

1.0 GENERAL

- 1.1 Each Owner and/or Renter is responsible, legally and financially, for the proper conduct of their family members and guests ensuring they understand and observe all rules and regulations.
- 1.2 No person under the age of 21 is permitted to occupy a condo unless the parents or the Owner is in residence at the same time.
- 1.3 Weapons, concealed or otherwise, are prohibited in all common areas.
- 1.4 No persons should use or permit to be brought into the dwelling or under the buildings flammable oils or fluids such as gasoline, kerosene, propane, explosives or other articles deemed hazardous to life or property.
- 1.5 Fireworks are strictly prohibited.
- 1.6 Smoking and playing in the elevators is prohibited.
- 1.7 All trash is to be deposited in the appropriate dumpster closest to your condo building.
- 1.8 Clothing, linens, towels, etc. shall not be hung from the balconies or draped across outdoor furniture.
- 1.9 Running on the walkways and halls of the building is prohibited.
- 1.10 Tables and chairs are the only items allowed on walkways and halls; all other personal items must be kept inside units or storage buildings.
- 1.11 No personal property can be stored under the buildings. Please store in your storage building or condo unit.
- 1.12 Cooking on balconies, porches, hallways or under the buildings is prohibited. Grills cannot be stored under the buildings. Charcoal grills are available and located adjacent to the buildings.
- 1.13 Playing, walking, etc. on the sand dunes is strictly prohibited by law.

2.0 RENTER POLICY**2.1 RULES AND REGULATIONS**

- 2.1.1 Rental Agents are required to furnish renters with a copy of the IBRC Rules and Regulations.

2.2 PARKING

- 2.2.1 Rental Parking Passes will be provided for each rental unit by the Rental Agent.
- 2.2.2 Rental Parking Passes are referenced to a specific unit, Rental Agent, and expiration date.
- 2.2.3 Renter parking is in the open parking lots. The spaces under the buildings are reserved for Owners.
- 2.2.4 Renters may park their boat trailer on a space available basis in the Boat Parking Area. Owners who rent and want their renters to have the benefit of boat parking must buy the boat decal.
- 2.2.5 Renter boat trailers must display a valid parking pass issued by their rental agent.

2.3 ACCESS

Access to Meeting Center and Fitness Center is reserved for Owners.

- 2.4 No golf carts or ATVs are allowed on the property.

3.0 PARKING

- 3.1 Each unit will be issued two (2) window decals and four (4) owner guest passes. Renter passes available upon request.
- 3.2 Additional permits may be purchased and are limited to the following:
- Two (2) decals at \$10 each
 - Two (2) passes at \$5 each
- 3.3 Owners may request additional passes (over the amounts listed above) by submitting a written request to the Board of Directors, c/o CCMC for their consideration.
- 3.4 Decals should be placed on the interior of the windshield, driver's side.
- 3.5 If a vehicle is traded or sold, the decal should be removed and returned to CCMC. A replacement decal will be issued upon receipt of the old decal.
- 3.6 Lost or stolen passes will be replaced at \$10 each. Damaged passes will be replaced free of charge.
- 3.7 If the condominium unit ownership is changed, all parking passes and decals are to be transferred to the new owner. The new owner is responsible for

- exchanging the passes and decals for new ones (at no charge) with CCMC.
- 3.8 Parking is not permitted in the car wash and basketball goal areas.
- 3.9 Vehicles are not allowed to be stored under the building when the owner is not in residence.
- 3.10 Parking under buildings is restricted to vehicles displaying Owner decals.
- 3.11 To maximize the use of limited parking spaces under buildings, only one parking bay will be used for each unit. Two to three cars can be parked in a bay to accommodate multiple vehicles for the SAME UNIT. Guests and renters should park in the open parking areas.
- 3.12 No golf carts or ATVs are allowed on the property.
- 3.13 Due to limited accessible space for family cars, pickups, vans, and family SUV's; parking of two wheel motorcycles will be limited to a designated zone under each building. These designated spaces are marked.

