors and Renters**

- No real estate agent or contractor should ever be given a building key, owner/resident/guest assigned FOB, unique entry code or code for the pool area door under any circumstances.
- Contractors performing non-substantial, short-term work should be admitted by the owner/resident by buzzing the contractor into the building.
- Contractors and workers performing "substantial" projects requiring repetitive building access over a month or more will access the main building through the contractor's door. General contractors will be assigned a unique code to unlock the contractor's door, which must be kept closed at all times. If a contractor needs to come through the lobby doors because materials are too large to go through the contractor entrance, the contractor is to go through the contractor door and open the lobby door from the inside. Upon completion of the work, that code will be deactivated. It is the owner's responsibility to make sure that his/her contractors are using the correct door and elevators. Owners should not give their unique entry code to contractors or their employees. Owners may place a lock box on their unit door for storage of the unit key, if desired.

- **REAL ESTATE AGENTS.** Agents showing units for sale or rental shall provide a lock box which will be placed on a towel bar in the mail room. Inside the lockbox, the agent shall place an entry door FOB specifically assigned to him/her and the key to the unit's door. To apply for an additional FOB for a real estate agent, the owner will submit an application to the Board President or designated board representative using a form provided by the Association. There shall be no charge for such assignment of FOBS. This FOB will track building entry by realtors and will be deactivated upon sale or rental of the unit. Owners should not share their unique entry code or bayside door code with realtors.
- **RENTERS.** Owners renting their units shall submit an application to the Board President or designated board representative to obtain an additional FOB(S) for their renter(s). There will be no charge for this additional FOB(S). This FOB(S) shall be returned and deactivated upon termination of rental lease. Renters will be assigned a unique entry code for the front door, separate and different from that of the owner. Said code will be deactivated upon termination of the lease.
- Contractors and Real Estate Agents should not rely on the building manager for access to the building or individual units.

#### **1.d. Lost or Stolen Keys/FOB's and Other Security Problems**

- Lost owner keys will be replaced at a cost of \$30.00. If, however, an owner or resident loses their key or provides a key to an outside party that he/she is unable to retrieve, and/or a security problem is considered to be "severe enough to require re-keying of the building", the cost of rekeying of the building will be the responsibility of the owner. This cost is estimated at approximately \$1,000.
- Lost or stolen FOBs should be reported to the building manager immediately so the FOB can be deactivated. Replacement of owner and resident FOB's will be re-issued at a cost of \$15. Failure to return non-owner or non-resident FOB's (i.e. guest, contractor, real estate agent, or third party issued FOB's) will result in a charge of \$25.
- Potential security problems and/or observations of suspicious outsiders entering the building using a key, FOB or back door access code should be reported to the Building Maintenance Manager and/or the Association President or his/her designee immediately. If it is discovered that an owner or resident is providing a key, code, or FOB to outsider(s) in violation of Le Chateau's rules and regulations or in such a way as to create a perceived security issue or foster a sense of insecurity within the community, the Board President or his/her designee may take immediate, interim action to correct the breach which may include the disabling of FOB's or confiscation of keys. Such matters will then be referred to the full board for a determination of final action to resolve the matter.

**2. Fire Alarm:** NO UNAUTHORIZED PERSON SHALL TOUCH THE FIRE ALARM PANEL IN THE MAIN LOBBY. If an alarm goes off, please use the stairwells, not the elevator,

promptly exit the building, and wait for an authorized person to turn off the alarm and signal that it is safe to reenter the building.

**3. Storage:** The areas opposite the laundry rooms may not be used for storage. With the exception of the first floor, these rooms may have water pipe valves, cable, electric and telephone taps to which access is needed and contain the air conditioning compressors for the individual units.

The laundry room and telephone room off the east entrance on the first floor will both be locked, as they contain access to all our telephone lines. Keys will be provided to first floor unit owners and tenants to access the laundry area.

Air conditioning units for the 7<sup>th</sup> floor are located on the roof, therefore the storage area opposite the laundry room on the 7<sup>th</sup> floor may be used for storage to be shared equally by Units 71, 72, and 73. A key shall be provided to each 7<sup>th</sup> floor owner/tenant and to the Maintenance Manager where it will be kept in the locked storage cabinet in the office.

Consistent with Fire Department regulations, no stairway area or stair landing may be used for unit owner or tenant personal storage. Bicycles should be kept in the storage building or unit. A small foldable cart may be hung on a wall as long as it does not obstruct the area.

