

General Rules and Regulations – Edgewater & Leeward/Windward Properties (EBR/LW)

Revised January 2020

I. Check-In and Security Procedures

- A. Upon arrival, if a guest is renting from Resort Collection, the guest will check in at the Front Desk.
- B. When a guest is renting from an owner or outside Rental Company, the rental agent needs to supply the guest with all required items such as vehicle passes, unit keys, and ID tags. The guest must be issued a guest vehicle pass with departure date and unit number. This pass must be visible at all times while on EBR/LW Properties. The guest must also be issued a guest property ID wrist tag, which must be worn at all times while on EBR/LW Properties.
- C. In case of an emergency or special situation or after Owner Services hours, an owner can request that the security gate issue a visitor pass to their guest and a regular guest pass can be authorized by the owner the next day with Owner Services.
- D. Security is not allowed to accept keys, packages, wristbands, etc.
- E. All keys, packages, wristbands, etc., must be distributed by the Rental Company or owner who rents on his own.

II. General Rules and Regulations

- A. ID tags are required year round and at all times for owners, guests, and visitors while on EBR/LW Properties. **Only owners** and owner's family may use owner ID tags; rental guests must wear proper rental ID tags. These are **not pool tags** -- they are property ID tags; they are to be worn any time the guest is on EBR/LW Properties. Pedestrians will not be admitted to EBR/LW Properties without proper ID.
- B. All vehicles entering EBR/LW Properties must have a current decal or pass. Passes or current decals must be visible at all times while on EBR/LW Properties. This includes owner vehicles.
- C. Short-term parking is provided for trailers, RV's, boats, etc., in front of Tower II only while the owner or guest is actually staying on EBR/LW Properties. These vehicles must have proper ID and may be parked in the assigned areas only. Violator's vehicle subject to be towed.
- D. On-property speed limit is 15 mph.
- E. Bubble Cars, skates, roller blades, road surfers, skateboards, foot scooters, rental scooters, or motorized scooters are prohibited on EBR/LW Properties. Golf carts of any kind are prohibited, except for owners who have properly registered these vehicles.
- F. To register as a guest, you must be 25 years or older. Anyone under 25 must have in-room adult supervision. (Adult must be staying in unit and available at all times). Exceptions: military groups and first responders acting in official capacities. Groups staying on property with guests under 25, the resort mandates at least one person in each room be 25 years of age or older. That person must be notated on a list with an asterisk. These lists will be given to front desk or security, so they will know the responsible party in each room. The responsible group must sign this agreement: "Name" agrees to adhere to this policy and acknowledges this person must be present to check in and receive room keys.
- G. Minors are not allowed to consume alcohol anywhere on EBR/LW Properties (the legal age in Florida is 21 years). Minors caught consuming alcohol may result in eviction.
- H. Climbing on or leaning over balcony railings will result in eviction of guests and fines for owners.
- I. Feeding seagulls is prohibited throughout the EBR/LW Properties.

- J. Nudity and indecent exposure, as defined by Florida Statutes, will not be tolerated in any public or common area of the EBR/LW Properties including any areas which are exposed to public view. Violators may be prosecuted.
- K. T – Backs or Thongs, or similar bathing suits are not allowed in public on EBR/LW Properties.
- L. Only **owners** are allowed to have pets on EBR/LW Properties. Neither rental nor owner’s guests are allowed to bring pets on EBR/LW Properties. A non-owner with a pet has 16 hours to board the animal or leave property. Owner pets must be registered with Owner Services and have proper photo dog tag. Dogs must be on a leash and have photo dog tag visible when outside owner’s unit. Owner must have owner ID tag when “walking their dog” and must “scoop the poop” and place in trash. Violators will be subject to fines.
- M. Animals are not allowed on pool decks or hot tub decks. Pets are not allowed on the beach (City Ordinance Chapter 7, Article I, Section 7-9). Animals to assist the visually impaired or Official Service animals are permitted.
- N. Water balloon slingshots and water balloon throwing is prohibited and will result in eviction of guests/fines for owners. Throwing any item, including cigars and cigarettes, from balconies and walkways is considered dangerous and will result in eviction of guest and fines for owners.
- O. Laser pointers are prohibited from being used on EBR/LW Properties.
- P. Fireworks are strictly prohibited from being used on EBR/LW Properties.
- Q. Use or operation of drones is not allowed on EBR/LW Properties.
- R. If you rent or lease your unit for more than six (6) months, you must inform Owner Services and furnish the name and contact information of the renter or lessee.
- S. “Quiet hours” are enforced throughout the EBR/LW Properties between 10:00 P.M. and 8.00 A.M. All owners and guests shall refrain from any activity that would disturb other residents at any time, especially during these hours.

