




**ROYALE
TOWERS**
CONDOMINIUM

ROYALE TOWERS CONDOMINIUM ASSOCIATION, INC.
(RTCA)

RULES AND INFORMATION BOOK

December 2023 DRAFT

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Property Map



Royale Towers Office - 2024

Royale Towers Association is partnering with a new Property Management Company, Artemis Lifestyles (Artemis), in 2024. Artemis utilizes FrontSteps as their property management application. In addition, Artemis provides a mobile application for phones and tablets that can be installed from the Android or Apple Application Store. The FrontSteps portal may be accessed via the RTCA website at <https://www.RoyaleTowers.com>.

As a part of the partnership with Artemis, we have hired a part-time Admin to work in the RTCA Office Monday to Thursday from 9:00 am to 12 noon. **The Admin will meet with residents by appointment only.**

To Schedule an **appointment** enter a Work Order on the RTCA website/FrontSteps: <https://www.RoyaleTowers.com>.

IMPORTANT: In an effort to optimize both the Maintenance/Admin team's time, we are asking residents to minimize drop-ins or social visits with the employees during working hours.

The Admin will perform the following duties for the Residents:

- Provided you have entered the necessary request on FrontSteps and that request has been approved 2 business days prior, you may pick up the following without an appointment during regular hours:
 - Parking Passes for visitors and guests
 - New Fobs
 - Garage Keys
- The Admin will Maintain Door King Access System including:
 - Issuing Fobs
 - Changing Tenant Information
 - Changing Security Status
- He/She will Maintain Current Names on Mailboxes. Again, this should be requested via Work Order. These changes may take 3-4 days to complete.
- Maintain Bulletin Boards per requests from the Board of Directors and/or various Committees
- Collaborate with RTCA Board of Directors and Artemis CAM to publish Announcements to Owners via TXT, Email, and Robo Calls
- Work in conjunction with the Security Team to walk the property monitoring parking violations, tag vehicles, and issue violations.

- Per RTCA Rules, the Admin will also, in walking the property, identify other issues or concerns and issue notices/violations accordingly.

The Admin will be VERY busy. In addition to the above duties, the Admin will also have commitments to the Maintenance Team which include:

- Ordering maintenance supplies
- Partnering with the Maintenance Team to prioritize work orders.
- Close work orders and notice residents
- Many other things as the Board determines

Property Management Office

As noted above, Artemis Lifestyles (referred to herein as “Artemis”) is the new 2024 property management company for Royale Towers. For general information during business hours call 407-705-2190 Press 1 (leave a voicemail if necessary) or e-mail customerservice@ArtemisLifestyles.com for general information.

Tim Sunderland is our current Community Association Manager (CAM) and can be reached at **407-705-2190 x447** or via email: TSunderland@ArtemisLifestyles.com.

Business Hours:

Monday – Friday 8:30 am – 5:00 pm

The office and mailing address is:

Royale Towers Condominium Association
C/O Artemis Lifestyles
4085 US-1 #104
Rockledge, FL 32955

The mailing address for monthly assessment payments is:

Royale Towers Condominium Association
C/O Artemis Lifestyles
PO Box 620936
Orlando, FL 32862

RTCA Website

The RTCA website (<https://www.RoyaleTowers.com>) Home Page provides access (without login) to RTCA's Governing Documents and this Rules and Information Handbook. Forms, Work Orders Requests, ARC Requests, Official Notices, Calendar Events, Meeting Minutes, HOA Payments, etc. are accessible through the Home Page -> Owner's Login button. .

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Emergency and Contact Information

Life or Medical Emergency	911
Cocoa Beach Police	
Non-Emergency	321-868-3251
24 Hour Crime Line	321-799-0829

*The RTCA Board has arranged with the Cocoa Beach Police Department for the Board to serve as “complainants”, in the event that the police need to be called. Residents do not have to become “involved” nor need to sign a complaint if they call the police to report an illegal activity taking place on RTCA property (including trespassing).

Maintenance Emergency (during and after business hours)	407-705-2190 Press 1 – ALWAYS LEAVE A MESSAGE
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Maintenance Requests	https://www.RoyaleTowers.com or Artemis Mobile App
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Report a Declaration or rule violation	https://www.RoyaleTowers.com or Artemis Mobile App
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Website	https://www.RoyaleTowers.com
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Royale Towers Rules and Information

This Rules and Information Book is not intended to supersede any rule or regulation contained within the ROYALE TOWERS LEGAL DOCUMENTS (Declaration of Condominium and By-Laws).

For any additional information or clarification that is needed please refer to the "Governing Documents" on the RTCA website at:

<https://www.RoyaleTowers.com>

The following list of Royale Towers Condominium Association (RTCA) information and rules is an easy reference. Every effort has been made to make this book comprehensive but if there is an omission or difference in wording, the Declaration, By-Laws or Board Minutes prevail.

It is necessary for everyone living in the condominium to exercise a little extra care and consideration for their neighbors with whom they share common property, external space, and recreational facilities. Following these rules will help everyone to have the peaceful enjoyment of both their individual living units and all the common elements.

It is important to have all tenants and guests adhere to both the letter and spirit of these guidelines.

Safety, common sense, courtesy, and thoughtfulness should be exercised and will automatically result in satisfying most of the rules.

Some key rules & restrictions:

- Rental/Lease/Transfer/Occupancy restrictions
- Pet/Animal Restrictions and registration
- Guest/Tenant/Occupant Registration
- Vehicles: Registration, Parking, Towing
- Pool/Sauna Hours and use restrictions
- Balcony/patio use restrictions

NOTE: The recreational facilities and amenities are for the use of residents, their immediate families, and their guests. An owner or tenant is expected to be with or to monitor their guests when they are using these facilities and is responsible for their actions. Monitoring does not mean owners and tenants need to be with their guests at all times, but owners and tenants do need to be staying on site at the same time as their guests, otherwise guests are not allowed to use the facilities and amenities. The RTCA Board reserves the right to ban anyone from use of the facilities temporarily or permanently for repeated bad or unsafe behavior. Key fob access will be denied for disregard of or noncompliance with RTCA Rules and

Regulations and/or fines may be assessed at the Board's direction.

IMPORTANT: Rentals, Leases, Transfers, Occupants

Units may not be time-shared or sublet. Room rentals are not allowed - the entire unit must be transferred (leased, rented, let, assigned, etc.)