**4. Laundry Areas:** The laundry facilities are for the use of the owners and tenants on each floor. Owners, tenants, and their aids or house cleaners are requested to see that the laundry equipment is left in clean condition after each use. Laundry must not be left in the washer or dryer after completion of the cycle. The lint traps should be cleaned after each use. The laundry area is not to be used for hanging wash or other personal items. Exceptionally soiled articles should not be cleaned in these facilities, but should be sent to a professional cleaner or off-site laundry. No rugs other than small bath mats should ever be washed in our washers. This added weight causes excessive wear and tear and the premature breakdown of the equipment.

**5. Garbage Chutes:** All garbage dropped down the laundry-area garbage chute MUST be properly and strongly bagged, tied, and otherwise secured so it will not burst open when it lands. The bag should be no bigger than that which easily fits into the chute opening so it does not get stuck on its way to the bottom, and should not contain liquids. As required by the fire code, the garbage chute door must be closed at all times. If the spring is broken, please manually close the garbage chute and report the problem to the Maintenance Manager. Recyclable items such as tin cans, glass bottles, newspapers, or plastic containers are not to be dropped down the garbage chutes. These items should be put in the recycling bins. All residents are expected to comply with the county and city rules regarding recycling.

Any garbage items that do not belong or fit in the garbage chute or in the recycle containers, including all moving boxes, should be delivered to the garbage corral area in the parking lot area across from the gatehouse. The Maintenance Manager should be consulted for any special needs or situations.

**6. Balconies:** Hosing of balconies is prohibited. When watering plants or cleaning patios and balconies, front and rear, caution must be exercised to avoid having debris or water go over the

edge of the balcony and soiling the patios and windows below. Carpeting is not allowed on the West balconies. Board of Director approval is required prior to commencing any balcony tile repairs or tile replacement, and the approval process is clearly spelled out in the Declaration of Condominium, Article 14.E. Owners, tenants, or guests shall not throw cigarette, cigar butts, or any other debris off the balconies.

**7. Grilling:** Outdoor cooking or grilling is not allowed on the balconies or elsewhere on the condominium property, with the exception of the gatehouse and designated common area BBQ.

AFTER EACH AND EVERY USE THE GRILL MUST BE CLEANED PROPERLY AND THE GRILL COVER REPLACED.

**8. Pool Rules:** The pool is available for use by Le Chateau residents and their guests only. No lifeguard is on duty and all pool users use the pool **at their own risk**. Diving is prohibited. There shall be no running in the pool area, and loud noise that disturbs residents must be avoided, particularly after 8pm.

The pool may be used only between the hours of 7:00 am and 11:00 pm. Not more than fifteen (15) persons may use the pool at one time. All children under 12 must be properly supervised by a competent adult at all times when within the fenced area of the pool area. Anyone temporarily removing the rope across the pool in order to swim laps **MUST** return the rope to its proper position before leaving the pool. (Failure to do so may result in a large fine by the City of Sarasota).

In accordance with state law, no food, drink, or pets are allowed in the pool or on the pool deck, and all persons must shower before entering the pool. No glass containers are allowed in the pool or on the pool deck.

The pool temperature shall be decided by the Board of Directors. When the daytime temperature outside is below 74 degrees, the heater will be turned OFF. Pool deck chairs should remain on the pool deck and may not be used on the beach area or removed to other areas without Association approval.

After using the pool area, the area should be returned to the same condition in which it was found, returning all moved furniture to its original position, etc. In the evening, all umbrellas should be closed to prevent any possible overnight damage to them and the other furniture.

**9. Parking:** Owners and tenants may park up to two vehicles in the Le Chateau parking lot in accordance with the complete rules contained in the Declaration of Condominium, Article 14. P. Any vehicle found parked inappropriately in a covered space or in a location that is not a legal parking space without permission is subject to towing at the owner's expense. Driving in the parking lot and entering or leaving a parking spot should be done with extreme care.

In order to regulate unauthorized parking in our lot, owners will be issued 2 GUEST PARKING TAGS per unit. These should be attached to the rearview mirror on any non-owner vehicle which will be in the parking lot for 3 days or more. Tag numbers are assigned to specific owners, therefore

tags should not be exchanged with another owner, and the Board must be notified immediately if a tag is misplaced or stolen.

10. **Car washing:** Automobiles may only be washed in the designated area near the gatehouse.

