

DOLPHIN BAY CONDOMINIUM ASSOCIATION, INC.

APPLICATION FOR APPROVAL OF SALE OF UNIT

NOTE: Submission of the application must be accompanied with a \$100.00 application fee made payable to "Dolphin Bay Condominium Association" and delivered to: Progressive Community Management, Inc., 3701 South Osprey Ave, Sarasota, FL 34239. Questions call PCM: 941-921-5393

I hereby request approval to purchase Unit # _____ in Building _____ at Dolphin Bay Condominium Assoc. currently owned by _____.
Purchaser's Real Estate Agent: _____ Phone #: _____
Proposed closing date: _____

*a copy of the deed/transfer instrument must be furnished to the management company after recording

Applicant (1): _____

Current Address: _____

Previous Address: _____

Phone: _____ Cell #: _____

e-Mail Address: _____

Driver's License #: _____ St: _____ Date of Birth: _____

Occupation: _____ Employer: _____

Phone # _____ Address: _____

Applicant (2): _____

Current Address: _____

Previous Address: _____

Phone: _____ Cell #: _____

e-Mail Address: _____

Driver's License #: _____ St: _____ Date of Birth: _____

Occupation: _____ Employer: _____

Phone # _____ Address: _____

Name, age and relationship of occupants of unit:

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credit References (2):

Name: _____ Ph. #: _____

Address _____

Name: _____ Ph. #: _____

Address _____

Personal References (2):

Name: _____ Ph. #: _____

Address _____

Name: _____ Ph. #: _____

Address _____

Date(s) available for Dolphin Bay Condominium interview: _____ & _____

Our closing agent has provided a copy of the Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulations and have read, understand and agree to abide by all the rules during our occupancy at Dolphin Bay.

Signature: _____ Date: _____

Signature: _____ Date: _____

****AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT,
PUBLIC RECORDS, AND EMPLOYMENT VERIFICATION:**

I agree to hold harmless Progressive Community Management, Inc. and all providers of information on the prospective owners stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this purchase whether determination is made before or after my date of occupancy, maybe affected. I do hereby authorize with my (our) signature (s) the release of public records, credit report (s), and employment verification, whether by fax, verbal, photocopy or original signature, to Progressive Community Management, Inc., and all its members now and in the future for the exclusive use of Dolphin Bay Condominium Association, Inc.

Signature

Signature

Date

Date

For Office Use Only

1. Application received by PCM Date: _____

2. Personal interview conducted (if applicable) by _____
Board on: _____ Date: _____

3. Association Approval:
 Approved Disapproved Authorized Signature: _____

4. Certificate of Approval/Disapproval Hand-delivered Mailed on _____, 20__

DOLPHIN BAY CONDOMINIUM ASSOCIATION, INC.

*c/o Progressive Community Management
3701 South Osprey Avenue, Sarasota, FL 34239
Ph: 941-921-5393 /Fax: 941-923-7000*



WELCOME TO THE DOPHIN BAY COMMUNITY!

We are happy to have you as our new neighbors and we have compiled some information to make your transition to your new home as easy as possible. Below you will find some very useful contact information for the property manager and the Board of Directors, as well as the process for establishing your cable television and internet services. As always, please do not hesitate to ask you have additional questions.

1. **Establishing your Frontier Account** (you can pre-order, schedule services so they are available the day you move in, usual turnaround time is ~ 2 weeks)

A). In the spring of 2016 Verizon FiOS of FL was sold to Frontier Communications – you will need to contact them to establish/register your own Frontier account for items over and above what the condo dues provide (i.e. additional fees required for: more TV cable boxes, DVR service, TV subscription above the basic service (Preferred HD), On-Demand content, Internet fast speeds above basic, Telephone landline, etc.) Our Frontier Contacts are:

- Frontier Web Access Existing Customers sign in: <https://frontier.com/>
- New owners Register at Frontier: <https://frontier.com/register>
- **New DBCA Owners Ordering service for the first time:**
 - a. Call Frontier HOA - Bulk Center - **844-660-0648**
Provide name of HOA – Dolphin Bay Condo Assoc., your name & address
 - b. DBCA Frontier **Bulk account number: # 9413468282**

B). **What subscriber package do we have:** “Preferred HD” includes:

- Preferred HD Channels
- 1 TV Digital Adapter - rented
- 1 Set Top Box (No DVR) - rented
- 50 Mbps Internet Service & Router - rented
- if you should have any problems in the ordering and delivery of your services we have a dedicated customer service rep to assist us as an HOA residential account. His name is Charlie Murphy, contact information below. He has thus far been very responsive.
 - a. **Charlie Murphy:** Off: 813-229-3271, Cell: 813-545-5491
email: charlie.murphy@ftr.com
 - b. **Frontier Technical Support Number: 1-844-660-0648**
 - c. DBCA condo owners who need Frontier technical support can contact their tech support line at: **1-844-660-0648. Ignore the customer support number that is on your monthly invoice.**