Units may not be transferred (leased, rented, licensed or assigned) for a period of less than sixty (60) days (except for those units titled prior to December 31, 2012 which have a thirty (30) day minimum rental period)

An Owner must provide Artemis written notice at least 15 days in advance of an intended change in occupancy

A change of occupancy lease (regardless of occupancy type e.g. lease, guest, rental, tenant, etc.) must be on file with Artemis

If the non-owner occupants have a problem with the unit, they must contact the unit owner or agent

Owners must ensure that their occupants have a copy of the Rules and Information Book and that they agree to abide by the Rules. However, all RTCA Declarations also apply to tenants and guests, even

those not specifically listed in this rule book

When a unit is occupied by persons other than the owner it is considered a transfer, and the owner forfeits his/her right to the use of the common element facilities to his tenants until the unit is returned to the owner

IMPORTANT: Owner Responsibilities

Plumbing must be inspected annually and repaired/replaced when recommended

Water heaters must be replaced if they are more than 10 years old

Unit water must be turned OFF if the occupant is absent overnight

Pour vinegar down the HVAC condensate drain line monthly to prevent drain clogs

AC compressor units on the roof must have secure hurricane strapping in good condition which must be checked annually

AC compressor units on the roof that are recommended for replacement by a licensed HVAC technician must be replaced as soon as recommended to protect our roof

Balcony hurricane shutters must be in good repair and serviceable

Outside of hurricane season (Dec 1-May 31): Shutters must be CLOSED & patio items secured if unit is unoccupied for more than 7 days

Within hurricane season (June 1- Nov 30): Shutters must be CLOSED & patio items secured if unit is unoccupied for more than 72 hours

Balcony/patio walls, ceilings and floors may not be penetrated in any way. Damage to waterproofing, paint or concrete is strictly prohibited. The RTCA Declaration details items permitted on balconies

Grandfathered 1st floor patios with tile must have tile and grout inspected annually to ensure it is in good repair. Note that non-grandfathered tile (or any other covering) is NOT allowed on any other patio or balcony and will be removed at owner cost

Approval of ANY unit modification is required by the Board

Rentals/Change of occupancy and Parking - notice of change of occupancy (lease, guest, rental, or tenant) must be provided to Artemis **15 days in advance** of the change.

Cars parking overnight must have a hang-tag issued by RTCA Office (green for tenants/orange for guests). Allow two (2) business days' to process a parking permit. All hang-tags must be

picked up at the RTCA office: Owners' guest hang-tags may be picked up by the owner or the registered primary guest; tenants' guest hang-tags may only be picked up by the registered tenant. See RTCA website Home Page (Forms) for the appropriate registration forms at

<https://www.RoyaleTowers.com>.

Owner is fully responsible for the behavior of all contractors, guests, family members and tenants at all times

A. General Rules and Information

For more information, please read the Condominium "Governing Documents" on the RTCA Website <https://www.RoyaleTowers.com> or contact Artemis directly at 407-705-2190 Press 1

Access to Units

The Board of Directors and their agents may enter units at reasonable times for repair, maintenance, inspection, or improvement, or to deal with emergencies, or determine compliance with the rules. Owner's must provide RTCA with a current key to the unit, and key code if applicable, and garage door code. The Owner must update the information with Artemis when any changes are made to keys and codes.

Appearance

Modifications to the building exterior, including the balconies, screen doors, front and sliding doors, windows, door hardware, light fixtures, shutters, etc., may be made only if they comply with current specifications prescribed by the condominium (contact Artemis for current specifications) (see Repairs and Maintenance and Renovations and Modifications). No items are allowed to be placed on the walkways, including door mats (See Building Access Areas).

Balcony/Patio

- No alterations may be made to the balcony/patio.
- Nothing may be attached to walls, ceilings, or floors that penetrates or damages the waterproof moisture barrier provided by exterior coatings.
- No floor coverings are allowed such as carpet, tile, or other floor coverings.
- First floor units that were tiled & grandfathered must be inspected each year to ensure proper sealing and maintain the integrity of the slab. Tile cannot be replaced.
- Only furniture, portable electric grills and plants shall be permitted on the balcony/patio.
- Plant containers shall have a water collection container to prohibit any water/dampness from collecting beneath the planter.
- Owners must contact Artemis, prior to having shutters installed for proper shutter specifications.
- No metal can be placed directly on a balcony or patio as it will rust and stain the surface.
- Hanging of garments, rugs, towels, banners, or signs, or throwing or dropping of objects (or allowing them to fall) from walkway railings, windows, patios, or balconies is prohibited. No dust, dirt, or other debris shall be swept into, placed in, or swept or pushed over the edges of walkways, patios, balconies, elevators, or elevator shafts.
- **Balcony and patio cleaning** is approved during the hours of 9:00am to 11:00am on the first Monday and

second Friday of each month. Those units not participating may close their hurricane shutters to prevent water intrusion. Bleach is not to be used so as not to damage landscaping and plants. Biodegradable cleaners are approved (e.g. Simple Green).

Building Access Areas

Access walkways, corridors, stairs, and stairwells must be kept clear by the order of the Fire Department.

Bulletin Boards

Official Bulletin Boards are in the A Building first floor elevator lobby, the B/C building first floor elevator lobby and the north wall of the hallway in the Clubhouse building. All official notices will be posted here. Official information, including RTCA Board contact information, can also be found on the RTCA Website

<https://www.RoyaleTowers.com>

Bulletin board and website postings must be approved by the RTCA Board and may be posted only by Board members or other authorized persons. A bulletin board for member postings is available on the south wall of the Clubhouse building hallway above the lost and found table.

Cameras/Video

RTCA uses video security cameras in common areas. Unit owners may not place cameras viewing the common elements unless it is a Ring Doorbell

used in lieu of a standard doorbell. Contact Artemis for placement and installation information.

Carpets

Carpets and rugs may not be beaten in the common areas, against any part of the building, or on or from a balcony. No carpets or rugs may be placed on the balcony or walkways.

Common Area Care

Owners are responsible for any and all damage done to common areas, units and balconies by themselves, their families, their guests, their contractors, their tenants, and their tenants' families and guests. Please report any damage found immediately to Artemis maintenance. Children must be supervised at all times. Ashtrays and trash receptacles are available throughout the property. Donated furniture and equipment for the common areas require advance approval of the Board. Do not leave unwanted items in the Lobby areas.

Contractors

See Repairs and Maintenance, Renovations and Modifications

Delinquent Assessments, Fees and Fines

Unit occupants whose owners are more than ninety (90) days past due with their monthly condo assessment,

special assessment or fine payments will have their access to and use of the pool, beach gate, exercise room clubhouse and sports courts suspended.

