

Rules and Regulations

Windward Condominium owners are ultimately responsible for the actions of any person or animal who occupies their unit on a casual (non-rental) basis. To promote the safety, comfort and pleasure of our owners and their guests, each and every owner must ensure all family members, relatives and guests fully understand and comply with the following rules and regulations at all times. All rules and regulations also apply to all Windward rental guests.

Windward Office Hours

Monday, Tuesday, Thursday, Friday and Saturday, the office is open:

8:00 AM – 12:00 Noon **and** 1:00 PM - 5:00 PM

Note: The office is closed for lunch daily from 12:00 Noon to 1:00 PM.

Wednesday and Sunday, the office is not open. However, a member of the Windward Management Staff will be on the property during normal office hours and can be contacted by following the instructions posted on the office door to assist any occupant as needed.

The Windward Office will be closed (emergency coverage only) on the following days:

- Thanksgiving Day
- Christmas Day
- New Year's Day.

1. General Rules and Regulations → Applicable to all common areas on the property:

- a. According to state fire / safety regulations, all common walkways, stairwells, elevator landings and the parking lot must be free of objects at all times. No rafts, beach chairs, ice chests, roller skates / skateboards, balls, toys, fishing gear, shoes, garbage, etc. may be left unaccompanied in any of these areas for any period of time.
- b. No items such as bathing suits, towels, throw rugs, etc. may be hung on any railings (balconies, walkways or stairwells) at any time.
- c. Owners, family members, relatives, guests and renters shall behave in a manner that does not disturb others (no boisterous play or excessive noise). Parents are responsible for ensuring all children present comply with this rule.
- d. Children are prohibited from playing in the elevators. Not only is this dangerous for the children, it can be very costly to repair elevators if/when they are damaged.
- e. When an elevator is damaged by an owner, family member, relative or friend either intentionally or through irresponsible behavior, the owner is responsible for the cost of repair to that elevator.

- f. Children are prohibited from running on the walkways.
- g. Household garbage or trash (including diapers) must be placed in one of the large trash dumpsters in the northeast and northwest corners of the parking lot, NOT in any of the smaller trash receptacles located in the common areas (walkways, pool area, beach, recreation room, docks, etc.). Please be prepared when escorting diaper aged children to any common area by taking along a plastic bag that can be used to contain diapers until you are able to dispose of them properly.
- h. According to the Escambia County Fire Marshall (fire code regulation 10.11.7), no hibachi, gas-fired grill, charcoal grill or other similar device used for cooking, heating or any other purpose shall be used or kindled on any balcony. Only electric grills are allowed.
- i. All rental transactions must be conducted through the Windward Office. Please reference the rules specific to rental guests for details about the rental program. Notify the office if someone other than your family will be staying in your unit.
- j. Owners must notify the Windward Office when their condominium is to be used by someone other than an owner or their immediate family members.
- k. If the occupant of a condominium loses the key to that unit and the owner wishes to have the lock re-keyed, the owner will be charged \$100.00. If the occupant of a condominium loses the key to a unit, they may obtain a spare key from the Windward Office, make a copy for themselves and return the spare key to the office.

2. **Parking Lot**

- a. Each condominium has been deeded one reserved parking space marked with the corresponding unit number. This reserved space may or may not be covered. Guests may park in any space that is not reserved (i.e. **not** marked with a unit number).
- b. A 15-minute loading zone has been established for the convenience of ALL occupants to facilitate unloading (arrivals) and loading (departures). One loading zone is adjacent to each of the four walkways leading from the parking lot to the building. Please honor the time limit and move your vehicle as soon as possible after loading/unloading.
- c. No boats, personal watercraft, trailers of any kind, recreational vehicles or motor homes of any kind may be stored in the parking lot or under covered parking spaces. If it is necessary to drive any of these types of vehicles into the parking lot to facilitate loading or unloading, please observe the 15-minute loading zone time limit then park the vehicle in the appropriate area across the street.

