



CONDOMINIUM RULES & REGULATIONS

JUNE 2021 EDITION

**LIDO BEACH CLUB ASSOCIATION
1212 BENJAMIN FRANKLIN DRIVE
SARASOTA, FLORIDA 34236**

RULES AND REGULATIONS

June 2021 Edition

The Rules and Regulations were originally written in 1974 when the condominium was formed and have withstood the test of time. Every so often the Board of Directors revisits and republishes them. This is the June 2021 edition. The objective of the Rules and Regulations is to promote the enjoyment, safety, well-being and protection of the Owners, lessees, guests, buildings and grounds and other amenities. Owners are responsible for complying with and assisting in the compliance with the Rules and Regulations.

Foreword

These Rules and Regulations (R&R) were established and adopted by the Board of Directors of the Lido Beach Club Association, Incorporated (LBC) pursuant to the powers vested in them by the Declaration of Condominium, By-Laws and Articles of Incorporation. The LBC is primarily an adult community relying upon compliance with the above documents.

Owners and residents should be aware that in condominium living they have certain rights and obligations to promote the safety, well-being, comfort, clean and pleasant surroundings for the protection of Owners, lessees, guests, building and grounds and other amenities.

Owners are expected to comply both in practice and in spirit, with the Rules and Regulations as expressed in this document and provide to their families, guests and lessees a copy with which become familiar and fully comply.

The Association (of which every Owner is a member) is governed by Chapter 718, Florida Statutes, (known as the Condominium Act), the Declaration of Condominium, the Articles of Incorporation and Bylaws. Nothing in these Rules and Regulations shall be construed to contradict or take precedence over any of these documents.

Enforcement of Rules and Regulations

During office hours, violations should be reported to the Manager. After office hours, the Manager should be notified via telephone or email as soon as reasonably possible.

The Manager will advise the person/s involved of the infraction. If a family member, guest or lessees is involved, the Owner will also be notified. If the violation is repeated, the Board may impose a fine of \$100 per violation up to a maximum of \$1000. In addition, the Owner and the violators may be prohibited from using the common areas. Should the Owner disagree with the fine and/or penalty, the Owner may appeal to a Compliance Committee appointed by the Board, which shall not consist of Board members or Board members' relatives. The Compliance Committee will render the final decision.

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OFFICE HOURS	MONDAY - FRIDAY 8:00 AM – 4:30 PM	
OFFICE PHONE	941.388.4567	AFTER HOURS PHONE 941.961.0576
FAX	941.388.4300	

EMAIL: LidoBeachClub@comcast.net – office
 EMAIL: maintenance@lidobeachclub.net

A. Rule Responsibilities

The Board is responsible to the Owners for the condominium operations and property. The Board has the power, duty and right to adopt and amend rules and regulations related to the above.

B. Manager and Management Company Responsibilities

The Manager and Management Company are responsible for the efficient and economical operation of the community. During office hours (Monday - Friday 8:00 am to 4:30 pm – no weekends), the Manager shall act on the following:

1. Register all visitors, contractors, service, cleaning and other vendors.
2. Maintain permits, regulations, records and entry authorization forms.
3. Maintain a list of residents needing assistance together with that of vacant units in case of non-medical emergencies.
4. Schedule the use of common areas.
5. Enforce the Rules and Regulations.
6. Perform other duties as deemed necessary by the Board.
7. Management Company employees report to the onsite Manager.

C. Maintenance Services

1. An Owner can request of the Manager minor repairs or maintenance services such as changing a light bulb, turning off the water or setting the thermostat etc.
2. The Manager determines if the service can be provided. When the work can be provided it will be scheduled Monday thru Friday between 1:00 and 3:00 pm.