Door Decorations (also see Signs)

Only the following are permitted: Door knockers no larger than six by eighteen inches; a religious object not to exceed three inches wide (3"), six inches high (6"), and one and a half inches deep (1.5"); and non-illuminated seasonal decorations such as wreaths, bows and flags, etc. no larger than eighteen inches by eighteen inches. No door decoration may protrude out beyond the front wall line and may not be made of reflective material or be offensive in nature.

Drones

The use of drones (every type and size) is prohibited on RTCA property without authorization from the RTCA Board.

Emergency Contact Information

All residents are required to provide Artemis with Emergency Contact information for use in the event of an emergency and to prevent any unknown person from having access to RTCA property. An annual registration form will be sent to all owners and is

required to be filled out, returned to Artemis and updated as needed.

Equipment in Garages

See Garage Use

Feeding Birds and Animals

Do not feed the birds or animals from a patio, balcony or within the grounds. The birds damage RTCA buildings, waterproofing and cars. Feeding stray or wild animals is also not allowed. RTCA has experienced significant problems with pigeons roosting on our balconies.

Fire & Emergency Evacuation Procedures

Safety of our residents is the Association's first concern. Elevators should **NOT** be used in the event of a fire or emergency.

All units have alarm sounders as part of the central fire alarm system which is activated manually in case of emergency. Vacate your unit upon hearing the alarm sound and go to the designated assembly area for your building. Do not stand around the building—you may interfere with emergency response personnel or risk potential danger.

- Building A assembly area is by the car washing area at the northwest corner of the parking lot.
- Building B/C assembly area is between the tennis courts and west property line.

If you would be unable to walk down the stairs in case of any emergency, contact the local emergency authorities now to determine what assistance can be provided to you in the event of an actual emergency (fire, hurricane, etc.)

Fire Drill Procedures

Per City of Cocoa Beach Fire Department, RTCA must conduct **TWO (2)** fire drills per year.

Notice of a scheduled drill (Fire Alarm Test Notification Letter) will be posted in the buildings, sent via email to residents and be placed on the RTCA Website Home Page.
<https://www.RoyaleTowers.com>

When alarm sounds, leave your unit and stand on the catwalk for your floor where you can be visible from the parking area. RTCA will count the participants for the Fire Drill Log.

Fire Zones

Fire zones are marked with red stripes. Do not park in any fire zone. Violators may be ticketed by the police.

Fireworks

It is illegal to set off fireworks in Cocoa Beach and specifically prohibited on the RTCA property and dune crossover.

Garage Doors and Openers

Maintenance of garage doors is the responsibility of the RTCA. Garage door openers are solely the responsibility of the owners. In shared garages, the responsibility and expense for repairing or replacing garage door openers is shared between those owners. Each garage door is equipped with a key-operated emergency garage door opener disconnect mechanism to be used in case of power outage. No owner may prevent their garage partner from accessing their garage. All keys/codes must be shared with and on file with Artemis in case of emergency or needed repair.

Garage Use

Most garages are shared. Unit owners must keep their possessions and vehicles on their side of the garage. Garage doors should be kept closed unless the garage is in use. Since everyone shares the electrical expense of the garages and because the amount of power available is limited, freezers, refrigerators or other equipment that regularly consumes large amounts of power may not be operated in garages. Owners are permitted to install at their expense

and maintain an electric vehicle (EV) charging station with a dedicated electrical supply line and meter billed to the Owner. This must not impede access, or garage use by another Owner, and is not allowed to be attached to any exterior wall. Garage inspections to ensure compliance with these rules may take place from time to time.

Gates, Dunes, & Beach (See also Beach in Amenities Section)

Keep all gates closed and locked except when passing through them. Do not allow anyone to follow you through the gate. This protects RTCA property by discouraging unauthorized parking and attempted beach access. Climbing any fence is prohibited. Contact Cocoa Beach Police if you see people climbing or jumping the fences. Florida Law prohibits any glass, fireworks, pets and bonfires on the beach. **Keep off the dunes** which are protected by Florida Law. Seaweed should not be removed from the beach. There is a hose and shower at the beach gate to remove sand, etc. from shoes, feet and beach equipment. Remove any tar from shoes and feet. Be sure the water is completely turned off after using the hose or shower at the beach gate.

Grills

The use of charcoal grills is prohibited on RTCA property. Only small (<200 square inches of cooking surface), portable, electric grills (without gas containers) are permitted to be stored and used on balconies and patios per Florida State Fire Code. Florida State Fire Code now prohibits using gas grills within ten feet of a residential high-rise building. Note: Grill gas (liquid propane) tanks >2.5 lbs. of water capacity are not permitted anywhere on RTCA property. Gas grill tanks <2.5 lbs of water capacity are only allowed to be stored in garages. In summary, it is only OK to have a small portable electric grill stored on a patio or balcony. Unit owners can store their gas grill and small liquid propane gas tanks in their garages but must move their gas grills ten feet (10') from any building, before attaching the tank. Grilling on the dune crossover is also prohibited.

Grocery Carts

A limited number of grocery carts are stored in the first floor stairwells near the elevator lobbies of both A and B/C buildings. Please return them promptly to the 1st floor stairwells after you have used them so that others may also use them. Carts must be placed to the side of the stairs. Carts cannot block the door, landing or stair access. Do not leave them in walkways, garages, or elevator lobbies.

Hurricanes & Emergencies (See also Shutters)

During hurricane season balcony, patio and window shutters must be closed any time a unit will be vacant for more than 72 hours. In the event of a hurricane, if a unit's balcony, patio or window shutters are not closed then RTCA staff is required to close them. There will be a charge to the unit owner of \$200 for the first occurrence and \$400 for each occurrence thereafter. Outside of hurricane season, shutters must be closed if the unit is vacant for more than seven (7) days.

Front door shutters may be left open to facilitate pest control.

In an emergency or should there be a power failure the emergency lights in each of the building stairwells will remain on for **only** a few hours. Use a flashlight once the emergency lights batteries die. Do NOT prop open stairwell doors for light.

In the event of a prolonged power outage the locks on the stairwell doors will be reconfigured for use with common area keys.

Please refer to <https://www.floridadisaster.org/> for more information on hurricanes and emergency kits.

Infractions, Violations and Fines

Disregard of or noncompliance with RTCA Rules and Regulations (including all directives posted in the clubhouse, pool areas and notice boards in lobby areas) by unit occupants and their guests will result in the suspension of access to and use of the pool, exercise room, clubhouse and sports courts, and possible fines. Owners are encouraged to report violations of the rules and regulations directly to Artemis..

