



WATERFRONT BUILDING “C” ASSOCIATION RULES

Issue Date: October 1, 2019

This document is provided as a reference for owners and residents of Building C. It draws from the Building C Condominium Documents and includes additional rules adopted by the Building C Board. *

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**Bylaws Exhibit “D”, Articles IX, Miscellaneous, 9.1 The Board of Directors shall adopt and promulgate reasonable rules and regulations relating to the use of common elements and the Association property.*

Building Manager: Office on ground floor (hours as posted)
wfmanager@argusmgmt.com ♦ Phone: 941-218-3722 ♦ Fax: 941-923-0720
 After Hours: 941-951-4034 ♦ Fire or Medical Emergency: Dial 911

WATERFRONT BUILDING “C” ASSOCIATION RULES

OWNER ABSENCES (SEASONAL): Owners absent from their Unit during hurricane season (June 1 – November 30) must prepare their Unit by removing furniture and other movable objects from the balcony and the front entry area. The Owner should designate a firm or individual to care for the Unit should it suffer hurricane damage. When Units are left unoccupied, the main water valve inside the unit should be shut off and the water heater switched off. The Building Manager should be provided with your contact information and that of your unit caretaker, should you use one, during an absence. If a vehicle is being left while away, keys should be given to the Building Manager so that it may be moved if necessary.

RENTAL/LEASING OF UNIT: Units may be rented or leased only after approval by the Association, as provided for in Article XIV of the Condominium Declaration, and provided that the entire Unit only must be rented and may not be subdivided. Subleasing is not permitted. The occupancy shall only be by the lessee, his family and guests, and further provided that Units may not be leased or rented for a term less than three (3) months, with a maximum of two three-month leases per year. Renewable full year leases are permitted.

Before entering into a rental/lease agreement, the owner must obtain approval from the Association by submitting an “Owner Request to Rent/Lease” form. (See Appendix A) This form may be copied from the sample in the appendix or downloaded from the Waterfront website (<https://argusmgmt.com/waterfront-on-venice-island-building-c/>). Completed forms should be submitted to the Building Manager prior to the start of the lease. Tenants should park in the unit owner’s assigned location.

USE OF UNIT BY VISITORS (ABSENT OWNER): If a Unit Owner wishes to grant use of the unit to a visitor at a time when the Unit Owner will be absent, a “Visitor Registration” form must be completed and submitted to the Building Manager. This will help to ensure that visitors do indeed have Unit Owner’s permission to enter/occupy the unit and will assist management in knowing that units are occupied in the event of an emergency. (See Appendix B) Visitors should park in the unit owner’s assigned location or in the overflow lot.

PARKING: Each Unit Owner is on notice that the parking areas on the lower level of the Condominium building are below the flood elevation designated in the 100-year flood plain. Each Unit Owner is responsible for removing their car and personal property from parking and storage areas in the event of a hurricane, tropical storm, or other potential flood event. The Association shall not be liable to individual Unit Owners or other persons for personal injury or property damage caused by Unit Owner's failure to remove their property, while the Unit Owner will be liable for damage caused by their property if not removed.

Parking spaces are assigned to specific condominium units and cannot be traded or reassigned. Absent owners may permit other unit owners to use their space while away by providing written permission copied to the Building Manager (an email will suffice) and must include contact information for a user of the space and dates of the arrangement. Overnight visitors’ vehicle information (make/model, plate number) should be provided to the Building Manager when the car is to be parked anywhere on the property.

The Association has only very limited open parking in addition to the assigned spaces. Boats, trailers,

commercial vehicles owned by residents, campers and recreational vehicles cannot be parked anywhere on the property. Bicycles may be kept inside the owner's unit or secured in a garage rack. They may not be stored on a unit balcony, the walkway in front of a unit or any other common area.

SECURITY: The building is secured at ground level with electronic access points to the elevator and the two stairwells. Each unit has been provided electronic RFID key tags which are each uniquely coded. To unlock the stairwell doors at the ground floor, the key tag should be held near the reader beside the door and the door will be unlocked. To access the elevator from the ground floor, the key tag should be held near the reader and then the elevator call button should be pushed. If a key tag is lost it should be reported to the Property Manager immediately so that it can be deactivated on the system and a replacement tag created. Replacement or additional tags may be purchased by owners for \$25 each.