3. The Owner will be billed in accordance with the schedule below plus cost of materials.
 - Up to 30 minutes (minimum charge) \$24.00
 - 31 to 45 minutes. \$34.00
 - 46 to 60 minutes \$44.00
 - 61 to 75 minutes \$54.00
 - 76 to 90 minutes \$64.00
 - 91 to 105 minutes \$74.00
 - 106 to 120 minutes \$84.00
 - Over 120 minutes per complete job - unavailable.
4. This program was instituted to assist an Owner with minor services that could be completed by the LBC staff for a cost less than that of outside contractors.
5. When there is a tornado, named tropical storm or hurricane, the Manager may have the furniture removed from the unoccupied balconies for a charge of fifty dollars (\$50.00).

D. Occupancy of Units

1. Residents shall use the Unit as a single-family residence. There will be a maximum “person per Unit” limit in accordance with local fire code standards, which standards shall prevail should they contradict general guidance below; subject, however, at no time will the per person capacity of any Unit exceed eight (8) persons. Therefore, in accordance with such standards as of June 1, 2021, the maximum person per Unit shall be as follows:
 - a. Units ending with numbers 01, 02, 03, 04, 06, 07 and 08: person per unit maximum shall be seven (7) persons,
 - b. Units ending with the number 05: person per unit maximum shall be five (5) persons, and

- c. Units ending with the number 09: person per unit capacity shall be eight (8) persons.
2. The use of any Unit as a recreational facility or as hotel type lodging by any person or persons is not permitted.
3. LBC is a nonsmoking facility. There shall be no smoking anywhere on the property including pool, beach, and parking lot areas.
4. Those Owners of record on February 2, 2013, are grandfathered to allow them and their guests to smoke in their own unit, so long as the Owner is in residence and the smoke residue is not a nuisance to their neighbors.
5. No person under the age of eighteen (18) shall occupy a Unit overnight without the presence of an adult.
Children under the age of twelve (12) shall always have adult supervision.
6. No person shall violate any federal, state, county or city law, ordinance or regulation or commit any nuisance, or annoyance on the property.
7. No business or trade shall be conducted anywhere on the property.
8. No hazardous, unsightly materials, fireworks or any explosive devices are allowed within Units or anywhere on the common property including the pool and beach areas.

E. Guests

1. Owners will provide the Manager with the names of the guest including their arrival and departure dates at least one (1) business day before their arrival.
2. Upon arrival, guests will provide contact information to the Manager for emergency purposes only and will receive a temporary parking pass, if needed
3. Owners are fully responsible for the behavior, damages or violations of their families, guests and lessees.

F. Leasing Policy

1. Only an entire Unit (1 or 2 bedrooms) shall be leased.
2. Rental of rooms or less than the entire Unit is prohibited.
3. Unit must be leased to a single family of related parties.
4. No Unit shall be leased more than four (4) times per calendar year.

Unit Owners taking title to their unit on or after May 2017 may lease their Unit for periods of not less than three (3) consecutive months no more than two (2) times per year.

5. A minimum of three (3) consecutive months is mandatory per lease.
6. A new lease is required for any extension of the original lease.
7. A completed application shall be returned to the Manager no less than thirty (30) days prior to the intended commencement date of the lease. Any person occupying the unit more than 30 days will require a background check.
8. A one hundred fifty dollar (\$150.00) non-refundable fee shall accompany each rental application from an applicant who has not leased in the building in the past three (3) years.
9. The completed application package will be referred to the Screening Committee for approval or disapproval. Notification will be sent to lessor.
10. The lessee is prohibited from moving into the unit if the lessor is not in good standing with LBC.
11. The Manager shall keep a record of all approved and disapproved leases.
12. Neither the Association, Manager or Management Company is empowered to act as a rental agent.