RTCA Key Fobs/Cards

All unit owners are required to have their unit front door key (and key pad codes where applicable) on file with the Royale Towers Office in case of emergency or permitted RTCA access. If your locks or codes are changed, please provide a new key and/or code to RTCA by entering a Maintenance Ticket at <https://www.RoyaleTowers.com>.

Key fobs/cards are required to access elevators, 1st floor stairwells, the beach gate, pool gates, clubhouse and exercise room. Common area keys give access to the sports courts and the north side drive-through car wash. The maximum number, respectively, of common area keys and key fobs/cards allowed for each unit is determined by the number of bedrooms multiplied by two, plus one additional one per unit. Additional fobs/cards, up to the limit, or

to replace lost fobs/keys, can be requested via a form on the RTCA website Home Page (Forms):
<https://www.RoyaleTowers.com>

Lost key fobs/cards must be reported, and may be replaced at a cost of \$25 each. Lost common area keys may be replaced at a cost of \$200 each. Please make sure your tenants and guests are provided with all necessary keys/codes as the RTCA, Board Members and Artemis staff will not provide unit access. Please wipe sand and debris from keys before using.

Landscaping

Any planting, cutting, or other changes to the landscaping must be presented to the Landscape Committee and the RTCA Board for approval before any action is taken. A group of volunteers works regularly to upkeep and improve the condo landscaping. Should you wish to join, please contact a board member.

Loading Zones

A fifteen-minute loading zone is located near the elevator lobby of each of A and B/C buildings.

Lobby Telephone Security System

Provide Artemis with your phone number to program the elevator call box located in the lobby. Or, to change your existing number via the RTCA

website Home Page (Forms):
<https://www.RoyaleTowers.com>

Visitors can use directories located by the elevators to locate your name and a corresponding four-digit code. Using the “call” button, or entering your unit’s four-digit number will ring the phone number you’ve provided. After answering the call, press the number 6 on your phone to send the elevator to the first floor and open the door for your visitors.

Police or emergency assistance can be summoned by dialing 001 on the lobby telephone or by dialing 911 using the phones inside the elevators.

Lockboxes

Use and placement of lockboxes is restricted. They must not be placed on garage or front door handles, light fixtures or in any other location except for the metal bars on the exterior of the two recycle bin enclosures. Lockboxes may only be used by and for realtors (who are actively seeking to sell or rent a unit) or contractors and must have attached, and clearly displayed, the unit number and the phone number of the person responsible for the lockbox. As soon as a unit is rented/sold or has any other change in occupancy, the lockbox must be removed. Owner lockboxes to facilitate temporary guest, visitor or rental unit access are prohibited in all areas. Any lockboxes

not conforming to these rules will be removed by staff.

Lost and Found

General items found anywhere on the property should be placed on the “lost and found” table in the Clubhouse building hallway. High value items such as jewelry or wallets should be turned in to the Cocoa Beach Police Department.

Noise (see also Repairs and Maintenance, Renovations and Modifications)

Please keep the noise down to modest levels at all hours in both your unit and the common areas. Sound carries easily among the units, walkways and elevator lobbies in our buildings. Noise should be contained within the individual unit so that everyone can have the quiet enjoyment of their unit. Please think of your neighbors and exercise extreme courtesy. (Excessive noise after 11:00 pm and before 7:00 am is prohibited by Cocoa Beach Ordinance Code Section 15-23).

Occupancy Limits (See also Rentals, Leases, Transfers, Occupants)

Units are limited to residential use. The maximum number of occupants, defined as anyone who stays overnight,

is limited for each unit. One-bedroom units are limited to two persons. Two-bedroom units are limited to four persons. Three-bedroom units to six persons. An additional 2 occupants are permitted per unit for a period not to exceed 14 days if the owner is present and has obtained prior approval from the Board of Directors who can be reached via e-mail at rtca.inc@gmail.com.

Official Notices

All official notices, including, but not limited to posting of pending sales Right of First Refusal information, Board Meeting dates and agendas, Member Meeting dates and agendas, working sessions, and other important notifications are posted on the RTCA Website:

<https://www.RoyaleTowers.com>

as well as on the three official bulletin boards located in the two elevator lobbies and in the Clubhouse hallway.

Parking Requirements

See Vehicles: Registration, Parking, Towing

Personal Items

Unit owners, residents, and guests may not place, store, or leave unattended personal items in any walkway, window sill, stairwell, stairs, beach crossover or other common area. Items include but are not limited to furniture, bicycles,

surfboards, shoes, shopping carts, door mats, packages, or other items.

Pest Control

Pest control is provided by a licensed pest control company in accordance with industry standards. The Unit Interiors are treated bi-annually, and the building exteriors, traps, trash chutes are treated bi-monthly. In addition, an owner can request that Artemis add their name to the list for a unit visit at the next bi-monthly building treatment. Emails are sent regarding the schedule and notices are posted. Should you see pests in your unit please contact Artemis immediately for special treatment. In the event of an infestation of any kind, all units may be subject to special treatment. Pest control company personnel are accompanied by Artemis staff when entering units and will leave a notice of said visit for the owner, if absent.

Pets (see also Service and Emotional Support Animals)

Pets are limited to **one per unit** and may weigh not more than thirty (30) pounds. When outside a unit, pets must be carried, or on a leash, at all times. Pets must be carried in the elevators. Pets may be walked on a leash only in the areas designated "Pet Area". It is the pet/animal owner's responsibility to pick up and properly

dispose of solid animal waste for which there are waste bags and special trash containers in both pet areas. Animal waste may also be deposited in the trash dumpsters but not in the recycle bins. If waste or litter is securely bagged it can be placed in the trash chute. No pet or animal which is vicious or dangerous is allowed on the property. Service animals (SA) and Emotional Support Animals (ESA) must be registered with the Artemis office in advance.

<https://www.RoyaleTowers.com>

Police

The RTCA Board has arranged with the Cocoa Beach Police Department for the Board to serve as "complainants", in the event that the police need to be called. Residents do not have to become "involved" nor need to sign a complaint if they call the police to report an illegal activity taking place on RTCA property. The non-emergency number to call is (321) 868-3251.

Private Events on RTCA Property (see also Clubroom in list of Amenities, Section B)

A private event is defined as any event not being held by the Board, Social Club or a Board-appointed Committee. Private events include, but are not limited to, weddings, parties, and other gatherings on RTCA common property.