2. **DBCA employs a Property Management Firm** – [Progressive Community Management](#), Inc. (PCM). PCM’s responsibilities are to collect association dues, guide DBCA board members, audit our annual

financials, and interface to DBCA Member when needed. PCM has two people typically involved with Dolphin Bay Members day to day activities:

- a. **Elise Angeloro** – Property Manager PCM (Administration)
ABrito@pcmfla.com, 941-306-7270 cell, 941-921-5393 1138 Off.
- b. **AR@pcmfla.com** – PCM Client billing & accounting (Assoc. dues & questions) You should receive a coupon book & instructions on how to establish ACH payments to Cadence Bank.
- c. **Pete Neely** - on-site property maintenance: Pete Neely contacts are:
Pete_Neely@outlook.com, 941.539.2487 cell
Pete's role is to assist the board of directors maintain the property and contractors to perform regular maintenance, repairs & improvements. Pete is a wealth of knowledge about how DBCA, get to know him.

2. Security Gate Access System-

- B. Dolphin Bay utilizes an electronic gate arm to restrict vehicle access to our facility. This is to prevent peak season beach goers who will leave their car in our parking area for the day. There is a general number 5831 that can be used to open the gate.
 - a. If you would like to have your name listed on the gate electronic directory and ring a local telephone number for guests to call you for access, I can add that for you. Just provide Jay Johnson your local phone number (941 area code only – Frontier restriction) and I will add the Name & Phone number to the directory. I can also just add name only if you do not have a local phone number. All guest requests that do not have an owner's local phone number assigned will roll over to our general facility number (which is Pete Neely's cell)
 - b. Contact Pete Neely the day before your moving truck is to arrive and he can make sure the gate arm will be in the up position, and that the moving pads are on the elevator for your loading or unloading purposes.

As always, we welcome any questions you may have or troubleshoot any issues you encounter. Please refer to the contacts above with you specific questions. And feel free to call or email me at any time with anything additional.

Sincerely,

Elise Angeloro, CAM
Property Manager for
DOLPHIN BAY CONDOMINIUM ASSOCIATION

Dolphin Bay Condominium Association

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Dolphin Bay Condominium Association

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General Information

1. Emergency Procedures

- a. Emergency fire, police, and ambulance – call 911. If emergency arises at pool or tennis court use Clubhouse phone located on the kitchen counter.
- b. Contact the DBCA Board of Directors after you have called the authorities for an emergency, if the matter involves any area of the DBCA rules and regulations.
- c. Pool or Tennis Court Emergency, use the Clubhouse phone located on the kitchen counter/Dial 911. (Note: Emergency Phone @ the pool, immediately south of Porch)
- d. Fire. Fire alarms are located near both stairways on each floor (including ground) of each building. In case of fire pull handle down.

2. Alarm Systems

- a. Fire Alarm. You will have no problem hearing this alarm which will sound inside your Unit when there is an apparent emergency. Exit your Unit immediately (using the stairs). Do not return to your building until advised that it is safe to do so.
- b. Electrical Rooms in Garage. It is not uncommon that you may hear either a low volume, high pitched tone or a buzzer emanating from the electrical room. These are generally the result of a power failure or lightning, and indicate that certain equipment needs to be reset. **These are not emergency situations, and no action by residents is required.**
 - i. This equipment will be reset in due course by appropriate personnel. If you hear one of these advisories during the day, you can certainly advise Pete Neely, our on-site maintenance person, or the Monitor for your Building.
 - ii. The Alarm Monitors are as follows:
 1. Building A: Ron Haigh (349-3480)
 2. Building B:
 3. Building C:
 4. Clubhouse: Thomas Mann (349-0601)
 5. If the Monitor is not in residence, you may contact any Board Member.

3. Accidental Fire Sprinkler Flooding In Units

- a. In the event of a broken sprinkler head, use the following procedure to shut off water spray (if two people are at home, one person should wrap a towel around the broken head):
 - i. Sprinkler valve stations are located on each floor at the north end of Bldg. A, and the east end of Bldgs. B & C. (i.e. Unit numbers ending in "01"). The sprinkler cabinet doors are opened by using the screwdriver which will be located inside all the adjacent fire hose cabinets (turn knob by hand to open glass door).
 - ii. Please note that the valves have a thin plastic seal looping around the handle. These seals are ONLY to show that inspections have been completed. They are designed to break when it is necessary to shut off and open valves.
 - iii. Shut off the inflow by turning the "bronze/yellow" valve clockwise until it stops. (NOTE: on the 5th floor of each bldg., this valve is BLUE or BLACK).
 - iv. Open the "blue drain lever" valve by turning it so the handle is parallel to the pipe. (NOTE: some stations have two blue valves on the drain line. The second (lower) valve can be ignored—regardless of the position of the lever valve)

****Step "iv" is very important as it will stop the water already in the pipes from draining into the room with the broken head.**

- v. Sprinkler flow is now shut off! The monitoring company will receive a signal and the Fire Department may be deployed. Piper Fire Protection will come to replace the sprinkler head and return valves to their original positions.