MAINTENANCE REQUESTS: Maintenance staff is responsible for upkeep of all common elements. (Unit Owners are responsible for maintenance of items inside the unit.) Requests for maintenance should not be made directly to maintenance staff except for an emergency. All requests should be submitted on a "Maintenance Request Form". (See Appendix C) Copies of this form are available in the elevator, may be copied from the sample in the appendix or may be downloaded from the Waterfront website (<https://argusmgmt.com/waterfront-on-venice-island-building-c/>). Completed forms may be deposited in a box outside the Building Manager's office or sent by email to denise@argusmgmt.com

WINDOW TREATMENTS: The covering and appearance of windows and doors, whether by draperies, shades, or other items, visible from the exterior of the Unit, shall be neutral in color and further subject to rules and regulation of the Association. No reflective window coverings shall be permitted on the windows of a Unit.

FRONT WALKWAYS: Fire Department regulations require that front walkways remain clear of chairs, decorations, plants and other obstructions that would hinder passage of their gurney. This restriction does not apply to the bump-out areas in front of middle units. Any furniture placed in a bump-out area may be utilized by adjacent unit residents when not otherwise being used by the owner. No bicycles may be stored on front walkways. Owners/residents may only use clear water to clean balcony (no detergents, soaps, etc. may be allowed to run from the balcony to the floors below).

BALCONY (TERRACE): Balconies shall not be obstructed, littered, defaced or misused in any manner. Balconies shall not be used for cooking, hanging or drying clothing, towels, for cleaning of rugs or other household items, or for storage of bicycles or other personal property. No carpeting of any kind shall be installed on exterior surfaces exposed to the elements. Fire code prohibits use or storage of grills of any type on balconies and walkways. Owners/residents may only use clear water to clean balcony (no detergents or soaps may be allowed to run from the balcony to the floors below). Use consideration when sweeping or shaking out beach towels, etc. as debris should not be allowed to fall onto balconies or cars below.

STAIRWELLS: For safety and appearance reasons, stairwells must be kept clear. Use of a stairwell for storage of any item, including bicycles, is prohibited.

FIRE SAFETY: Familiarize yourself with the location of the fire extinguisher and Fire Emergency Pull Switches on your floor. They are located near the stairwell doors. Do not cover or paint sprinkler heads.

ELEVATOR: When planning to move furniture, appliances, etc., Owners shall inform the Building Manager of their intended use of the elevator and any need for pads to protect the interior. The

elevator door must not be held open for extended periods to load or unload. Any damage to the elevator must be immediately reported to the Manager.

ROOF ACCESS: Doors to the roof are locked. Access to the roof for routine air conditioner maintenance should be requested 48 hours in advance by contacting the Building Manager. In an emergency, contact the Building Manager or one of the Directors.

TRASH DISPOSAL: Recycling is mandatory in Venice. Paper, newsprint, corrugated, etc. must be segregated from plastics, metal and glass. Signs in the trash room provide instructions for proper segregation. To reduce odor and avoid insect and rodent infestations, recyclable items should be clean and, where possible, crushed to reduce volume.

Garbage must be placed in sealed plastic bags and placed in the garbage chute. Large items such as pizza boxes, Styrofoam sheets, or other items which may stick in and obstruct the chute should be carried to the ground floor and placed in the dumpster in the trash room. Kitchen waste must not be put in sink drains as eggshells, bones, rice, grease, etc. will clog and block plumbing stacks, affecting multiple units. These items should be placed in the sealed plastic garbage bags.

Owners are responsible for removal of their old bicycles, furniture and furnishings, carpeting and appliances from the premises. These items should not be placed in the trash room or dumpster. If you have large or unusual items to be picked up, please contact a charity organization or the City of Venice Public Works Dept. at (941) 486-2422.

UNIT EXTERIOR: Antennas, aerials, satellite dishes, bird feeders, flags, signs or other devices are not permitted on the exterior of a Unit, nor should be allowed to show through a window.

PETS: A maximum of two pets are allowed for owner-residents only. No pets or animals are permitted for lessees/tenants. When an animal is in a common area, it must be on a leash and controlled. Owner must pick up after the animal and dispose of its wastes properly. No animals are permitted in the pool area. Animals may not be left unattended on a unit balcony.