Because the Clubroom is normally open to all residents and tenants daily for personal use, only Social Club events with more than 15 people may reserve the Clubhouse for private events. The Social Club can reserve the Clubhouse for those events by using the “Private Event Request” form found on the RTCA website:

<https://www.RoyaleTowers.com>

No deposit will be required for any Social Club events. Social Club events with less than 15 people - or those larger Social Club events not reserved using the “Private Event” form - should not necessarily expect to have exclusive use of Clubhouse. Board-related activities take precedence over any activity.

Permission to use common areas for a private event must be obtained by the owner or tenant by using the “Private Event Request” form found on the RTCA Website

<https://www.RoyaleTowers.com>. A \$200 refundable deposit is required to reserve the Clubroom (or other areas which may be damaged by such an event). This deposit is needed to cover any cleaning or repairs needed as a result of their use by a private event.

Property

RTCA property includes all the fenced area containing the lawns, tennis

courts, pool, main buildings, garages, and Clubhouse building. RTCA property also includes the entry drive all the way to A1A, the Cape Royal beach access walkway, and the beach down to the mean high tide line.

Recreation Facilities (Clubhouse, Pool, Spa/Jacuzzi, Exercise Room/Sauna, Sports Court, and Tennis Court)

The amenities and recreational facilities are for the use of owners, tenants, their immediate families, and their houseguests. Owners and tenants are expected to be with or monitor his/her guests when they are using these facilities and are responsible for their actions. Monitoring does not mean owners and tenants need to be with their guests at all times, but owners and tenants do need to be staying on site at the same time as their guests, otherwise guests are not allowed to use the Amenities. The RTCA Board reserves the right to ban anyone from use of the exercise room temporarily or permanently for repeated bad or unsafe behavior. Key fob access will be denied for disregard of or noncompliance with RTCA Rules and Regulations.

All facilities are to be used on a first come basis. Please be considerate of

others and limit your use if others are waiting.

See also Appendix B. “Recreation Facilities” for additional information.

● **Facilities Hours:**

- **IMPORTANT: Pool gates and Clubroom doors are Locked at 10:00 pm. You cannot get out of the pool area, nor can you get back into the Clubroom, past 10:00 pm. Please exit prior to 10:00 pm to avoid getting locked in.**
- Pool and Spa may ONLY be used Dawn to Dusk (defined by Code as 30 minutes **after** sunrise and 30 minutes **before** sunset) http://www.floridahealth.gov/environmental-health/swimming-pools/documents/64e-9_fac_draft_rev7_no_strike.pdf;
- Clubhouse and Exercise Room are open 5:00 am to 10:00pm (subject to change);
- Sports Courts/Tennis Court are open 24x7

● **All Facility General Rules:**

- Children under the age of 12 must be accompanied by an adult
- No Pets or animals
- No Food or beverages (except water)
- No Glass (or any kind)
- No smoking or vaping is allowed

- All facilities are on a first come basis
- Comply with all posted rules

● **Specific Facility Rules:**

Exercise Room:

- Proper gym attire must be worn. Shirt and closed toed shoes are required
- Treat the equipment with care and utilize it safely.
- Do not remove equipment from the room.
- Use wipes provided, or your own towel, to wipe down and sanitize equipment before and after each use.

Pool:

- Pool may ONLY be used Dawn to Dusk (Florida Law) (defined by Code as 30 minutes after sunrise and 30 minutes before sunset)
- There is no lifeguard on duty
- Shower before entering the pool.
- Use of sunscreen while in the Jacuzzi and pool is prohibited because it corrodes the lining. Re-apply sunscreen after use if needed
- Pool use must be in accordance with the signs.
- Lap Swimming is from 8 am to 10 am
- At all other times, Florida law requires the safety rope across the pool. Do not sit or hang on the safety rope
- Maximum bathing load of the pool is 27 persons thus, only two guests per resident
- Rafts, surfboards, boogie boards, tubes, (except for use small infants), balls or similar items are NOT permitted. “Noodles” are allowed

- Music may be played only through earphones
- Babies must wear swim diapers / plastic pants
- No running, diving, or horseplay is allowed
- Pool furniture must remain in the pool area and should not be moved in front of any sign
- Lower the Umbrellas when you leave

Sauna:

- Open 5:00am to 10:00pm (subject to change)
- A sauna room is located in the southwest corner of the exercise room
- Please use with caution and do not carve anything into wood walls or benches

Spa/Jacuzzi:

- Spa may ONLY be used dawn to dusk (Florida Law) (defined by Code as 30 minutes after sunrise and 30 minutes before sunset)
- Maximum use is 15 minutes
- Occupancy limit is 8
- Shower before entering the spa/jacuzzi.
- Use of sunscreen while in the Jacuzzi and pool is prohibited because it corrodes the lining. Re-apply sunscreen after use if needed

Sports Courts: Use a Common Area Key to access the fenced recreation area includes a tennis, pickleball, basketball, shuffleboard, and bocce courts

- Open 24x7

- Soft soled shoes must always be worn while on the courts
- Equipment lockers are located within the recreation area and can be accessed with the use of the common area key
- All equipment must stay in the recreation area and should be returned to the storage lockers when you are done
- Do not walk on the shuffleboard court
- Litter must be placed in provided containers.
- Lower umbrellas when you leave

Tennis Court:

- Use Common Area Key to gain access
- Open 24x7
- Tennis shoes must be worn at all times

Recycling (see also Trash)

RTCA participates in recycling. The recycling containers are in the dumpster areas north of A Building and south of C Building. The "Do's" and "Don'ts" of recycling are complicated in Brevard County. Visit this website to ensure you are properly recycling your items:

<https://www.wm.com/us/en/recycle-right/recycling-101>

and here:

<https://www.brevardfl.gov/SolidWaste/Recycling>

Items that **CANNOT** be recycled and should be put in the large trash dumpster including:

- Any items that are wet or have food residue
- Styrofoam, plastic bags, bagged recyclables, bubble wrap, oven cookware, drinking glasses, ceramics, etc.
- Boxes that cannot be broken down to fit in the recycling bins
- Animal waste

RECYCLABLE ITEMS include aluminum cans, all paper products (no paper cups) and cardboard, plastic bottles (caps must not be recycled if separated from the bottle) and glass bottles and jars. Remove all plastic bags and put them in the trash.