G. Sale or Transfer of a Unit

1. An Owner employing a realtor shall submit a completed "Real Estate Agents Entry Form" to Manager before Unit may be shown.
2. Open houses and caravan showings are prohibited. Showings must be scheduled during business hours (Monday thru Friday 9:00 am to 3:00 pm).
3. The prospective buyer shall submit to the Manager a "Sales Application" along with an unaltered copy of the Sale Contract and a one hundred fifty-dollar (\$150.00) nonrefundable fee thirty (30) days prior to closing.
4. Background checks and a personal interview must be conducted by the Screening Committee for approval or disapproval. Notification will be sent to the buyer.
5. A copy of the executed, recorded deed shall be delivered to the Manager acknowledging the closing of the transaction and change of ownership.
6. Buyers and sellers shall contact all utility companies for transfer of service.
7. Any sale or transfer not authorized by the Board shall be voidable by the Association within a one (1) year period following the recording of the deed providing the Board acts within the said year.
8. The above conditions are also applicable to a "Transfer of Ownership". The form is available from the Manager.
9. The Board shall not approve any sale contract which includes any contingency.

H. Transfers Other than by Sale

1. A person who acquires title to the Unit by foreclosure, by deed in lieu of foreclosure, or by a judicial decree is exempt from both Application procedure and fee. The person who receives title under this section is bound by all Rules and Regulations of the Association

2. The transferee shall deliver a copy of the recorded conveyance or other instruments of transfer with recorded data to the Manager to become a member of the Association and thereafter subject to its Documents.

I. Late Fees

1. Quarterly Maintenance Assessments are due and payable the first day of the first month of each quarter and are considered late on the sixteenth (16th) day of the first month of the quarter.
2. A late fee of fifty dollars (\$50.00) and the maximum interest allow by Florida statues shall be added to amounts not paid by the sixteenth (16th) day of the first month of each quarter.
3. Quarterly Maintenance Assessments not paid within ninety (90) days from the due date will be forwarded to the Association Attorney for collection. An Owner shall be responsible for attorney fees, collection costs, cost associated with the collection and shall be deemed to be “not in good standing with Lido Beach Club.

J. Traffic Control

1. All Vehicles on property shall be registered with the Manager and shall bare a designated parking sticker or temporary parking permit.
2. Each Unit has one designated covered parking space. Additional vehicles shall be parked in the designated guest spaces.
3. Large cars, SUVs, light trucks and mini-vans may be parked in the carport so long as the vehicle does not obstruct another’s view.
4. Motorcycles and motor scooters may operate on the property for ingress and egress only. Skateboards, roller skates, non-motor scooters and roller blades are prohibited from use anywhere on the property.

5. Contractors, home health care aides, cleaning services and other visitors must register in the Office and park in the designated parking areas located in the front of the building.
6. **Property Entry and Exit**
 - a. **ENTRY:** Vehicles must enter the property only through the north entrance of the property.
 - b. **EXIT:** Vehicles must exit the property only through the south entrance of the property.
 - Entering the property from the south or exiting the property from the north is a violation subject to a \$100 fine per occurrence. Maximum fine is \$1,000.
 - c. **Speed limit on the property is 10 mph.**
 - d. **Drive-thru:**
 - **TRAFFIC FLOW:** Traffic flow through the drive-thru shall be north to south. Entering from the south to the north is a violation subject to a \$100 fine per occurrence. Maximum fine \$1,000.
 - **LEFT-LANE:** Stopping is permitted for brief loading or unloading.
 - **CENTER LANE:** No stopping is allowed.
 - **RIGHT LANE:** Parking in the right lane is limited to use for deliveries. Occupants expecting deliveries shall notify vendors of this rule.

K. Entry Telephone

1. Entry telephone is located alongside the front door.
2. The LBC Directory is accessible to call your party.
3. Your designee will grant access by pressing six (6) on their kitchen or mobile telephone. This will unlock the front door.

L. Waste Disposal

Items too large for the trash chute shall be brought by the resident to the trash room on the ground floor between 8:00am and 4:00pm Monday thru Friday. These items shall not be left in/or on the floor in the recycling/storage rooms.

1. Garbage Disposal

Do not put the following down the disposal:

- a. Grease, starches, rice, potatoes/skins, or pasta
- b. Citrus peels, rinds, bones, Fibrous foods, corn cobs, celery, asparagus, onion skins or artichokes
- c. Shrimp, clams, oysters, or lobster shells.
- d. Do not leave food in the disposal.