3. **Luggage Carts**

Luggage carts are available for use by any Windward occupant. Please return the carts to the appropriate storage space immediately after use to ensure they are available for others. Do not leave the carts on a walkway, an elevator or outside the storage closets.

4. Pool

The Windward pool is accessible to owners, their immediate family members, relatives, friends and renters. The Windward Property Management Staff controls the use of the pool and has the last word when issues arise in the pool area.

There is NO lifeguard on duty at the pool at any time. Therefore, when a person enters the pool, they choose to swim at their own risk.

- a. It is imperative that all owners and guests obey the following rules, some of which are posted adjacent to the pool.
- b. The pool is open from 8:00 AM to 10:00 PM daily.
- c. Children under the age of 12 must be accompanied by a responsible adult while in the pool.
- d. According to Florida law (Escambia County Ordinance – Chapter 10 – Section 10-11), no pets are allowed in the pool area.
- e. No more than 38 people may occupy the pool at the same time.
- f. All swimmers must wear swimsuits. Cutoffs are not allowed.
- g. Use the bathrooms, not the pool.
- h. Children who have not yet been potty trained are not allowed in the pool unless they are wearing waterproof diapers specially designed to protect the pool from contamination by human waste.
- i. No glassware is permitted in the pool area or pool. Food and beverages consumed in the pool area must be stored in non-breakable (paper or plastic) containers.
- j. The following activities are not permitted in the pool area:
 - Running
 - Horseplay
 - Ball playing
 - Nude swimming
 - Loud music.

- k. According to Florida law, a float line must be installed across the pool to separate the shallow and deep ends of the pool at all times. Please observe the following rules pertaining to the float line:
- Do not stand or sit on the float line.
 - Do not remove the float line to do laps in the pool (when swimming laps, the swimmer must swim over or under the float line).
- l. No Styrofoam floats, kick boards or toys allowed in the pool (pieces of Styrofoam could break off and damage the pool's filtration equipment).
- m. No small foreign objects such as rocks, pebbles, shells, diving sticks, Frisbees, small toys, etc. are allowed in the pool since they could damage the pool's filtration equipment.
- n. Upon returning from the beach...
- Wash the sand and salt water off of your entire body (shower) if you plan to swim in the pool to minimize the impact to chemically balanced pool water.
 - Wash the sand off of your feet and personal belongings to avoid tracking sand into the pool area.
 - Do not wade into the pool or walk through the gutters around the edge to wash the sand off of your feet.

NOTE: When foreign substances are introduced to the pool water, they can promote the growth of algae in the pool's filtration system. When this occurs, removal of the algae is very difficult and costly, not to mention a potential health hazard.

- o. Do not leave personal belongings such as floats, beach chairs, ice chests / coolers, towels in the pool area when not in use. They should be stored inside your unit.
- p. Do not remove any pool furniture from the pool area.
- q. Umbrellas over tables on the pool deck shall be closed after use.

5. Recreation Room

- a. The recreation room shall remain unlocked during office hours (8:00 AM to 5:00 PM) on the days at least one property manager is on site.
- b. The Windward Property Management Staff is responsible for monitoring use and condition of the recreation room and may lock the doors to the recreation room at their discretion.
- c. The recreation room may be reserved in advance for private events through the Windward Office.
- d. Any owner who uses the recreation room for a private gathering is responsible for the cost to clean the unit after the party. The Windward Property Management Staff will schedule the cleaning and bill the owner for the cost of the service.
- e. Children under the age of 12 must be accompanied by a responsible (physically capable?) adult at all times.
- f. Groups of teenagers may not congregate in the recreation room for any reason unless chaperoned by an adult.
- g. The doors to the recreation room should remain closed at all times and lights should be turned off when not in use.
- h. An icemaker has been installed in the recreation room for use by owners. Please be considerate of others and share the ice.