11. **Reservation of Salon or Pool Area:** If a unit owner ~~or tenant~~ wishes to use the salon or pool area for a private or exclusive function, please register the date with the Maintenance Manager to avoid a scheduling conflict and provide a \$50 security deposit. These areas will be inspected before and after the function. The security deposit will be returned after deductions for any damage or clean-up costs that are the responsibility of the unit owner ~~or tenant~~ involved.

Reservations for use of the cottage are to be made via registration forms provided by the Board. Owners must follow the guidelines and fee schedule as adopted by the Board.

12. **Use of Common and Limited Common Elements:** The common elements and limited common elements, including but not limited to, east balconies, hallways, laundry rooms, pool and pool area, lobby and salon, mail area, carports, grounds and patios are for the use and enjoyment of all owners and tenants. The decoration of all common elements and limited common elements is a matter of public or common interest and is the responsibility of the Board of Directors. No personal items shall be placed in these areas.

13. **Noise:** Excessive noise or other disruptive activity must be avoided at all times but especially after 11:00 pm. Loud conversations on unit balconies, day or night, can generally be heard throughout the bay side of the building and should be avoided by moving away from the bow of the balcony or inside the unit. Loud cell phone usage on balconies or in the common areas like the pool should also be avoided.

14. **Guests:** If any person, other than a tenant is going to occupy a unit overnight in the absence of an owner or tenant, the owner or tenant MUST provide to the Association (prior to or upon commencement of the occupancy) an affidavit stating the date of such occupancy and also stating that such occupancy is without the payment of rent. All owners or tenants are required to provide their overnight guests with a copy of the Rules and Regulations of the Association and ensure their compliance while visiting.

15. **Leasing, Renting, & Subletting:** See the Declaration of Condominium, Article 15 for rules regarding leasing and renting. The application fee for the processing of a sale or lease application is shown below under "Fees." Subletting of any unit is prohibited. Any guest of a tenant who stays in the unit for more than fifteen (15) days in any calendar year without the tenant being present will be considered subtenants and asked to leave. If the guest does not leave when requested, the unit owner will be assessed a fine of One Hundred dollars (\$100.00) per day for up to ten (10) days. Thereafter, legal action may be taken to evict the guest.

16. **Children:** Unit owners and tenants are responsible for the conduct and safety of any minors living in or visiting their units. All children under 12 must be properly supervised by a competent adult at all times when within the pool area. Children are not permitted to play in the common

areas other than the pool, such as the lobby, halls, verandas, walkways, stairwells, elevators, driveway, or parking lot.

17. **No Pets:** Pets are prohibited in all units. See Declaration of Condominium, Article 14. C. for complete rules.

18. **Payment of Quarterly Fees or Assessments:** Checks remitted to the condominium for Quarterly Assessment/Maintenance Fees should not include any Special Assessment remittance. Separate checks must be written for these items. See the Declaration of Condominium Article 6 for assessment rules regarding interest, late charges, etc.

19. **Enforcement Fines:** Fines up to \$1,000 may be levied against unit owners who fail to comply with the provisions of these Rules and Regulations and the other requirements contained in the Le Chateau Declaration of Condominium. See the Bylaws, Article 9 for complete details.

20. **Water Turn-Off:** If a unit owner/tenant is away for a period longer than one week, the main water valve and the hot water circuit breaker must be turned off. If that is not done and there is a leak, the unit owner or tenant may be liable for damage to any negatively affected units or common elements.

Also, having no water periodically turned on at all drain points for extended periods leaves the building plumbing system vulnerable to rusting and plumbing damage. All unit owners, if away for more than 30 days must make arrangement to have someone visit their unit in the owner's or tenant's absence routinely, (at least once per month) to inspect the unit for leaks and non-operating a/c systems, flush all toilets and operate water at all drains and then return the main valve back to the off position. Upon completion of the visit, THE INSPECTOR MUST COMPLETE THE INSPECTION FORM and return it to the Association. The Building Maintenance Manager should be consulted if needed.

**Water Sensors:** All unit owners are required to install internet accessible water sensor devices at a minimum near their air-conditioning condensation line and at their water heater. Early detection of a water leak that could affect other units will prevent damage to the owner's unit and to upper and lower units as well. The Board recommends using Yalink brand sensors, but similar devices are acceptable upon Board approval.

21. **Moving In or Moving Out:** The attached "Moving Guidelines" page is incorporated into these rules and regulations. A copy of the "Moving Guidelines" should be provided to any moving contractor to assist in making the move go smoothly and for the protection of the building.