2. Trash Chute

- a. Trash shall be placed in tied trash bags.
- b. Diapers, Depends, sanitary products and other trash of this nature shall be double bagged.
- c. Styrofoam, plastic grocery bags, cardboard food containers, paper plates, pizza boxes and plastic containers from produce or seafood sections of the supermarket should be bagged and disposed of via the chute.
- d. No plants, paint and/or large items shall be dropped down the chute.

3. Recycling:

The following items shall be recycled in the marked bins in the storage room on each floor.

- a. **PAPER:** Newspapers, magazines, brown paper bags, and flattened clean cardboard boxes.
- b. **PLASTIC:** Rinsed drink bottles, detergents and all other containers.
- c. **ALUMINUM & METAL CANS:** All items shall be rinsed.
- d. **GLASS CONTAINERS:** No mirrors, window glass, light bulbs, dishes or cookware. All items shall be rinsed.

M. Laundry

1. Laundry facilities on each floor are available on a first come, first serve basis from 8:00 AM and 10:00 PM daily.
2. Schedule of use is posted on the door and disagreements shall be settled between Owners and/or guests.
3. **Guidelines:**
 - a. Coin operated machines use USA quarters only.
 - b. Use low suds detergents.
 - c. Do not over-load machines.
 - d. Stagger the running time of washers by five (5) minutes to reduce overflow problems.
 - e. Remove sand from clothes before placing in the washer.
 - f. Washers shall not be used to dye or tint; nor to wash rugs, slipcovers, pillows, comforters or large or heavy items.
 - g. Remove clothes promptly when the machines complete their cycles.
 - h. Clean each machine after use and remove lint from dryer trap.
 - i. Do not hang or drape items in the laundry.
 - j. Store detergents, bleaches and other cleaning agents in the Unit numbered cubby provided.

N. Hallway Decorations, Doors & Doorbells

1. **Decorations**
 - a. No decorations shall be placed on Unit doors except during the "holiday season" beginning the Friday after Thanksgiving and ending on January 2.
 - b. Wreaths shall be hung from the top of the door using wreath hangers only. No nails or tape etc. shall be placed on the door.

- c. No real trees are allowed in the unit or on the balcony.
- d. Should the door be defaced, it will be repaired and repainted by LBC personnel at the owner's expense in accordance with the Maintenance Services chart.
- e. Mezuzahs may be affixed to door jambs.
- f. Individual's decorations are restricted from all common areas including hallway tables, benches, walls or floors. Unauthorized items will be removed and donated to a local charity.

2. Doorbells:

- a. Doorbells are permitted when purchased from the Manager and installed by LBC personnel.
- b. LBC personnel will change batteries for Unit water heater detector and keyless entry doors annually.

O. Beach and Pool

- 1. Use of the pool is restricted to LBC residents and their accompanying guests.
- 2. Pool hours are from dawn to dusk.
- 3. There is no lifeguard present at the pool/beach. Using these facilities is at individual's own risk.
- 4. Pool and Beach furniture may not be removed from their designated areas and shall not be reserved by residents.
- 5. For insurance and safety reasons, lounges and chairs must be no closer than four (4) feet from the pool perimeter.
- 6. According to city and state statute, anyone using the pool must shower before entering the pool. Showers are in the pool restrooms and by the beach gate.
 - To avoid damage to filter equipment and beach furniture by sand or lotions, it is requested that the chairs and lounges be completely covered when occupied.