Registration of Overnight Visitors (see also Vehicles: Registration, Parking, Towing)

All overnight visitors and their vehicles **must** be registered by the Host (owner or tenant) with Artemis at least two (2) business days prior to arrival, via the appropriate form on the RTCA Website Home Page (Forms):

<https://www.RoyaleTowers.com>

No visitors/guests may stay in the unit in the absence of the tenant.

Rentals, Leases, Transfers, Occupants

Units may not be time-shared or sublet. Room rentals are not allowed -

the entire unit must be transferred (leased, rented, let, assigned, etc.).

•Units may not be transferred (leased, rented, licensed or assigned) for a period of less than sixty (60) days (except for those units titled prior to December 31, 2012 which have a thirty (30) day minimum rental period).

•An Owner must notify Artemis of any intended change in occupancy **at least 15 days prior via the online form on the RTCA website Home Page (Forms):**

<https://www.RoyaleTowers.com>.

•A change of occupancy lease, agreement, assignment, etc. (regardless of occupancy type) must be on file with Artemis Lifestyles and the owner must inform the new occupants of the condo rules.

•If occupants have a problem with the unit, they must contact the owner or their agent.

•All RTCA Declarations also apply to any person visiting or residing on the property. Owners must ensure that their occupants have a copy of this Rules and Information Book and that they agree to abide by the Rules. Owners are held responsible for the actions of any occupants of their units or visitors on the RTCA property.

•When a unit is occupied by persons other than the owner it is considered a

transfer, and the owner forfeits his/her right to the use of the common element facilities to his tenants until the unit is returned to the owner.

•No visitors/guests may stay in the unit in the absence of the tenant.

Renovations and Modifications

ALL proposed unit renovations and any modifications/improvements require RTCA Board approval. Failure to obtain such approval prior to the commencement of work will result in work stoppage and contractor being banned from the RTCA Property until resolved.

To start the approval process contact Artemis Architectural Review Board Team: 407-705-2190 Press 1 ARB@ArtemisLifestyles.com. The Artemis ARB Team will guide you through the process and provide the relevant form/s to be filled out in advance of the work starting.

All contractors and vendors are required to have a parking pass. The application is available on the RTCA website Home Page (Forms): <https://www.RoyaleTowers.com>.

A refundable deposit of \$500 must be submitted in case of damage to RTCA property.

Work should be completed during normal business hours. Outside of those hours, prior approval from the RTCA Board is required.

A Contractor's license (if required), certificate of liability, worker compensation insurances and all permits must be submitted to the Artemis ARC as part of the approval process. The owner is responsible for ensuring that all required permits and other documents have been obtained and provided to the ARC officer.

Prior to work starting, Artemis staff will install the wall mats in the elevator as required.

Contractors must comply with all RTCA rules including parking and are required to remove from the property all waste materials and construction debris. No waste or construction debris is allowed to be disposed of in the RTCA dumpsters or trash chutes.

NOTE: Whole unit instant hot water tanks are prohibited as we do not have the updated wiring in the building to support them.

With PRIOR Board approval (rtca.inc@gmail.com) individual Unit construction dumpsters and portable construction containers are allowed to be parked in the north or south lots for a maximum of two weeks and must be clearly marked with unit number.

Repairs and Maintenance: Common Elements and RTCA Property

RTCA Maintenance Staff handles all requests for maintenance or repairs for non-individual unit, common elements, and RTCA property issues. If the situation requires urgent action, it should be reported in a phone call to Artemis at 407-705-2190 Press 1. Non-urgent issues should be reported by entering a maintenance ticket via the RTCA website at <https://www.RoyaleTowers.com> or on the Artemis Mobile App 2 days in advance.

Repairs and Maintenance: Owner's Unit

General Instructions:

If contractors or vendors will likely be on-site more than 2 hours, they are required to have a parking pass. Enter a Vendor Parking Pass Request on the RTCA website at <https://www.RoyaleTowers.com> 1 week in advance

Prior to work starting, RTCA Maintenance staff will install the wall mats in the elevator as required.

Contractors must comply with all RTCA rules including parking except in the case of an emergency.

Contractors are required to remove from the property all waste materials and construction debris. No waste or construction debris is allowed to be disposed of in the RTCA dumpsters or trash chutes.

Work should be completed during normal business hours except in the case of an emergency.

Owner's Maintenance Responsibilities:

Please maintain your unit per the following requirements:

- Washing machine hoses should be metal and connections must be checked regularly.
- Air conditioners and hurricane strapping must be serviced annually.
- A cup of liquid bleach or vinegar must be poured into your air conditioner condensation drain monthly to prevent clogs.
- Do not flush wet wipes or other similar materials as they can cause sewer back-ups in the lower floor units.
- Check toilet tank bolts for corrosion and replace toilet flappers and/or mechanisms promptly to prevent running toilets.

- Regularly check under your sinks and around your faucets for leaks and repair promptly.

- Hot water heaters must be checked regularly & replaced at least every 10 years.

- Water filters and refrigerator water hoses should be professionally installed and routinely watched for leaks.

- Hurricane shutters should be serviced annually to ensure they are secure and function properly.

- Do not use any type of spray on any door, elevator, gate or exterior locks. Enter a Maintenance ticket on the RTCA website at <https://www.RoyaleTowers.com> or on the Artemis Mobile App 2 days in advance

- If your unit will be vacant for an extended time, have someone check it periodically. Shut off your water at the main valve and open the hot water circuit breakers until you return (i.e. turn off the power to your hot water heater). Turning off your refrigerator ice cube maker will help prevent burn out of the water solenoid valve.

- Your main water shut-off valve is located in your master bedroom closet. Ensure that it is operable in case of a water emergency.

If a unit owner fails to comply with the above maintenance requirements or is negligent in properly maintaining their unit or unit equipment resulting in damage to a common area or other unit, they may be subject to charges, fines or a lien against their property.

Roof Access

Enter a Maintenance ticket on the RTCA website at <https://www.RoyaleTowers.com> or on the Artemis Mobile App 2 days in advance to arrange for access to the roof for replacement or repairs to the AC units or hurricane strap tie downs. Any person, including contractors, requiring roof access must be accompanied by RTCA Maintenance staff.

Satellite Dishes

Owners must provide plans to Artemis ARC Officer (see Renovations and Modifications) prior to installation.

Satellite dishes may be placed on balconies provided there is a line of sight, the dish is no larger than 22", and it is completely contained within the confines of the limited common area (balcony or patio) and is not attached to railings. The method of installation must not penetrate the walls, ceiling or floors or glass of the balcony.