22. **Protection of Elevators:** Repair of the paint or wall covering in elevators is costly, so all persons responsible for moving objects in and out must be required to exercise EXTREME CARE. A 24-hour notice must be given so pads can be placed on the elevator walls and ceiling panels may be removed to protect the elevators used for such purpose. In the process of moving furniture or other paraphernalia, or removing trash or construction waste, etc. the south elevator (laundry room side) should be employed. All contractors or workers must use the south elevator. If the objects are too large for the south elevator, the north elevator, or the stairs may be used. A deposit in an

amount determined by the Maintenance Manager in consultation with the President of the Board, not to exceed \$500, will be required to insure costs of any necessary clean up or damage of the common areas for all moves in or out, delivery of all furniture or appliances, construction materials, or anything requiring hand trucks or dollies. Any unused funds will be refunded after completion of the project. Elevators will be inspected by the Maintenance Manager before, during, and after each move to determine if any damage was incurred. Repair of such damage shall be the responsibility of the unit owner. When using either elevator, be sure to combine a full load in the lobby or veranda before summoning the elevator. The contractor/worker must be able to get the material on and off quickly so that the elevator it is not tied up for long periods of time – especially the north elevator because it is the only elevator that goes to the 7<sup>th</sup> floor.

**23. Unit Maintenance:** The duties of the Le Chateau Maintenance Manager and any other Association employee do not include performance of special jobs in individual units or for unit owners or tenants.

Owners are responsible for the repair and maintenance of their individual units and must employ only appropriate, skilled craftsmen in such work. Minor jobs that can be performed after hours by our Maintenance Manager or other Association personnel may be arranged directly with that individual, but in no case may the work interfere with the prescribed duties of such person, or during the regular hours indicated for such duties and the Association has no involvement or responsibility for such arrangements made by unit owners/tenants.

**24. Individual Unit Repairs, Maintenance, or Construction Services:** The “Construction & Remodeling Rules,” “Window and Shutter Resolution and Specifications” and “Solar Shade Specifications” are part of these Le Chateau Rules & Regulations. Full owner and contractor compliance with these is required and will help ensure a smooth flowing project with the minimum amount of other unit owner/tenant impact.

**25. Exterior Alterations:** No unit owner may modify the appearance of any portion of their unit visible from outside the unit including exterior doors, windows, porches or balconies, etc. unless in compliance with the Le Chateau condominium documents and these rules. See, in particular, the Declaration of Condominium, Article 14. A, E, G, H, I, & L. Before contracting for any work or undertaking any project that is visible from outside the unit, the owner must obtain written approval of the Board of Directors in advance to assure conformity with the rest of the building exterior. This includes such items as balcony ceiling fans, hurricane shutters, balcony flooring, etc.

**26. Replacement of Air Conditioning Units:** No air conditioning unit may be replaced except upon the prior approval by the Association Board of Directors who will review the specifications of that replacement. (An optimal plan to be submitted to the Board would include efficient use of space regarding placement of the unit, coordination as necessary with the neighbor whose unit is sharing the space, and proper venting to maximize efficiency of both units in the same space).

**27. Floor Coverings:** In accordance with the Declaration of Condominium, no floor covering except carpeting may be installed in any portion of the unit other than a bathroom, kitchen, or outside area, except with the installation of a soundproof barrier, which must be approved in writing by the Association Board of Directors in advance of installation. See the Declaration of



Condominium, Article 14.E. for details. To obtain approval, an owner must submit the soundproofing manufacturer's specifications of the material to the Board President for approval. A designated Board Member must inspect the sound barrier after its installation and prior to the installation of the tile, wood, or other non-carpet floor covering to assure its installation.

No carpeting is allowed on the balconies, and any tile repairs or replacements must be approved in advance of undertaking any removal or installation of balcony flooring by the Board of Directors. The specific process to obtain approval to replace balcony tiling is contained in the Condominium Declaration, Article 14. E.

**28. Fees:** The following fee schedule is in effect:

Processing of (1) New Owner/Resident Application-\$100.00

Processing of Additional Resident App. (per person)-\$ 75.00

Copy of Association Documents (By e-mail) – None

Copy of Association Documents (Paper) - \$75.00

Preparation of Estoppel Certification - \$100.00

NSF check (beyond late fee & applicable interest) - \$25.00

Additional front door key - \$30.00

Adopted at a meeting of the Board of Directors on 11/11/15 Item 1. Amended 3/7/19. Amended 2/29/24