

WATERSIDE CONDOMINIUMS

PALM COAST, FLORIDA

(2011)

INTRODUCTION

Welcome to Waterside, a premier condominium property located just off the Intracoastal Waterway in Palm Coast, FL. Waterside was developed on prime property as an Intracoastal canal property with easy access to shopping in Palm Coast, the waterways, the Atlantic beaches, and highways to area towns and attractions in and outside of Palm Coast.

The Waterside condominium 'units/homes' are considered to be some of the largest and most well-appointed in the area, and all who visit comment on how voluminous they are compared to neighboring communities. Waterside is one of the smallest area communities in terms of members, thirty-nine individual units, and as such we tend to be close as neighbors and friends. Waterside residents look out for the needs and interests of one another.

An added attraction for Waterside is the manner in which our property is enhanced and maintained. Thanks to the personal involvement of many residents in terms of time and hands-on labor, Waterside always shows 'park-like' as is so often remarked by owners and visitors.

At the founding of Waterside, the developers were required to file an Offering (Prospectus) with the Florida State Attorney General in order to be approved by Florida law as a commercial not-for-profit development. That legal filing is a comprehensive and complex document which in a sense is our 'constitution' which spells out most mandates, which must be followed, in order to retain our legal standing. In addition, the body of Florida State Law applicable to condominiums is vast and ever changing, and we are charged to follow all such statutes.

Our Board of Directors, all owners, must abide by the Offering and the Law. The Board of Directors is keenly aware of the complexity and sometimes tedious nature of the Offering documents, and so they have authorized the condensing of some of the elements of the Offering in this Handbook along with a few friendly reminders that apply to most elements of Waterside living.

The Board's intent is that this Handbook will be made readily available not just to our owners but also to all tenants, renters, visitors and guests so as to avoid any misunderstandings about the parameters of Waterside living. Because of the proximity of each unit to the other units, all are urged to be courteous, aware of noise, and ever vigilant to our neighbor's privacy and comfort.

The Offering sets out standards of harmonious living at Waterside along with cautions regarding maintenance of market values, avoidance of 'nuisances' and basically the protection of privacy and quality lifestyle for all residents. It is often referred to as our Covenants, Declarations, and Rule and Restriction document, and owners are encouraged to refer to it when there are any questions on issues.

Though permitted by the Waterside legal documents, the Board of Directors would prefer not to impose penalties for rule violations but does encourage quiet, courteous resolution of problems, sometimes with the assistance of our Management Company.

We hope that all will appreciate the handbook and any and all questions are welcome at any time through our Management Agent, whose contact information is found in the cover pocket of this manual. Complete copies of our By-Laws and Documents are also available upon request.

MAY YOU ALWAYS ENJOY YOUR WATERSIDE RESIDENCE IN PEACE AND COMFORT.

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FRIENDLY REMINDERS

OUR POOL AND SPA

The Waterside pool and spa are our most significant common amenities, and they are directly within the view of the majority of our condominium units and owners. Rules are displayed at the pool and spa area and many are mandated by local and state law. **PLEASE READ THEM AND OBSERVE THEM.** Also please:

- use the furniture with care and try to leave it in an orderly fashion for others
- tidy up the bathrooms, pool and kitchen area as best you can after each use
- do not permit diving, horseplay, dangerous objects or toys, glass, food, or any activity or object which may create a danger. **THERE IS NO LIFEGUARD OR SECURITY** at the pool
- immediately leave the pool in any threat of an approaching storm
- children are the responsibility of parents and/or guardians at all times and must be directly supervised at all times
- there are special rules and restrictions for spa use and they are posted and are to be followed
- spas are generally not safe for young children or persons with certain health concerns
- young children are not permitted in the spa at any time.

THE MARINA

The Marina boat slips are NOT Waterside common property. There are two slips that are owned by the Waterside HOA. Slips #9 and #12 are day slips; you may request overnight privileges. These slips have to follow all rules and regulations. The balance of slips are owned individually and separately by Waterside owners who opted to purchase a boat slip.

Because the boat slips are on public waterways, they are subject to Federal, State and Local laws and regulations. The marina is monitored by several agencies for compliance, including the EPA, Coast Guard and State and local Marine Officials and law enforcement.