Piper Fire Protection Service: 232-4908.

4. Plumbing – In Unit Flooding

- a. Turn off the main water inlet valve next to water heater. In Buildings A and B this valve is located before your water meter. Building C does not have water meters, so make sure you have this valve located and clearly marked.
- b. If water flow cannot be shut off at a particular residence (the owners are away or the valve is not functioning properly) flow to the entire column of units can be shut off at the appropriate valve located in the garage. These blue colored valves are located at the ceiling under each column of units, and will be clearly marked with a tag. The valves controlling the two end columns in each building are gate (lever) valves, and those

controlling the interior units are conventional valves with either a circular or star shaped handle. A step ladder will be required.(LOCATED IN TRASH ROOM)

5. Elevator Emergency - If a power or other failure traps you in an elevator:

- a. Open the control panel located below the floor indicator buttons.
- b. Using the red phone, press and hold the black button to relay emergency. Red light will indicate your call has been received.
- c. If you would like a demonstration of any of the procedures listed above, you may call Ron Haigh (349-3480)

6. Smoke Detectors

Units have smoke detectors. It is recommended that smoke alarm batteries be changed once a year. They require a 9V battery. When the battery is low, the smoke alarm will beep and it will not stop beeping until the battery is changed.

7. Safety Measures in case of High Winds, Tropical Storms, and Hurricanes

In the event of approaching high winds, tropical storms, and hurricanes, a number of precautions must be taken between June 1ST and November 15TH to preserve the safety of our community. Some of these precautions are the responsibility of management, and others are the responsibility of the unit owners as follows:

a. Management:

- i. Remove and store potted plants at the entrance gate
- ii. Secure or remove any trees or plants bordering out property with Gulf & Bay that are considered a threat.
- iii. Remove and store hoses and loose items from the dock area, as well as pool furnishings and plants around the clubhouse.
- iv. Remove and store tennis court nets and windscreens

b. Unit Owners:

- i. Those unit owners or their assignees absent at any time during the June1—November 15 period must remove all plants, furnishings, and loose items from courtyards and open lanais for the duration of their absence.
- ii. Those “in residence” for the June1—November 15 period are solely responsible for the timely removal of items listed above from the courtyards and open lanais if the threat of high winds, storms, or hurricanes is present. If a resident is away for more than one night,

arrangements must be made with an on-site neighbor to achieve the necessary precautions and management must be notified of the identity of the neighbor.

- iii. No vehicles should be left in the Bldg. A turnaround (danger of falling trees) or a potentially dangerous area unless a key is left with an on-site neighbor or management so that the vehicle can be moved to a safer area if necessary. Your cooperation with these simple but important rules is essential.
 1. Plants, furniture, and loose items can become life-threatening missiles in a storm. Should damage or injuries occur because of failure to comply, the unit owner will be held liable and responsible.
 2. Maintenance, during their normal course of maintaining the walkways & stairways, will report to management any units not in compliance. If management must remove plants, furnishings, etc. due to non-compliance, these items will be placed inside the unit and the owner fined \$100. Management will have no further responsibility for these items-i.e. the items will not be returned outside after the storm. Should any non-compliant unit be inaccessible (no key with management, for example), the items will be removed to a safe place and will not be released until the owner has paid a \$350 fine.
 3. Please ensure compliance with these measures to avoid damage, injury or unnecessary charges. Please notify management if you make arrangements for removal with an on-site neighbor, ensuring that they are fully aware of their responsibility—they must act as you would in similar circumstances. Responsibility for compliance cannot be transferred to outside services (i.e. Plant Parents) as performance in such situations cannot be guaranteed by management.
 4. Please remember that we are the “community of Dolphin Bay”. We are more than “just neighbors”, and we all should stand ready to help each other and use common sense to comply with these rules for the safety of the community.

8. Preparations when leaving your condo for an extended absence:

- a. Newspapers - stop delivery
- b. Mail - stop or forward your mail
- c. Close and lock all windows

- d. Open all drawers where there is clothing
- e. Open the closet doors and leave bedroom doors open
- f. Turn off water to unit
- g. Unplug water heater
- h. Turn off ice maker
- i. Turn off water to washer
- j. Bring in lanai and porch furniture, plants and any loose objects that could be blown around during heavy winds possibly causing damage and injury. **Bring in everything!**
- k. Pour one cup of cooking oil in all drains and toilets - this will tend to diminish evaporation of water in toilet bowls and sink traps, thus minimizing intrusion of sewer gases.
- l. Cover toilet seats with plastic wrap and close lid.
- m. Set air conditioner at 78 degrees to prevent the formation of mildew in the closed up unit.
- n. Give your perishables to a neighbor, make sure a set of car keys are left with the management if car is left on premises
- o. Do not leave car parked in turnaround area
- p. Lock doors and have a safe trip