4.0 BOAT TRAILER AND KAYAK PARKING

- 4.1 All boat trailers, campers, etc. must display a decal/pass.
- 4.2 Annual decals are required and may be purchased from CCMC for \$150 per boat.
- 4.3 Renter boat trailers must display a valid parking pass issued by the Rental Agent.
- 4.4 Owners who rent and want their renters to have the benefit of boat parking must buy the boat decal.
- 4.5 Empty boat trailers can be parked for a maximum of seven days.
- 4.6 ONLY boat trailers can be parked in the Boat Parking area which is located across from the Fitness Center.
- 4.7 Only ONE (1) space may be used for each boat trailer.
- 4.8 Boats, trailers, recreational vehicles and vans are not permitted in the parking lot if they take up more than one parking space. Nor

can they be used as living/sleeping quarters.

4.9 FREE boat trailer and camper long term parking is available behind Building H on a space available basis.

4.10 If all spaces are full, parking spaces on the highway side of the parking lot at G and H Buildings may be used TEMPORARILY.

4.11 Kayaks, canoes, paddle boards, etc stored under buildings will be removed by Onsite Staff to the Maintenance Office Area.

5.0 WHEEL

LOCKING/TOWING

5.1 Conditions for wheel locking and towing:

- Any vehicle or boat trailer that does not display a current parking pass or decal is deemed trespassing.

- Any vehicle that does not have a current license plate and/or is not in "road worthy" condition will be deemed abandoned and trespassing.

- Any vehicle or trailer not parked in an authorized area

5.2 The wheel locking and/or towing process is:

First Violation

A written warning will be posted on the vehicle, by the Onsite Staff or Security, giving 4 hours notice before wheel locking.

After 4 hours, the vehicle's wheel will be booted with a picture taken of the wheel beforehand and a notice placed on the driver's window.

If not corrected within 24 hours, the vehicle may be towed at the vehicle owner's expense.

Subsequent Violations

Second Violation: The vehicle will be immediately wheel locked with a release fee of \$40 to be paid in cash up front.

Third Violation: Vehicles will be towed at vehicle owner's expense.

- **Safety** - Parked vehicles blocking fire and emergency access or causing an unsafe condition in the opinion of the Onsite Staff will receive a written warning and after 30 minutes will be subject to

towing at the vehicle owner's expense. Authorization to tow a vehicle must be approved by the Association Manager.

5.3 The policy will be administered by the Onsite Staff and will be waived for authorized special events on the property. The fee for release of the wheel lock will be used to off-set costs for administering this program.

6.0 SWIMMING POOLS

6.1 Persons using these facilities do so at their own risk.

6.2 Rules are posted at each swimming pool. **No pets or glass containers are allowed in the pool area per law.**

6.3 Surfboards of any type are not allowed in the pools.

6.4 The pools are open approximately May 1 thru October 15 each year. The pools are closed to swimming in the off season.

6.5 The pool hours are posted at the pools.

7.0 FITNESS CENTER

7.1 Facilities are for use of Owners and Guests Only. Homeowners may reserve the Fitness Center and Meeting Center for private functions by contacting CCMC. The sponsoring Owner must be in attendance at the function. Owners are expected to clean up after their use or a \$50 cleaning fee will be charged.

7.2 Minimum age to use the Fitness Center and the equipment is 18. For safety reasons, no children are allowed in the facility.

7.3 Center is open from 5:00 AM until 11:00 PM.

7.4 Equipment use is on a First Come, First Serve Basis.

7.5 Equipment use is limited to 30 minutes when there is a wait line.

7.6 Use equipment at own risk.

7.7 Wear proper shoes. No flip flops, bare feet, or open toe shoes

7.8 Wear proper clothing.

7.9 No food, smoking, alcohol, can or bottle drinks or sodas. Spill proof plastic containers with caps for water only are permitted.

7.10 Personal towel required.

Wipe seats and handles after use.