III. Building & Grounds Rules

- A. No ceiling fans on decks or patios.
- B. No exceptions for patio extensions. The extensions that are in existence are grandfathered.
- C. Pet fencing, including netting, is not allowed on decks, balconies, or patios.
- D. No item may be stored, placed, or planted beyond the bounds of a patio onto these community properties.
- E. Nothing can be attached, connected, or hung to any railing or outside walls.
- F. Storage is not allowed on front walkways. Storage on rear balconies and patios is limited to an enclosed, horizontal storage bin not to exceed 52”L x 24”D x 30”H and a color limited to black, brown, or tan.
- G. Do not hang towels or other articles on balcony or walkway railings.
- H. Walkways and stairways are fire exit lanes. No articles shall be left in these areas at any time that would impede passage.
- I. Charcoal grills, gas grills, and hibachis are not allowed on EBR/LW Properties. Electric grills may be used throughout EBR/LW Properties. Guests may be evicted for violations. Owners will be fined. This will be enforced in accordance with state and local fire ordinances.
- J. Funneling on balconies or anywhere on EBR/LW Properties is prohibited.
- K. Personal video/surveillance cameras are not allowed to be installed outside any unit. “Ring” type door bells/cameras are allowed. Must be installed on unit door frame, not door or building stucco.
- L. There can be no decorations or any objects attached to the walls or railings of the buildings on walkways or patios. Holiday decoration may be displayed from seven (7) days before Thanksgiving and must be removed no later than January 6 the following year.

- M. Patios may not have railings, other than originally installed. Adding stepping stones or pavers to patios is prohibited.
- N. No items may be stored in any Villa unit attic. This is a violation of Fire Codes and that area is considered a common element, not part of the unit.
- O. NO signage of any type is allowed anywhere on these Association Properties. Signs, regardless of size, *cannot* be placed in elevators, on trees, posts, walls, railings, windows, or doors of any building. The only exception is *For Sale* or *For Rent* signs may be placed inside the glass of the unit window and may not be larger than 18"x24". The only other information that can be added to the *For Sale* or *For Rent* sign is a name and phone number.

IV. Pool and Hot Tub Rules

- A. All pools are open from 7 A.M. To 12 Midnight. Quiet hours will be enforced.
- B. Hot tubs are open from 7 A. M. to 12 Midnight. Quiet hours will be enforced.
- C. Quiet hours will be enforced between 10:00 P.M. and 8:00 A.M.
- D. No Coolers (except small medical coolers) or Speakers/Radios are allowed on all pool decks.
- E. No Smoking or Vapors in pools, hot tubs, and pool area decks.
- F. No floats or air mattresses in any pool when pool is crowded.
- G. No throwing or hitting balls or any projectiles in pools.
- H. Glass containers are not allowed on pool decks or in pools or hot tubs.
- I. No Food or Drink allowed within 4 ft. of pools or hot tubs.
- J. No diving from or climbing on rocks or waterfalls.
- K. Children under 12 must be accompanied by an adult when in pool or hot tub.
- L. No Animals allowed in pool or on pool decks.
- M. No one is allowed to use pools or hot tubs without proper ID tag. This will be strictly enforced.
- N. No Life Guard on Duty – use at own risk
- O. T-Back, thongs, or similar bathing suits are not allowed to be worn anywhere on EBR/LW Properties. .
- P. Shower before using pool or hot tub.
- Q. Swim diapers required for all toddlers and babies while in pool or on pool deck.
- R. Do not use pool if ill with diarrhea.
- S. Do not swallow pool water.
- T. Emergency Assistance 850-235-6813

V. RV, Motorhome, Boat, Trailer and Alternative Powered Vehicles Policy

The following policies and procedures have been adopted by the EBR/LW Boards of Directors to accommodate owners with short-term parking of motor homes, RV's, boats and trailers. These policies provide for long-term parking or storage for permanent residents only.

A. RV/ MOTORHOME PARKING

1. Park across from Tower II as posted or other designated areas as marked.
2. Proper ID tag must be displayed at all times.
3. Tour buses or passenger motorcoaches are not allowed to park on these properties.

B. **BOAT AND TRAILER PARKING**

1. Park in individually marked spaces south of RV/Motorhome parking. Signs denote 31 approved parking spaces.
2. When pulling through the gate with a trailer or a Recreational Vehicle, you will be issued a tag for the vehicle being towed. Make sure the tag stays on the trailer or other pulled vehicle at all times.
3. When a vehicle is left on property and the owner is not present or occupying the unit, the vehicle may have to be moved due to emergency or construction. An effort will be made to contact the owner, but if we are unable to, then the vehicle will be towed at the owner's expense.