9. Garage Digital Key Pad Operation

The 9-volt battery in the digital key pad located on the side of each garage needs to be changed **annually** to avoid losing the set codes. If the battery is allowed to “expire,” the code assigned to each door and the personal 4-digit access code must be reset

10. Entry Gate Access

- a. The gate closes after each car passes through. Be sure to wait until the gate closes and reopens before entering or exiting the gate.
- b. Your visitors may enter the gate by entering your pin number at the entry gate terminal. This number will ring on the owner’s telephone. When the number rings on the owner’s telephone and the visitor identifies himself through the speaker, the owner may admit the visitor by pushing “9” on the telephone.
- c. With “smartphone” technology, the gate calls can be answered via your mobile phone in order to allow visitor entry remotely. (When “the gate” dials your phone, you should see the gate telephone # 941-346-0839 come up on your caller ID.)

- d. Be advised that if you are on the telephone, the visitor will get a busy signal or go directly to your voice mail and you will not be aware that a visitor is at the gate.
- e. The box type remote gate/garage door opener uses a battery which varies depending on manufacturer. If you have questions concerning the remote please contact D&D Garage Door Company, located in Sarasota, Florida. (Omega Garage Doors were purchased by D&D).

11. Pest Control

- a. Pest control services occur quarterly within units. Outside areas are serviced monthly, including checking of termite boxes. If you are not at home, management will unlock and lock your door. The pest service will leave a card advising you that the unit has been serviced. If a pest problem occurs, contact the management company.

12. Trash and Recycling

- a. Garbage and trash, OTHER than recyclable materials, should be bagged in plastic and be put down the chute located on each floor near the elevator. No garbage or trash should be left in the area where the chute is located. Under the chute is a large dumpster. Recyclables should not be left in chute areas. Do not carry or put leaking bags or containers down the trash chute.
- b. The trash room is located on the ground floor, near the elevator. In addition to the large dumpster there are two other carts for recyclable materials, One cart, appropriately marked, one is used for papers while the other cart, so marked, is used for cans and glass. NO plastic bags.
- c. Corrugated cardboard boxes should be broken down and placed in the paper recycling cart, if there is no room in the cart, the broken down boxes may be placed along the side of the cart or taken to one of the other buildings for disposal. **Paperboard (cereal boxes without liners, soda boxes, tissue boxes, etc.) is accepted.**
- d. Garbage, trash and the recyclable materials are collected every Tuesday morning. Garbage and trash only are collected every Friday morning.
- e. Instructions concerning garbage, trash and recyclables are posted on the door of the trash room and on the recycling carts.

13. Contractors Working on Owner's Units

- a. Owners are responsible for the behavior and actions of the contractors they have hired to work on their units. In consideration of the neighbors the noise from loud radios should be controlled by the resident. It is also the owner's

responsibility to ensure that debris and trash are not left by contractors in common areas.

- b. Any damage to common areas of condo property caused by owner's contractors is the responsibility of the owner who hired them. Anyone who notices contractors damaging association property should immediately notify the management company.

14. Buildings and Grounds Protocol

- a. Please use the walkways and do not cut through the flowers and planted areas.
- b. When parking outside, please be careful not to bump the irrigation risers in the grass (they damage easily and are costly to replace) or run over plants on curb.
- c. No smoking is permitted in the elevators. Discard smoking materials in the container next to elevators.
- d. Report any spill, mess or unsightly situation to the management company. Cleaning and maintenance of front porch gate areas and garages is the resident's responsibility.
- e. When notified that the common balcony walk ways are to be power washed, residents are requested to move personal items on the porches away from the railings. Cleaning personnel will enter the porches to more efficiently clean the adjacent walkway by directing the spray outward. Cleaning personnel will not clean the tile on owner's porches. This is the owner's responsibility.
- f. Owners are encouraged to have fun at the beach, but should avoid bringing sand into garages, elevators, residential buildings, Clubhouse and Fitness Room. It is suggested that when returning from the beach you stop off at the car wash opposite the tennis courts and get rid of the sand.