7. When returning from the beach use the shower by the beach gate to remove sand or salt prior to entry to the pool or the lobby.
8. YMCA approved swim diapers are permissible for non-toilet trained children under adult supervision.
9. Children under twelve (12) years of age may use the pool but only under adult supervision.
10. Incontinent persons (of any age) may not use the pool.
11. Florida and Sarasota County statute prohibit diving or jumping into the pool.
12. For insurance and safety reasons, running, shouting, and rough play, as well as use of balls, Frisbees, sports equipment, rafts, and flotation devices, are NOT permitted in the pool or on the pool deck.
 - Listening devices may be operated in the pool area ONLY with earphones, air pods or headphones.
 - **Exceptions:** Water aerobics/exercise class and other activities approved by Board.
13. Swimming aids and life preserving equipment are allowed when attached to the body of the user.
14. The rope shall be in place except when someone is swimming laps. The rope shall be replaced by the same individual upon the completion of the swim.
 - **Fine:** A five-hundred-dollar (\$500.00) fine may be imposed by Sarasota County, should the rope not be immediately reset. The amount of the fine shall be billed to the Owner.
15. Appropriate bathing attire are required when in or around the pool or beach. Cover-ups and footwear are required when entering and exiting the building.
16. **No food is allowed in the pool area** unless approved for an LBC event.
17. No drinking in or within four (4) feet of the pool.

18. Drinks in plastic containers with or without lids are permissible beyond the four (4) foot limitation.
19. Glass or any breakable material is prohibited in the pool area.
20. Boats, jet skis, mobile homes, kayaks, paddle boards and trailers shall not be stored on the beach, dune area or lawn, in parking spaces or on any LBC common areas.
21. Florida statute prohibits picking any vegetation (including sea oats) on the dunes.
22. The pool area is fitted with an emergency phone that will dial directly to Fire Brigade, who will dispatch the appropriate emergency service.
23. Turn off air compressor after use.

P. Reserving the Beach or Pool Area

1. An Owner may make a reservation with the Manager for a wedding on the “**LBC Beach Common Area**”.
2. Reservations for a wedding apply only to an Owner and/or Owner’s children, grandchildren, brothers, sisters, or parents.
3. An Owner is responsible for set-up and clean-up prior to and post wedding.
4. All decorations, furniture, and fixtures to be used on the beach for the wedding will be furnished by the owner. LBC furniture or fixtures are not available for use.
5. The Doehring Room may be reserved for use on the day of the wedding. Due to the confines of the room, no rehearsal dinners or wedding receptions shall be allowed. See Paragraph “W” to reserve.
6. Should there be inclement weather, the wedding ceremony may be conducted in the Doehring Room.

Q. Entry Authorization

1. Owners must submit a completed Unit entry authorization form to the manager annually.
2. Visitors, contractors, service, or delivery personnel must sign with the Manager upon their arrival.
3. No one is allowed into a Unit unless listed on the authorization form or the Manager has been contacted by the owner to allow entry.
4. Contractors and delivery hours are Monday through Friday between 8:00 AM and 4:00 PM.

R. Renovations and Upgrades

1. Approvals and Other Requirements

- a. Board approval is necessary for structural changes and renovations to the interior of a Unit. A written description of the proposed project shall be submitted to the Board through the Manager, including drawings thereof, reasonable steps to be taken to limit and mitigate inconvenience to other Owners and all other relevant information.
- b. Approved projects may begin in May and shall be concluded by December 31 of the same year.
- c. Replacement of windows, appliances, water heaters, air conditioning units, replacement of damaged or inoperable plumbing/electricity are exempted; however, advanced notice of such work should be provided to the Manager.
- d. After written approval by the Board, an owner shall provide the Manager in writing the name of the contractor.
- e. Licensed contractors shall provide to the Manager the proper permits and licenses from the city and/or county along with certificates of insurance with the LBC added as a named insured.

- f. The Owner is responsible for all damages caused to the building and common areas by contractors and/ or service personnel while working in or delivering, installing or removing any furniture, fixtures or other articles.
- g. Hot water heaters shall be replaced at least once every eight (8) years. The Board shall mandate its replacement, if necessary.
- h. The air conditioning system shall be replaced at least once every twenty (20) years. The Board may mandate its replacement if necessary. Armflex should be replaced when needed.
- i. LBC requires a semi-annual inspection of the HVAC system by a licensed contractor. Name the contractor on the "Unit Entry Form". Should this inspection not be performed, the owner is liable for damages to the common areas or other owners' units caused from HVAC water or other damage.