The marina presents a variety of dangers and residents not owning a boat slip, and visitors, are urged to avoid the marina or at least approach with extreme caution. **ALL CHILDREN IN THE MARINA AREA MUST BE ACCOMPANIED BY ADULTS AND DIRECTLY SUPERVISED.**

REFUSE (TRASH) CONTAINERS

There are two (2) on the Waterside property, and they are emptied by a commercial refuse company once per week. They fill up quickly, and in the heat they can emit a foul odor. PLEASE:

- tightly seal all trash bags, including pet droppings
- do not deposit any unsealed trash
- break up all boxes so as to avoid overfilling the containers
- see all Board of Directors and other Announcements, Notices, Agendas at the barn doors which conceal the dumpster containers
- never leave any trash of any kind outside of the dumpster (such practice will draw unwelcome animals)
- disposal of oversized objects, such as furniture, appliances, rugs, etc., is never permitted and special arrangements must be made for pickup
- please ask if you need assistance, however, note that there are top and side lids and doors on the dumpsters.

NOTE: In order to balance refuse container capacity, it is recommended that trash be disposed of as follows:

Buildings

Container

#102 – 106

- Between Bldgs #104 and #106

#108 – 114

- Front of Bldg #114

PARKING AND DRIVEWAYS

In addition to one (1) or two (2) garages per unit, there are about thirty-nine (39) parking spaces on the Waterside property. Those spaces are for visitors, guests, owners' legally registered automobiles, and for approved tenants.

Out of the 39 parking spaces, there are seven (7) clearly marked **handicapped parking** spaces for those displaying officially obtained placards.

Parking is not permitted along curbs unless there is a short-term, unavoidable need. Our driveway and roadway is very narrow. Parked cars are always backing out of spaces and garages and need as much space as possible to maneuver. A safe and appropriate speed is recommended-generally under 5 mph-as residents do walk, ride bikes, etc. and there are blind intersections and corners. Skate boarding is strictly prohibited on the property because of the danger to others as well as to the skateboarder.

Automobile washing is permitted in the driveways and, if possible, should be performed at the common hose areas where the 'hose storage planters' are located. PLEASE rewind the hose into the planter after use for safety and clean up the area when finished.

FIRE DANGERS

OPEN FLAME FIRES—EVEN COVERED—ARE STRICTLY PROHIBITED ON THE Waterside common property, in garages, or on unit verandas/terraces/balconies. There can be no exceptions.

Yes, residents may barbecue but only in a grill that does not produce any flames from charcoal, wood chips, propane or other sources. Waterside residents are all connected one way or another, plus our area is often under local WILDFIRE CAUTION such as that which can originate with flames and embers of any kind. Fire pits are also never permitted.

Smoking of any kind is prohibited in the foyers, elevators and staircases. If a smoker uses the terrace, veranda or balcony, please dispose of the cigarette butts in a proper container. If smoking in any common area, please dispose of cigarette and cigar butts safely and in a proper container.

Florida State and Local Laws strictly prohibit open flame fire in condominium developments with balconies or terraces such as ours, and serious penalties may be imposed for violations. Our balconies, terraces, verandas all contain decorative and construction materials that are flammable.

PLEASE help all of us with these warnings.

STORM DANGERS

It is advised that all residents clear their verandas/terraces anytime they will be away for any length of time, especially during the tropical storm and hurricane seasons. It is flying objects that seem to cause the greatest danger and harm or worse. This is a serious concern for all of us in Florida.

County officials publish storm guides available from our County and City offices.

Obviously, it goes without saying that units must be secure at all times.

PETS

Waterside welcomes pet owners, whether unit owners, guests, tenants or visitors. The original, legal documents filed by our Waterside developers include specific limitations on dogs as pets. One (1) or two (2) dogs are permitted but total cumulative weight cannot exceed 40 pounds at this time. Pets are not allowed in the pool area.

Please do not allow pets to urinate on shrubs. A safe and appropriate place is the centrally located grassland park area.

Needless to say, pet owners must pick up after their pets, walk dogs on a leash of no more than six (6) feet and do everything possible to avoid interfering with the peace and quiet afforded neighbors and generally avoid any nuisance issues.

Again, all pet droppings must be disposed of in a sealed plastic bag or other specially designed container.

RENTAL TENANTS

All rental agreements must be in compliance with the Waterside legal documents. At Waterside the Board of Directors, through the Managing Agent, reviews all applications (see attached Appendix 'A') for approval.

Potential renters must be advised by unit owners or their legal agents, or both, that Waterside Rules and Regulations must be observed at all times during their stays at Waterside. This requirement ensures that renters feel welcome and are aware of all of the Waterside restrictions. In this way they are never surprised to learn of any infractions. Renters then truly become our welcomed residents, and we all feel comfortable with one another.