15. Dolphin Bay Committees and Responsibilities

a. Architectural Review

Review all requests from owners and other committees for any improvements or changes to any buildings, grounds or facilities in the complex and provide recommendations to the Board for their approval. The purpose is to prevent changes which detract from the general uniformity and overall appearance of the complex.

b. Buildings and Grounds:

Monitor the cleanliness and routine maintenance and upkeep of the buildings. Work with the property manager to solve problems and advise the Board of any changes deemed appropriate.

c. Condo Documents and Rules

Coordinate the periodic review of Condominium documents and Association Rules and Regulations. Recommend changes and revisions to the Board.

d. Finance

Work with Board on financial issues. Review monthly financial statements with Treasurer and Board. Periodically review bank accounts and propose any changes to Treasurer and Board.

e. Fitness Room Committee

Ensure a clean, safe, and functional room for the fitness needs of the residents. Responsibilities include supplies kept at appropriate levels. Arrange for professional maintenance, cleaning and service of equipment as required. Bring suggestions for improvements and necessary actions to the Board for review and approval.

f. Insurance

Review insurance policies pertaining to the Condominium and negotiate new and renewal policies as necessary to provide adequate coverage at the most reasonable price.

g. Landscape

Work with property manager and landscaping company to ensure that the grounds are attractive and well maintained. Provide proposals to Board for new planting and removals as necessary. Ensure that bylaws with respect to plants are enforced.

h. Newsletter/Directory

Publish a periodic newsletter for homeowners to keep everyone up to date on Dolphin Bay issues and events. When appropriate, emphasize any Rules and Regulations issues as requested. Update directory as needed.

i. Pool

Work with the property manager/on-site maintenance person and landscaping committee to ensure all maintenance issues are managed and the pools are attractive and appealing to owner's and guests

j. Maintenance of Property

Monitor the cleanliness and routine maintenance and upkeep of the buildings and grounds. Work with the property manager to resolve any problems and advise the Board of any changes deemed appropriate.

k. Maintenance Projects

Assist in leading large building related projects from design to Board approval to completion and also be a technical resource to the Board to assure that the structural integrity of our buildings is not compromised.

l. Sales and Rental Review

Assist the property manager in their administration of the Sales and Rentals Application & Review process including early identification of prospective sellers or renters and their compliance with existing documents and rules. In coordination with the property manager, make recommendations to the Board.

m. Social and Clubhouse Scheduling

Set a social schedule utilizing the Clubhouse, primarily for the purpose of creating a friendly atmosphere for homeowners and providing a way for new owners to meet their neighbors.

n. Clubhouse

Oversee the Clubhouse physical condition and bring any maintenance or improvement suggestions to the Board.

o. Tennis

Ensure that tennis courts are kept in good condition and that tennis regulations are complied with at all times. Bring maintenance issues to the attention of the Board. Work with Social Committee on setting up periodic social events, i.e., Tennis Round Robins, etc. to expand the number of players using the courts.

p. Technology

Assist the board or any of the committees in reviewing technology offerings for the purpose of matching their needs with current technology offerings; thus to create the best fit to meet objectives.

If you are interested in participating in one or more committees, please contact the appropriate Chairperson who will obtain Board approval.

Dolphin Bay Condominium Association

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Association Rules & Regulations

1. Common Areas, Walkways and Grounds

The Common areas are for the use and enjoyment of all residents.

- a. Common Areas must be kept free from litter, clutter and obstructions of any kind.
- b. No skateboarding or roller blading is permitted on residential building walkways, sidewalks, or in garage areas.
- c. Bicycles, kayaks, canoes, or other items of personal recreational equipment are to be stored only inside owner's garages.
- d. The parking space designated "Car Wash" is reserved for washing cars. It is not to be used as a parking space.
- e. No clothing, towels, etc. may be hung on railings, porches, walkways or stairways.
- f. Vehicle repairs, except for emergency repairs, are not permitted on the property. Vehicle painting is also not allowed.
- g. Walkways and sidewalks and accesses to them may not be obstructed. Residents and guests shall be particularly careful to not block access to the common area sidewalks leading from the circular paved/turn around area at the end of the entry drive near Building A to the waterfront behind Building A.
- h. Washing of vehicles in the garage is not permitted. Please use the "car wash" area west of Building C.

2. Common Areas Uniformity

Owners are advised to read Section 9.6, Page 11 of the Condominium Declaration. No unit owner may make any structural changes to the interior of his or her unit and may not change the exterior appearance of the condominium property without first submitting plans and specifications to the Association and obtaining the prior written consent of the Association Board of Directors in the manner required by the Condominium Declaration.

3. Screen Doors/Enclosed Lanais/Glass Sliders/Windows

Residents desiring to install screen doors, enclose lanais, glass sliders or windows must receive prior authorization from the Board. Please review current requirements with your contractor and a Board Member before signing a contract.

4. Elevators and Expected Moving or Deliveries

- a. Elevators must be kept free of all clutter. In the interests of safety, unattended small children (under five years of age) are not permitted in or near elevators.
- b. Any need for extended use of elevators, such as for moving or delivery of large numbers of furniture/appliance items will require a 24-hour advance notice to be posted in the elevator and on the affected building bulletin board. The resident scheduling the move or delivery is responsible for arranging with the on-site maintenance person to have the protective coverings placed on the elevator walls and floor.