2. Unit Floor Covering

- a. Hard surface flooring is allowed provided that the underlay used is Pro-flex 90 or substitutes that achieve the same or lower decibel levels and are mildew resistant.
- b. Marginal insulation shall be used to prevent the hard surface flooring material from abutting the walls.
- c. Common area floor protection supplied by the contractor from the elevator to the entrance of the renovated unit will be covered with "Ramboard" temporary floor protection or equivalent,. This covering must be laid, and removed, daily upon starting and completely the work.

3. Asbestos

Popcorn ceilings and other surfaces according to current code shall be tested for asbestos and may not be removed prior to testing. Should testing results be unacceptable, then a licensed abatement contractor is required. Should the results prove acceptable, approved renovations may continue.

4. Miscellaneous Installation

- a. Cast iron pipes and shower pans will be replaced by PVC as discovered during a renovation.
- b. Licensed electricians and plumbers shall be used for installing washing machines and dryers in the unit.

5. Exterior

- a. Nothing shall be attached to the building's exterior walls or placed on balcony railings.
- b. No laundry, towels or bathing attire shall be hung on the balcony or railings. No umbrellas shall be placed on the balcony.
- c. Existing balcony enclosures are grandfathered. New balcony enclosures are prohibited.
- d. Door Locks and Keyless Entry hardware are to be of Schlage manufacturer. The style and finish are to be the same as the hardware installed in 2015 and shall be keyed to the LBC Master Key. A duplicate key will be provided to the Manager.
- e. An Owner is responsible for the installation and maintenance of windows and exterior doors of the same type and appearance as approved by the Board in 2008.
- f. The Board shall approve the plans and specifications of the licensed contractor performing the installation.
- g. Roll down or accordion hurricane shutters, the same type and appearance of those presently installed and comply with current Florida, Sarasota County and City codes, shall be installed at the Owner's expense with the approval of the Board.

S. Security

1. All doors to the building, beach/bicycle room, bath house, beach gate shall be kept closed and always locked.
2. Keys, electronic cards or pass codes shall not be loaned or given to contractors, any service providers, or visitors.

T. Fire

1. **When the fire alarm sounds EVERYONE is to evacuate the building.**
2. **Do not call the Office for information. DO NOT USE THE ELEVATORS.** Go to the nearest stairwell, walk down if you are able, to the designated assembly area (inside pool area) and await further instructions.
3. Residents with health challenges are to remain in the stairwell until assisted.
4. No reentry to the building is permitted until the Fire Department personnel gives its approval.
5. Charges made by accidental fire alarm will be passed on to the Owner.

U. Safety

1. Only personnel authorized by the Manager or the Board are permitted access to the roof which is off limits to all others.
2. The elevators are fitted with an emergency phone that will dial directly to Fire Brigade, who will dispatch the appropriate emergency service.
3. Notify the Manager of clogged sewers or drains, broken sprinkler heads, water leaks or any other activity that would place the LBC occupants or property at risk.
4. Children shall not play in hallways, stairwells, driveways, carports, elevators or in any common area.

V. Vacant Unit

Six (6) Days or More but Less than Thirty (30) days:

Note: The Manager shall be notified at least one business day prior to departure.

1. Turn off the main water valve, located in the utility closet near the front door to the Unit.

2. Turn off the hot water switch located in the utility closet near the front door or circuit breaker located in the main breaker panel box.
3. Set the air conditioner thermostat to 78 degrees or lower. The humidistat, when there is one, should be set to 60 degrees or less with the air conditioner left on.
4. Discard all perishable food and drink.
5. Remove all furnishings from the balconies.

Vacant Unit (continued)

More Than Thirty (30) Days:

Note: The following additional actions shall be taken for longer term vacancies.

1. Discard all perishable food and drink. Turn off the ice maker.
2. Prepare sinks and toilets to prevent sewer gases from escaping into the Unit or common areas.
3. Unplug all electrical devices throughout the Unit.
4. Each Unit shall be checked physically a minimum of once a month. The name of the person making this inspection shall be stated on the "Unit Entry Form.