7.11 No cell phone usage. Personal radios or electronics can be used with ear phones.

7.12 No pets.

7.13 Do not admit unfamiliar people without keys.

7.14 No loud, unruly or unsafe behavior

8.0 PETS

8.1 ONLY OWNERS ARE ALLOWED TO HAVE PETS ON THE PROPERTY.

8.2 No dogs or cats shall be permitted in any of the public portions of the property **unless carried or on a leash.**

8.3 The Association is indemnified to be held harmless against any loss or liability of any kind or character arising from or growing out of having any animal in a condominium.

8.4 If a dog or other animal becomes obnoxious to other owners and/or guests by barking or otherwise, the Owner must correct the problem. If the problem is not corrected, the Owner, upon notice by the Association, must remove the animal from the premises.

8.5 Owners are responsible for cleaning up any "mess" their pet leaves on the grounds.

9.0 NOISE

Being thoughtful of one's neighbors can be another answer to good living and is an especially important consideration in a multi-family building.

9.1 Loud noise from televisions, stereo equipment, musical instruments, and talking should be kept to a minimum at all times, and especially between the hours of 11pm and 7am.

9.2 Conduct around the tennis courts and pools should be watched at all times.

9.3 If you are disturbed by noise:

- Owners should notify the Police

- Renters should notify their Rental Agent

- Guests should notify their Host.

10.0 STORAGE BUILDING SPECIFICATIONS & POLICY

10.1 Storage unit buildings may be built and installed under the buildings after obtaining the approval of CCMC for its location.

10.2 The storage building must be constructed within 90 days or approval is automatically rescinded.

10.3 Size of the storage building to be no larger than plus/minus 1 sq. ft. per the following and depending on the location assigned for the building to be placed:

- Sound Side: 4ft. x 6ft. x 8ft. high

- Ocean Side: 4ft. x 5ft. x 8ft. high

10.4 Construction is to be wood frame, minimum 2x4's with pressure treated lumber used to contact with the ground.

10.5 Foundation is to be solid concrete brick or blocks set flush with the ground on at least one corner and leveled as required.

10.6 Exterior is to be horizontal, lap fiber cement boards painted to match dwelling units.

10.7 All nails, screws, hardware, hinges, etc. must be stainless steel.

10.8 Entrance door must be an exterior, non-metal door with trim and casing.

10.9 A top will be provided but must allow 12-inches clearance between the top of the storage unit and the bottom of the dwelling unit.

10.10 The storage building may not be attached to any part of the dwelling unit or its foundation.

10.11 The storage building must be located within the ground perimeter of the dwelling units per direction of the Onsite Staff and not be located over any existing utility lines. The Staff can provide specs and set locations subject to the Building Committee approval.

10.12 The storage building must be located under the unit owner's building.

10.13 Workmanship should produce a neat structure that is plumb and pleasing in appearance. All building permits if required are to be obtained by the Owner.

10.14 All storage buildings must be conspicuously marked with the unit number of the Owner.

10.15 Storage building Owners are responsible for moving the units when notified (1) in order to perform scheduled maintenance such as painting, ceiling replacements, etc. or (2) it becomes unsightly, damaged or abandoned.

10.16 Only one storage building is allowed per unit Owner.

10.17 Existing storage buildings already authorized by past Boards will remain but will be subject to the same responsibilities as new storage buildings.

10.18 The storage building Owner must obtain a pre-construction termite treatment and provide CCMC with certificate.

11.0 HVAC UNITS

11.1 HVAC units needing replacement must have their location under the building pre-approved by CCMC.

11.2 The HVAC installation must be done under a town building permit and receive inspector approval.

12.0 COMPLAINTS

All complaints should be directed to the proper parties as follows:

12.1 Owners should submit their complaints in writing to either the On-Site Staff or the Association Manager. In case of an emergency, owners should contact the On-Site Staff immediately.

12.2 Renters are to contact their Rental Agents.

13.3 Guests should contact their Host.

13.0 PASSES / FORMS

IBRC uses the following passes and forms:

- Owner Parking Decal
- Owner Parking Pass
- Boat Registration Form
- Owner Boat Trailer Parking Decal
- Owner Kayak Parking Decal
- Renter Parking Pass (card stock)
- Renter Boat Trailer Parking Pass
- Violation Sticker