6. Beach

- a. There is NO lifeguard on duty on the beach at any time. Therefore, it is imperative that all owners and guests pay close attention to young children playing close to the water.
- b. Children under the age of 12 must be accompanied by a responsible adult while in the water at the beach.
- c. No glassware is permitted on the beach. Food and beverages consumed on the beach must be stored in non-breakable (paper or plastic) containers.
- d. No large tents or cabanas may be erected on the beach in front of the Windward. Umbrellas and small tents designed specifically to protect infants are allowed.
- e. No fires of any size are permitted on the beach.
- f. According to Florida law, fireworks that leave the ground may not be activated by any person not licensed in pyrotechnics. The Windward Owner's Association does not permit the discharge of fireworks on the Windward property.

- g. It is illegal to walk over the sand dunes. The sand has been deposited in front of the Windward to help protect the buildings from future storm surges and should not be disturbed. Therefore, occupants may gain access to the beach via the pool area. No occupant may access the beach or the pool area via the grassy area to the south of the first floor units.
- h. No beach items may be stored on or under the boardwalk overnight. Any items left on or under the boardwalk will be disposed of properly.
- i. No boats or other water craft may be left on the beach in front of the Windward overnight.

7. Boat Ramp & Docks

- a. Any boat, personal watercraft and/or trailer stored on the Windward property for any length of time must be registered through the Windward Office.
- b. Access to the boat dock area is gained using a gate activation card. This card may be obtained through the Windward Office. Renters will be charged a \$50 deposit to obtain a temporary gate access card for use during their visit. A \$10 fee will be charged any owner or guest to replace a lost card.
- c. Children under the age of 12 must be accompanied by a responsible adult while in the water around the boat docks in Old River.
- d. No glassware is permitted in the dock area. Food and beverages consumed on the dock and around the dock area must be stored in non-breakable (paper or plastic) containers.

8. Tennis Courts

- a. The tennis courts may be used by owners, family members, relatives, friends and renters occupying a Windward condominium.
- b. Please limit play to 1 hour per day if / when the courts are in demand (i.e. people are waiting to play).
- c. Tennis players should wear tennis shoes when playing. No dark, soft or leather soled shoes should be worn while playing.
- d. No glassware is permitted inside the fence that surrounds the tennis courts. Food and beverages consumed on the tennis courts must be stored in non-breakable (paper or plastic) containers.
- e. The tennis courts are secured by a combination lock. The combination to the lock may be obtained from the Windward Office.

9. Pets

- a. Florida State and Escambia County laws prohibit animals on the beach. This ordinance is enforced by the Escambia County Sheriff's Beach Patrol. Large fines may be imposed when a pet is found on the beach.
- b. All dogs must be kept on a leash when outside the unit.
- c. Pet owners must walk their dogs in the area north of the parking lot wall (either adjacent to or across the road) to walk their pets. Please do not use the grassy areas surrounding the buildings.
- d. Pet owners must remove all pet droppings from the ground and dispose of them properly.
- e. Pet stations have been placed just inside the main entrance to the Windward and across the road next to the automatic gate to facilitate the collection and disposal of pet droppings.
- f. Renters are ***not*** permitted to bring pets.

10. Natural Disasters → Tropical Storms, Hurricanes, Tornados, Etc.

- a. In the event a mandatory evacuation is ordered by the ruling authorities, all occupants of the Windward condominium must secure their units and leave the premises. At a minimum, all items stored on open balconies must be moved to the interior of the unit and all windows and doors must be closed and locked.
- b. It is recommended the owners of threatened units consider taking the following additional precautions if warranted by the pending threat:
 - Remove items that could promote the infestation of maggots from all freezers and refrigerators (e.g. meat, poultry, animal products, etc.)
 - Remove any valuables and irreplaceable personal items
 - Remove all vehicles from the parking lot
 - Remove all boats, personal watercraft and trailers from the boat dock area.

NOTE: Section 10 may be transferred to a 'Hurricane Preparedness' / 'Hurricane Recovery' plan prior to the upcoming hurricane season.