W. Doehring Room

1. All Residents may use the Doehring Room for personal events which must be scheduled with the manager.
2. A one hundred dollar (\$100) deposit is required to schedule an event and is refundable should there be no cleanup cost or damage to the property at the end of the event. Such event shall not be of a commercial, charitable, or fundraising nature.
3. Events shall adhere to Sarasota County or City noise ordinances.

X. Fitness Center

1. Fitness Center is available for all residents at one's own risk including children over twelve (12) with adult supervision.
2. Proper clothing and shoes are required.
3. No food is permitted.
4. Wipe down equipment after use and turn off lights, floor fans and reset air conditioner to 77 degrees.
5. Report faulty equipment to Manager.

Y. Miscellaneous

1. No solicitation is allowed on LBC property except by authorization in writing by the Board.
2. A bulletin board for LBC business is located in the mail room. LBC business and Board notices shall be posted on the bulletin board and in such other locations throughout the premises from time-to time as determined by the Board. Such business and other notices shall not be removed by Owners, their lessees and/or guests.
3. Loud and obtrusive noises are prohibited at all times.
4. Radios, televisions and/or other devices or equipment shall be turned to a low volume between 11:00pm and 8:00am.
5. Electric grills are permitted. No charcoal, gas, or propane grills are allowed on the premises.
6. No pets and animals are allowed on LBC property.
7. Emotional Support Animal requests must be submitted in writing in accordance with Board procedures, please see the Manager.

Z. Association Meetings, Official Records and Other Owner Communications

1. An Owner is permitted to record a Board or Committee meeting so long as a 24hr notice in writing is presented to the Manager under the following terms:
 - Physical equipment shall be set up a minimum of 30 minutes prior to the start of the meeting, shall always be stationary and will be dismantled and removed at the meeting's adjournment.
 - The operator with live equipment may not traverse the room any time during a meeting.
 - Offensive lighting or distracting noises are prohibited.
2. An Owner shall be recognized by the Chair to speak for a maximum of three (3) minutes on issues listed on the posted agenda in a manner that is respectful and non-hostile.
3. An Owner may inspect or request copies of LBC official records by giving the Manager ten business (10) days written notice, inspect the records during business hours, and have the right to purchase photocopies at a predetermined price.
4. Comments, suggestions, complaints and inquiries from Owners ("Communications from Owners") shall be submitted in writing (email shall constitute written form) to the Manager, unless directed otherwise by the Board. Renters shall direct any such communications through their respective Owner, who should provide to the Manager (if appropriate). The Manager will review any such Communication from Owners and, if such matter is outside of the authority and/or ability of the Manager to quickly address and/or resolve, the Manager shall direct the Communication from Owners to the appropriate board member for further consideration and/or action. For those matters handled directly by the Manager, the Manager will provide a report at the next meeting of the Board of Directors. For those matters referred to a Board member, such Board member shall provide a report at the next meeting of the Board of Directors.

In submitting a Communication from Owners, Owners are encouraged to remain aware of the following considerations:

- The Manager's responsibilities are specified by the Board of Directors and primarily relate to the overall conduct of the business of LBC, as opposed to fulfilling the interests of individual Owners,
- Communication from Owners submissions should be reasonable in nature and quantity (perhaps, no more than one per month),
- The LBC Board, Manager and other staff shall determine the proper level of urgency of any individual matter and prioritize any such matter among other pending Communication from Owners matters, and/or
- In the instance that a Communication from Owners submission relates to a dispute among Owners (including renters, family and/or guests), the Manager will assist with reasonable requests to resolve the dispute; however, Owners should not expect that the Manager and Staff shall act as a police or peace officer.

At all times, Owners (including renters, family and/or guests), the LBC Manager and staff and Board members shall handle all Communication from Owners submissions and related discussions in a respectful, civil, and business-like manner.

LIDO BEACH CLUB ASSOCIATION
1212 BENJAMIN FRANKLIN DRIVE
SARASOTA, FLORIDA 34236

EMAIL LidoBeachClub@comcast.net
PHONE 941.388.4567