All tenants must receive and sign for a copy of this Handbook at the time of application to rent, all of which is processed by our Managing Agent.

UNIT MAINTENANCE

Besides the obligation of each unit owner to carry appropriate insurance coverage, ALL owners are urged to use our handy 'checklist' (attached Appendix 'B') for inspection purposes. This is especially critical in that many owners are part-time residents and may not be on site. Things can go wrong and cause considerable unintended damage for them and their neighbors.

It is recommended that residents who will be away for any extended period **DO** Shut Off Their Water Supply located at the ground-floor level inside the barn doors beneath the stairwell at the 1st level, **ALONG WITH THE HOT WATER HEATER IN THE UNIT.** If you are not comfortable doing this safely, please contact our Managing Agent for assistance. Also, it may be wise to arrange for someone in the local area to periodically inspect the unit.

Any owner who wishes to modify their unit in any way that could be visible from outside the Unit must apply to the Board of Directors on the Unit Modification Request Form, attached (Appendix 'C') available from our Managing Agent.

As with all of the above topics, the Waterside Managing Agent is always available to advise and assist with issues and/or questions.

Appendix A

Waterside Unit Interior Checklist

- _____ Main Door Operation
- _____ Garage Door Operation
- _____ Tile Grout
- _____ Drain Operations _____ *Treatment
- _____ Refrigerator Water Supply _____ Filters
- _____ Washer/Dishwasher Water Supply Lines
- _____ Water Intrusion/Leaks
- _____ Veranda Seals/Grout Maintenance
- _____ Hot Water Tank Operation/Leaks
- _____ Mold/Mildew
- _____ AC/Heat Operation _____ *Filters
- _____ AC Condensation Drainage
- _____ Electrical Issues
- _____ Alarm (Smoke/Fire) Operation _____ *Batteries
- _____ Window/Slider Door Operations
- _____ Toilet Operations
- _____ Humidity Control
- _____ Garage Leaks/Humidity Issues
- _____ Garage Condensation Cleanup
- _____ Ceiling Fan Operation/Controls
- _____ Window/Door Blind Operations
- _____ Garage Refrigerators/Freezers
- _____ Dryer Vent Cleaning
- _____ Under-mount Sink Secure
- _____ Bath mirrors are secure to wall

*Recommended every six months.

A friendly reminder to all owners: Please breakdown any cardboard before placing in the dumpsters.

Appendix B

Waterside Condominiums Tenant Registration Approval Form Phone: (386) 439-0134 Fax (386) 439-4256

1. Proposed Tenant must complete application in detail and sign. Please print or type.
2. REQUIRED: ATTACH COPY OF LEASE.
3. Realtor/Property Manager Name _____ Phone _____
Agency _____ Fax _____
4. We request at least 10 working days for processing/obtaining the required board member signatures. TENANTS MAY NOT MOVE IN UNTIL APPROVAL IS GRANTED.

OWNER

Submission date: _____

Name _____
Mailing Address: _____
phone: Home _____ Work _____ Cell _____
Emergency Contact & phone: _____
Property Address _____

TENANT INFORMATION

Lease Term: from _____ To: _____

Tenant Names: _____

Children Names & Ages _____

Current Address & Phone # _____

Driver's License # _____

Please provide the Driver's License and Automobile registration information for all drivers who will reside in unit.

Automobile Information

Make: _____ Color: _____ Tag #: _____ /State _____

Make: _____ Color: _____ Tag#: _____ /State _____

Pet Information

Type: _____ Breed: _____ Weight: _____

Type: _____ Breed: _____ Weight: _____

Please Initial:

_____ I understand that I must receive approval from the Association prior to occupancy of the unit.

_____ I have received a copy of the Homeowners Rules and Regulations and the Waterside Handbook and I have read and understand these materials. I agree on behalf of all persons using the premises under my permission to abide by these rules under penalty of permission termination.*

Signature of tenant on this form is mandatory prior to approval

Application Statement: I have reviewed or received a copy of the Association Declaration of Covenants and Restrictions, and I agree on behalf of all persons using the premises under my permission to abide by these rules under penalty of permission termination.

Tenant Signature: _____

Accounting Clearance: _____ Date: _____

Board Approval: _____ Date: _____

A COPY OF THE LEASE IS REQUIRED FOR ASSOCIATION APPROVAL

* Owner or Owners Agent is responsible for providing a copy of Association Covenants and Restrictions and Rules and Regulations to the tenant. All materials are available at Preferred Management Services, Inc.