One satellite assembly per building is allowed according to specification approved by RTCA and in accordance

with FCC regulations. The method of wiring distribution to individuals is to be determined and at no cost to RTCA.

Service and Emotional Support Animals

An Owner or Tenant with a disability may request Reasonable Accommodation to include an Assistance/Emotional Support Animal. The Owner or Tenant will be required to file an application with Artemis and provide any necessary support documentation. An Assistance Animal's weight will be considered outside of the **Pets** section provisions. All RTCA rules and regulations (see Pets) not in conflict with Florida Statutes will apply to the animal. All requests will be considered under the Federal and Florida Fair Housing Act (FHA) and all other applicable laws and regulations. The Assistance Animal may not pose a direct threat to the health or safety of others. The assistance animal may not cause substantial physical damage to the property of others. The animal must be inoculated in accordance with state and local laws. Contact Artemis for the application and to gain Association approval.

Shutters (see also Hurricanes & Emergencies)

All unit owners must purchase, install, repair, and maintain operable

hurricane shutters on all balcony and patio openings. Shutters must meet the RTCA's specifications for hurricane shutters and must be installed and maintained by the unit owner according to specifications at their expense.

When residents plan to be away from home or the unit is vacant for more than 72 hours (in hurricane season) or seven (7) days (outside of hurricane season), the hurricane shutters must be closed.

Signs (also see Door Decorations)

No signs or any advertisement may be displayed on any common area, limited common area, or in any window or door of a unit.

Skateboard, Roller Skating, Scooter, etc.

Skateboarding, rollerblading, roller skating, go-karting, one-wheeling, and recreational scooters, etc. are not allowed on RTCA property.

Speed Limit

The speed limit in the complex is 10 mph. Please drive slowly as our drives are also walkways.

Stairwell Doors (also see Hurricanes & Emergencies)

Stairwell doors entry is via key fob/card. Do not prop doors open for any reason including to allow more light into the stairwell during an extended power outage. This compromises safety and security of all residents. Please note that in an emergency or an electrical outage the stairwells may not have light. Note that emergency stairwell lighting only lasts up to 90 minutes. Use a flashlight.

Suggestion Box

A Suggestion Box is located inside the Clubhouse entrance. The RTCA Board welcomes all constructive suggestions showing a name, unit number, and date.

Towing

See Vehicles: Registration, Parking, Towing

Trash (see also Recycling)

Other than recyclables, all trash must be placed in plastic bags and the bags should be tied prior to disposal. Trash chutes are located by the elevators on each floor. Only bags that fit easily through the chute doors may be placed in the trash chutes. Ground floor occupants should take their trash to a dumpster or put it down the chute

located on the second floor. Large or heavy bags or objects are prohibited from disposal in the trash chutes and must be taken to the dumpster. These include but are not limited to: pillows, coolers, brooms, electronics, pizza boxes, small appliances and any larger items that may block the trash chute. Use common sense as items can get lodged causing the trash to back up and break the compactor.

Be considerate of noise when disposing of your trash in the chutes.

Dumpsters are located north of the A Building and southwest of the C Building. Recycle containers are also located in the dumpster enclosures.

DISPOSAL OF LARGE BULKY ITEMS: Owners are responsible to arrange for a removal company to take bulky trash to the dump themselves (including but not limited to furniture and appliances.) **DO NOT LEAVE LARGE TRASH** by the dumpster area – keep items in your unit, or garage, until the scheduled time of removal. An immediate fine of \$100 will be assessed per violation.

NO construction debris or waste materials are allowed in or around the dumpsters and must be removed from the RTCA property by owner, tenant or contractor.

Paint or other hazardous waste must be taken to the dump and not

disposed of on RTCA property. Call Artemis for instructions on the proper means of disposal.

Turtle Nesting Season

Our beach is a nesting ground for endangered Leatherback and Loggerhead turtles which only nest on the beach where they were born. Florida Statute prohibits light emanating from property within 100 yards of the beach that is visible from the beach during turtle nesting season - March 1st to November 1st. Fines can range from \$50 (local) to \$500 (county) for violations. Unit owners must prevent inside lights from being visible from the beach by means of black-out curtains or blinds, approved widow films, or storm shutters. Use of balcony or patio lights is prohibited. For more information, you may contact the Cocoa Beach code enforcement department. Since unit owners are responsible for the actions of their tenants, owners may want to consider adding a clause to their lease to deal with this issue. Flashlight use on the beach at night during nesting season is prohibited by law.

Usage

Units shall be used only in accordance with RTCA regulations, the laws, zoning ordinances and other regulations of governmental authorities having jurisdiction in the area.

Vehicles: Registration, Parking, Towing

Only licensed, currently registered, operable vehicles owned by a resident, tenant, visitor or guest may use the parking areas overnight, **ALL** cars parked overnight must be registered with Artemis (see below for instructions) and have clearly displayed either (1) a valid RTCA Parking Permit sticker on the back of the rearview mirror (Owner); (2) a **green** hangtag (Tenant); (3) an **orange** hangtag (Visitor); or (4) a **yellow** hangtag (Visitor) – valid one night and only in unexpected and emergency circumstance). A vehicle without a valid sticker or fully filled in parking hang-tag is subject to being towed off RTCA property at owner's expense.

Registration Instructions

1. ALL PARKING PERMITS – owner stickers, and tenant and guest/visitor hangtags - must be picked up at **Royale Towers Office, Monday – Thursday 8:30 am – 12:00 noon. Friday is closed to finalize accounting records.** Specific instructions for pick-up of hang-tags for tenants, owner guests and tenant guests are included in the respective online forms - see below.
2. All **OWNER** vehicles whether new, a change or addition, must be registered with Artemis at least two (2) days in advance of parking. The form is

available on the RTCA website at <https://RoyaleTowers.com>.

[Owner stickers may only be picked up at Royale Towers office by the Owner of record. Matching photo ID will be required.](#)

3. **TENANT** vehicles must be registered fifteen (15) days in advance of occupancy and parking as part of the rental registration process. The form (which includes pick-up instructions) is available on the RTCA website at <https://RoyaleTowers.com>.

Tenant hang-tags may only be picked up by the Tenant of record. Matching photo ID will be required (see further instructions on Rental Registration Form).

4. **VISITOR** vehicles must be registered by the Host (Owner or Tenant) at least two (2) business days in advance of the visit via the applicable online guest registration form located on the RTCA website at <https://RoyaleTowers.com>.

OWNER guest hang-tags may be picked up ONLY by the owner or properly registered primary guest. Matching photo ID will be required (see further instructions on form).