5. Association Access

- a. The Association has the irrevocable right and responsibility to enter any apartment, porch, attic or garage for remedying or abating the cause of any emergency condition and prevent damage to common elements or to other Units, regardless of whether the owner is present. Since such right of entry must be immediate for emergencies, the owner of each unit shall deposit with management a key or keys to the front door locks of such unit and the key for the emergency latch to their garage.
- b. The Association has the irrevocable right and responsibility to enter the buildings, apartments and limited common elements including garages and attics for maintenance, repair and replacement of common elements and routine pest control at reasonable times and with reasonable advance notice. In order that the maintenance and repairs can be made, the pest control can be performed on a schedule and, if necessary, in the absence of the owner, the owner must deposit with the manager the entry code if there is an armed entry alarm in addition to keys.

6. Dock

- a. The dock is for the use of owners, tenants and their guests.
- b. Children under the age of 12 must be accompanied by an adult when using the dock.
- c. Only non-breakable cups and containers may be taken on the dock.
- d. Before leaving the dock, all trash must be removed. The fish cleaning area must be cleaned and the hose left in place.
- e. Mooring of boats overnight is not permitted
- f. Owners operating or mooring boats at the dock will observe all pertinent U.S. Coast Guard regulations.

7. Unit Rentals/Sales

a. Unit Rentals

- i. Approval. No unit may be rented without the prior written approval of the Association. Applications for that approval shall be made on forms distributed by the Association providing the full name of the tenant and all occupants, the lease terms and such other information as the Association may reasonably require. The Association shall approve or disapprove the completed application within ten (10) days of its receipt.

- ii. Minimum term. No unit shall be rented for a term of less than ninety (90) days.
 - iii. Subleases. No unit shall be subleased.
 - iv. Pets. No pet of any type shall be allowed in a rental unit.
- b. Unit Sales**
- i. Owners must provide written notice of proposed sale and request for approval. Applications for that approval of unit sales shall be made on form "Application for Approval of Unit Sale" distributed by the Association. The completed form shall be forwarded to Progressive Community Management, Inc. for approval by the Dolphin Bay Condominium Association.

8. Pets

- a. Must be under control and on a leash at all times. Owners shall pick up their pet's waste and dispose of it properly.
- b. Owners are not permitted to have more than one (1) traditional house pet on the property. The pet will not exceed 45 pounds in total weight. No wild or exotic pets are allowed on the property. **This includes visitor's pets.**

9. Vehicles

- a. Speed Limit. No vehicle may be operated within the Dolphin Bay Community at more than ten (10) miles per hour.
- b. Parking.
 - i. Open Parking. Unit owners, tenants and guests may park in the marked parking spaces along the entry road but shall not park in the roadways, walkways, lawns, or any other common area not specifically designated for parking.
 - ii. Garage Parking. No vehicle may be parked in or in proximity to a garage other than in the applicable assigned garage parking space, except that in Building A only, a vehicle may be parked in front of its assigned garage space so long as it does not impede access to anyone else's garage space and there is no complaint from an affected resident. In no event shall any vehicle be parked in any area posted by the Association with a "NO PARKING" sign.
 - iii. Keys for Unattended Vehicles. Any person leaving a vehicle parked at Dolphin Bay during any absence of more than seventy-two (72) hours shall leave a key to the vehicle with the on-site maintenance person so that the vehicle may be moved if required in case of emergency conditions.
 - iv. Towing. The Association may cause any vehicle parked in violation of these rules to be towed, in compliance with the applicable law.

10. Moving and Delivery.

Any persons expecting a moving van or delivery truck which must temporarily block a parking space or garage shall notify all affected residents in sufficient

time for them to move their vehicles as may be needed. Such vehicles shall be parked so as to avoid such inconvenience when possible by parking along the roadway while loading and unloading, leaving sufficient room for other vehicles to pass. When any elevator is to be used in moving delivery furniture, appliances or other large items, the resident shall arrange in advance with Management for the installation of protective pads to the elevator floor and walls.

11. Propane Grills

- a. The use of propane grills in the Dolphin Bay residential buildings is permitted only on the open entry porches or uncovered patios.
- b. The storage or use of LPG cylinders on the open entry porches shall be limited to cylinders each with a maximum water capacity of 2.7 lb. (1.2 kg) and shall not exceed 5.4 lb. (2.4 kg) aggregate water capacity per each living space unit.
- c. LPG cylinders may not be placed on common element ingress/egress routes such as the common walkways and stairways.
- d. LPG cylinders with a maximum water capacity greater than 2.7 lb. (1.2 kg) may not be transported through or stored in each living space unit including lanais or in garages.
- e. The storage or use of LPG cylinders on the uncovered ground level patios shall be limited to cylinders each with a maximum water capacity of 20 lb. (8.8 kg)