C. **WHO MAY PARK**

1. Only owners and registered guests who are staying at EBR/LW Properties.
2. When not staying at EBR/LW Properties, the guests' and owners' parked equipment must be removed from EBR/LW Properties.
3. The towing vehicle must be detached from towed vehicle once parked.
4. Parking is for recreational vehicles, NOT for any commercial operations.
5. Vehicles must be maintained properly—no flat tires, rusty, or disabled vehicles—vehicles parked must be mobile.
6. Any vehicle must have current tag & registration.
7. Vehicles in violation of any of these rules will be towed at owner's expense.

D. **VEHICLE STORAGE**

1. Owners who are permanent residents of EBR/LW Properties may utilize the Recreational Vehicle parking area for storage of most trailers and/or Recreational Vehicles. If the item being towed is not self-propelled, owners must disconnect their car or truck from the towed item at all times while parked.
2. An owner must produce a Florida driver's license and voter registration reflecting their unit's address and must occupy the unit no less than three hundred (300) days in a year to establish permanent residency.
3. Violations may result in the vehicle being towed and stored at owner's expense.
4. Permanent residents will follow all of the above policies. All Recreational Vehicles and trailers will be parked on the tower side in front of Tower II in the Recreational Vehicle parking area.

E. **ALTERNATIVE POWERED VEHICLES**

1. Owners may enter the EBR/LW Properties with electric or other alternative powered vehicles, including scooters, provided said vehicles are properly licensed and insured for operation on the public roadways of the State of Florida.
2. Before operating a street legal alternative powered vehicle on EBR/LW Properties, the owner **must provide Owner Services with a copy of the vehicle registration and proof of insurance.** Upon showing the proper proof of registration and insurance, Owner Services will issue a decal or motorcycle band for the vehicle. The decal must be displayed at all times in the same manner as conventional vehicles.

3. Only licensed drivers may operate an alternative powered vehicle on EBR/LW Properties and traffic rules must be obeyed at all times. This rule does not apply to bicycles and other manually propelled vehicles.

F. **VIOLATION OF POLICY**

1. As a courtesy, Security will make a good faith effort to contact any owner or guest in violation of the above policies.
2. Security will be authorized to remove any illegally parked equipment three (3) days after expiration of the parking permit or upon any violation after notice. This equipment will be towed to a storage facility and the owner of that equipment will be responsible for recovery and any and all fees associated with towing and storage.

VI. **Enforcement Policy**

- A. Non-owner pets found on EBR/LW Properties — Security will notify guest that pet must be removed from the EBR/LW Properties within 16 hours after notification by Security or the guest will be evicted.
- B. Owners found in violation of any of these rules and regulations will receive a written warning for the first offense and will be advised at that time that the second offense will be referred to the EBR/LW Boards of Directors for action and/or fines.
- C. Guests in violation of rules will first receive a warning. Rule violations, which specify eviction as a consequence, may be enforced without a second warning at the discretion of the Security Director or his authorized agent.
- D. Minors in possession of alcohol will have the alcohol poured out and supervising adult will be notified by Security that this is violation of state law and will not be tolerated.
- E. Trespassers will receive one warning and be escorted off EBR/LW Properties. The police will be called to issue a trespass warning after the first warning. If trespasser appears to be under the influence of alcohol or drugs, police should be notified and person detained whenever possible until police arrive.
- F. Owners or guests without ID tags while on EBR/LW Properties will be required to return to unit to get tag. Failure of an owner to comply will result in a second warning and report of the indiscretion to Security Director. Owner will be subject to the EBR/LW Boards of Directors review and possible fines. Any guest on EBR/LW Properties who fails to comply, or is unable to produce proper ID tag will be assumed to be trespassing and will be escorted off EBR/LW Properties by Security, and if necessary, PCBP.
- G. Violation of rules regarding nudity or indecent exposure may result in eviction of rental guests. Violation by owner, owner's family or owner's guest may result in a citation. Violation by owner or guest may be reported to Panama City Beach Police Department for prosecution.
- H. Any violation of the law observed by or reported to Security will be reported immediately to the Security Director and may be reported to the Panama City Beach Police Department for enforcement.
- I. Any climbing on or leaning over balconies will result in eviction and/or the police being called in to deal with the situation. It is against the law to climb over or on balconies.