TENANT guest hang-tags may be picked up ONLY by a Tenant of record. Matching photo ID will be required (see further instructions on form).

5. A limited number of one-night **VISITOR** (yellow) hangtags are available to each unit upon request for use in unexpected and emergency circumstances ONLY.

Parking Area Rules

Vehicles must be in good repair and free of leaking fluids.

All parts of any vehicle parked in front of one of the resident towers must fit within the painted lines. This includes any racks/lifts attached to a vehicle. If a vehicle doesn't fit within the painted lines, parking is restricted to the north and south areas of the lots. Special circumstance parking exceptions are permitted with Board approval:

- With PRIOR Board approval (rtca.inc@gmail.com) moving **PODs** may be placed in the north-west or south-west areas of the lot for a maximum of seven (7) days and must be clearly marked with the unit number.
- With PRIOR Board approval (rtca.inc@gmail.com) individual Unit construction **dumpsters** and portable construction **containers** are allowed to be parked in the north or south lots for a maximum of two weeks and must be clearly marked with unit number. See also *"Renovations and Modifications."*

For a full list of vehicles or items that are allowed to be parked in the parking

lot, refer to the RTCA “Declaration of Condominium” Page 22, Section 12.4 “Vehicles and Parking” on the RTCA website at <https://RoyaleTowers.com>.

Boats, motorcycles, trailers, recreation vehicles and many other types of vehicles and items are ONLY allowed to be parked in garages.

Towing

Vehicles, dumpsters, moving PODs, etc., not conforming to the rules of the condominium are subject to towing at the owner’s expense. Royale Towers has contracted with Knight Towing, 2314 Patton Ln, Rockledge, FL 32955, (321) 208-7530 for towing services.

B.Amenities

RTCA Rules for each of the amenities are listed above in the Rules Section

Note: Amenity areas are monitored by video cameras.

IMPORTANT: Pool gates and Clubhouse doors are Locked at 10:00 pm. You cannot get out of the pool area, nor can you get back into the Clubroom, past 10:00 pm. Please exit prior to 10:00 pm to avoid getting locked in.

The amenities and recreational facilities are for the use of owners, tenants, their immediate families, and their houseguests. Owners and tenants are expected to be with or monitor their guests when they are using these facilities and are responsible for their actions. Monitoring does not mean owners and tenants need to be with their guests at all times, but owners and tenants do need to be staying on site at the same time as their guests, otherwise guests are not allowed to use the Amenities. Key fob access will be denied for disregard of or noncompliance with RTCA Rules and Regulations and/or fines may be assessed.

Beach

While enjoying the beach please remember pets, glass, fireworks, and bonfires are prohibited by law. Nothing

should be left on the beach overnight. This includes tents, canopies, umbrellas, coolers, and game equipment. Please refer to the sections on “Gates, Dunes & Beach” and “Turtle Nesting Season” for more information. Failure to comply with the relevant local and state laws may result in a fine between \$100 and \$500 or jail time up to 60 days.

Car Rinse / Wash

There is a common area key operated drive-through car rinse at the north end of the C garage building. There are also car washing areas at the northwest and at the southwest corners of the property.

Clubhouse (see also Private Events on RTCA Property)

Owners or tenants may use the clubhouse for non-commercial activities by reserving an available date and time and making a \$200 refundable deposit to cover any cleaning or repairs needed as a result of their use of the room. Please refer to the “Private Events” section for more information and details of the request form. The Clubhouse is also open to all residents and tenants daily for personal use. The Clubhouse has a kitchen, seating, TV, and pool table.

Exercise Room

The exercise room is available for use between 5:00am and 10:00pm each day but these hours may be changed from time to time by the Board of Directors.

Library

There is an “honor” library located on the bookshelves in the clubhouse hallway. Please feel free to borrow books and return them when you have read them. Donations of books are always welcome.

Pool Area

Pool is only open from dawn to dusk per Florida Law (defined by Code as 30 minutes **after** sunrise and 30 minutes **before** sunset). There is no lifeguard on duty.

Recreation Area

The fenced recreation area includes tennis, pickleball, basketball, shuffleboard, and bocce courts. Equipment lockers are located within the recreation area and can be accessed with the use of the common area key.

Spa/Jacuzzi

Spa is only open from dawn to dusk per Florida Law (defined by Code as 30 minutes **after** sunrise and 30 minutes **before** sunset). Small children, pregnant women and people with

health problems, people using alcohol or any drug that causes drowsiness should not use the spa without first consulting a physician.

Sauna

A sauna room is located in the southwest corner of the exercise room. Please use with caution.

WIFI Access from the Pool Area and Clubhouse

WIFI: RTGuest_5G
Password: RoyaleClub

C. Owner's Responsibilities for Unit Maintenance

We are all vulnerable to damage caused by negligence of neighbors not maintaining their units. We collectively bear the cost of increased insurance rates, water wasted and damage caused by leaky faucets, toilets valves or failed plumbing.

Please maintain your unit per the following requirements:

- Washing machine hoses should be metal and connections must be checked regularly.
- Air conditioners and hurricane strapping must be serviced annually.
- A cup of liquid bleach or vinegar must be poured into your air conditioner condensation drain monthly to prevent clogs.
- Do not flush wet wipes or other similar materials as they can cause sewer back-ups in the lower floor units.
- Check toilet tank bolts for corrosion and replace toilet flappers and/or mechanisms promptly to prevent running toilets.
- Regularly check under your sinks and around your faucets for leaks and repair promptly.

•Hot water heaters must be checked regularly & replaced at least every 10 years.

•Water filters and refrigerator water hoses should be professionally installed and routinely watched for leaks.

•Hurricane shutters should be serviced annually to ensure they are secure and function properly.

•Do not use any type of spray on any door, elevator, gate or exterior locks. Contact Artemis if there is a problem. RTCA website at <https://www.RoyaleTowers.com> or Artemis Mobile App.

•If your unit will be vacant for an extended time, have someone check it periodically. Shut off your water at the main valve and open the hot water circuit breakers until you return (i.e. turn off the power to your hot water heater). Turning off your refrigerator ice cube maker will help prevent burn out of the water solenoid valve.

•Your main water shut-off valve is located in your master bedroom closet. Ensure that it is operable in case of a water emergency.

If a unit owner fails to comply with the above maintenance requirements or is negligent in properly maintaining their unit or unit equipment resulting in damage to a common area or other

*unit, they may be subject to charges,
fines or a lien against their property.*

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