12. Association Clubhouse Use

- a. The clubhouse may be reserved for private parties by owners only, on application to the Clubhouse Committee.
- b. A \$200 deposit (fully refundable) is required for security for private parties paid to the committee chairperson.
- c. A \$50 cleaning fee is required, to be returned if owner cleans to Committee satisfaction.
- d. Reservations made by the Association for its own gatherings shall take precedence.
- e. There shall be no loud music, singing or shouting which would be disturbing to the Dolphin Bay community, or violate Sarasota County Regulations.
- f. No posters, balloons, etc. shall be hung on the walls or from the ceiling.
- g. Number of guests allowed at any gathering inside the clubhouse shall not exceed that allowed by Fire Marshall (60).
- h. Paper goods in kitchen area are for community use only, not for private parties. Owners should provide their own paper goods for private parties.
- i. No smoking in clubhouse at any time.
- j. No wet clothing or wet shoes are permitted in the clubhouse at any time. Residue from the hartrue tennis courts and water from wet shoes or clothing will damage the hardwood floors.

PLEASE NOTE: In the event of a large private party, parking may pose a problem, especially during the season when more owners are in residence. Notifying your guests to “car pool” may be a solution.

13. **Swimming Pool Rules**

- a. The pool and spa are for the use of owners, renters and their guests. Guests other than house guests must be accompanied by their hosts.
- b. Children under the age of 12 must be accompanied by an adult when using the pool.
- c. No food, drink or glass is permitted in the pool or on pool wet deck (defined as up to 4 feet from the pool edge).
- d. Only non-breakable cups and containers may be used in the pool area.
- e. Children not toilet trained are required to wear a swim diaper.
- f. Shower before entering pool.
- g. Pool chairs and furniture cannot be reserved in advance or saved.
- h. When leaving the pool area, the umbrellas should be collapsed.
- i. No rafts are permitted in the pool.
- j. No running, jumping or horseplay.
- k. Electronic devices are not permitted unless head phones are used.
- l. All Gates must remain closed.
- m. Pool hours: Dawn to dusk
- n. No animals in pool or on pool deck, or inside the fenced in pool area

14. **Hot Tub/SPA Rules**

- a. Maximum capacity five (5) persons.
- b. Children under four (4) years of age not permitted in the SPA (hot tub)
- c. Children under twelve (12) years of age must be accompanied and supervised by an adult.
- d. Pregnant women, small children, people using alcohol, narcotics or other drugs that cause drowsiness should not use the spa(hot tub) without first consulting a doctor
- e. Shower before entering the SPA (hot tub).
- f. No glass or animals are permitted in or near the SPA (hot tub).
- g. No food or drink is allowed within 4 feet of spa edge.
- h. Maximum spa (hot tub) temperature is 104 degrees.
- i. Maximum Use of spa: 15 minutes.
- j. Spa hours: Dawn until Dusk

15. **Tennis Rules and Etiquette**

The Dolphin Bay tennis courts are restricted for use by Dolphin Bay unit owners and their guests only. The following rules and etiquette should be observed by players at all times for the maximum enjoyment of everyone:

Tennis Dress Code: Players should be dressed in appropriate tennis attire, including wearing a shirt and regulation tennis shoes. No running shorts, bathing suits or cutoffs will be permitted.

- a. Sign-up sheets will be posted by maintenance each afternoon on the tennis court bulletin board at 3:30 P.M. for play up to three (3) days in advance. Sign up will be on a first in line basis.
- b. Owners may sign up for other owners only if there is no one else in line waiting to sign up. Those that want to sign up for others must go to the end of the line to do so after they have signed up for themselves in the first round.
- c. An owner must accompany guests other than a house guest. Only house guests may play or hold a court if the owner is not there.
- d. All players must leave the court promptly but may move to a vacant court if their court has not been reserved by other players.
- e. Group tennis play will be permitted in the afternoon; the exception is if Dolphin Bay Condominium Association is sponsoring a tennis event.
- f. Tennis parties may be arranged if owners contact the recreation chairperson or a board member.
- g. Children under twelve (12) must play with adult supervision.
- h. All owners and guests must sign in so we have a record of who is on the court at all times.
- i. Tennis courts must not be used for any activity other than tennis.
- j. Court sign up will be limited to one court time per individual or group for each sign up.
- k. Court reservation will be forfeited if players are over ten minutes late.

Tennis etiquette dictates waiting until the point is over before crossing in back of an ongoing game. Please return balls promptly when one rolls on your court. The gates in front of each court are to be used for exiting and entering. Use the sneaker washer when exiting through the clubhouse area. Thank you and enjoy your games.

16. Realtors

Realtors are permitted to show units or hold “open houses” at any time, provided:

- a. Open Houses - The listing agent or representative must be present at any open houses and admit prospective buyers through the gate using the owner’s telephone.
- b. Other Showing - Showing Agent must call the listing agent or the listing agent’s call center, prior to each showing, to schedule and to receive instructions for showings. A lock box may be on site provided it requires individual access codes and automatically keeps a record of usage details, including the realtor’s identity.

17. Parking

- a. Realtors and their guests must park automobiles in the properly designated “visitor” parking places nearest the gate.
- b. Houseguests staying overnight or longer must park their vehicles (after unloading their luggage) in the “Visitors Parking” area south of the tennis courts.

- c. Please note “Compact Cars Only” sign near gate to avoid blocking entering vehicles.

18. Responsibility of Suppliers, Vendors & Contractors

It is required that suppliers, vendors and contractors call our property manager on Ext. 200 at the Main Gate before entering our Dolphin Bay property. This will allow us to work with them to see that they get the proper help and direction to meet their objectives.

If it is necessary to unload items for delivery to our residents, we can direct them to a temporary parking location so as not to interfere with our owners. If they will be working in one of our owner’s condos, they should park in Visitor Parking south of the tennis courts after unloading.

Even if they are monthly visitors, it is now required that they call Ext. 200 at the gate each time they arrived at Dolphin Bay.

19. Responsibility for On Site Conduct of Service Providers

a. CONDUCT OF TRADESMEN HIRED BY RESIDENTS

- i. When a service provider is hired by a resident to perform work in his/her unit, the company or individual tradesman is also being invited onto the property of forty-nine other owners. For this reason, the hiring resident must be held responsible for the conduct of tradesmen while on Dolphin Bay property. Residents must arrange for the protective blankets to be hung in the elevator. (Contact our property manager). They are also required to post a sign in the elevator indicating the dates of the proposed use of the elevator by tradesmen.
- ii. Tradesmen must not use the luggage or grocery carts (these are exclusively for the use of residents). Also, they are not permitted to deposit waste materials (such as tiles) in the dumpsters. They must remove all waste materials from Dolphin Bay property, and clean up any mess that they have caused. They must not park vehicles in the garages. Residents must inform their tradesmen that these practices are not permitted.

b. ENTRY OF TRACTOR-TRAILERS THROUGH THE GATE

- i. As a general rule, tractor-trailers are prohibited from entering Dolphin Bay. There is no room for such a vehicle to turn around. Gate codes must NEVER be provided to drivers of such vehicles, as it guarantees that the gate board will be broken. This is because the gates operate by sensors in the asphalt which are programmed to close the gate after the second axle has crossed the sensor. Since there are still about 40 more feet of trailer following, the gate will close on the trailer roof and break.
- ii. Under special circumstances, such as for a moving van, permission may be granted by the Board if strict procedures are followed.
- iii. These procedures are as follows:

1. The Property Manager/ on-site maintenance person must be advised not less than seven days in advance of a planned move, who will advise a Board Member.
 2. If approval is granted, the Property Manager will disable the gate mechanism and advise the driver how to enter, where to park, etc. and will also post signs in the elevators advising residents where NOT to park vehicles, and will place traffic cones in the space reserved for the long vehicle.
 3. This will be a trial in the hope that cooperation by all involved will facilitate the truck loading/unloading to be completed in the most cost-efficient manner for the resident. If problems continue, tractor-trailers will be totally prohibited, and residents moving in or out will be forced to insist that their moving company use a small two-axle truck to transfer their possessions to or from the moving company depot.
- c. HOURS OF OPERATION: Hours of operation shall be 8 to 5pm, Monday through Friday. Reasonable accommodation may be granted for weekend work that is quiet, takes place only inside of unit, and does not disrupt the condominium community. **Only quiet work is allowed and Noise shall not be generated after 4:00pm.**
- d. LOADING, UNLOADING AND PARKING: Contractors may load and unload materials near the unit building for not more than 30 minutes and then must park their vehicles in the parking spaces near the front entry gate and display a dashboard Contractor Parking Authorization that has been provided for that purpose to the hiring resident. **No parking allowed beyond (east of) the clubhouse.**
- e. DAILY CLEANING: Walkways, elevators and other areas that have been soiled by the work of construction must be cleaned daily and returned to the condition that they were found before the work of the day began.

20. Occupancy by Non-related Guests

Occupancy by non-related guests or donated charitable use when owners are not present is permitted as set forth in Section 15.4, Page 26 of the Condominium Declaration. There must be (10) days written notice to the association with no more than two occupancies per year. Each occupancy is limited to one week unless prior written approval is given by the Board of Directors.

21. Calendar Restrictions for Renovation Projects:

No renovation projects may occur between **December 15th** and **April 30th**, each year to alleviate the crowding of vehicles and noise of construction during the **busy** months when most of the owners are in residence. A renovation project is one that entails noise generating activities which may include removal/installation/ reconstruction of walls, hard flooring

materials, cabinetry, building materials and/or the need for dumpster removal services, including projects that require the onsite sawing or fabrication of materials that are being installed in the unit.