POOL USE: Rules for use of the pool are provided by the Master Association. No glasses or glass bottles are allowed inside the fenced pool area. Anyone using the pool shall wear footwear and a cover-up when moving through the common areas and using the elevator.

DOOR LOCKS: The Association retains a pass key to all units pursuant to its Right of Access to all units. No Owner shall alter or install a new lock without written consent of the Association. Any lock installed must be keyed to allow continued use of the Association master key.

HOMEOWNER INSURANCE: Each Unit Owner is responsible for insuring their own unit and the personal property therein, including all appliances, air conditioning and heating equipment, water heaters, built-in cabinets, floor, wall and ceiling coverings, and electrical fixtures that are located within the Unit and are required to be repaired or replaced by the Owner, and all alterations, additions and improvements made to the Unit or the Common Elements by the Owner or his predecessors in title. Each Unit Owner is expected to carry homeowner's insurance, with endorsements for leakage, seepage and wind-driven rain, additions and alterations, a loss assessment protection, or recognize that he bears financial responsibility for any damage or liability to other Unit Owners that would otherwise be covered by such insurance.

UNIT OWNER NEGLIGENCE: If, due to a willful, careless or negligent act or omission of a Unit Owner, a member of its family, household pet, a guest, invitee or other authorized occupant or visitor of such Unit Owner, damage shall be caused to the Common Elements or to a Unit or Units owned by others, or maintenance shall be required which would otherwise be a Common Expense, then such Unit Owner shall be responsible for such damage and maintenance as may be determined by the Association.

ASSESSMENTS, FEES AND LIENS: Unit Owners shall timely pay all maintenance fees and assessments. Any fees or assessments not paid ten (10) days after they are due shall bear interest until paid at the maximum legal rate of interest allowed by law. Additionally, the Association shall also have the right to charge a late fee.

The Association shall have rights to a lien on a Unit for any unpaid Assessments, late fees and the interest thereon. This lien shall also secure reasonable attorney's fees incurred by the Association incident to the collection of such Assessment or enforcement of such lien. Lien shall be effective from and after the time of recording a Claim of Lien stating the description of the Unit and the name of the record owner in the Public Records of Sarasota County, Florida, and the lien shall continue for a period not to exceed one year after the lien has been recorded or until all sums secured by the lien shall have been fully paid, whichever shall first occur. Upon full payment, the party making payment shall be entitled to a recordable satisfaction of said lien.

Liens for unpaid Assessments shall be enforced in the same manner as a foreclosure of a mortgage on real property. In any such foreclosure of lien proceedings, the Court, at its discretion, may require the Unit Owner to pay a reasonable rental for the Unit. The Association shall have the further right to bring suit against the Unit Owner to recover a money judgment for unpaid Assessments without waiving the lien securing the same. Any action to enforce a lien for unpaid Assessments shall be in accordance with the provisions of Florida Statute 718.116, as the same shall be amended from time to time.

REQUEST TO SELL: A form, "Owner Request to Sell", should be submitted to the Building Manager prior to the sale of a unit. (See Appendix D)

UNIT MODIFICATIONS:

- **UNIT MODIFICATION DEFINED:** Remodeling of kitchen, bathroom, removal and replacement of interior walls, replacement or addition of tile in the interior of the unit or on the balcony, or replacement of sliding glass doors.
- **WEIGHT-BEARING WALLS ARE NOT PERMITTED TO BE REMOVED OR ALTERED.**
- **WATER HEATER REPLACEMENT:** The Association requires that all unit water heaters be replaced on a ten-year cycle, with start of the cycle and the first replacement in 2019 (for heaters not already replaced). Installation dates and serial numbers for water heaters installed should be provided to the Building Manager
- **SCREEN DOORS:** Written permission must be obtained from the association before new or replacement screen doors are installed by Unit Owner. Fire and EMS codes require that screen doors not impede access to the unit. Hinged screen doors must be installed with the hinges away from the elevator and must not contain design across the screen. Roller screen doors may be installed on either side of the door frame.

- **REQUIRED APPROVAL:** Prior to commencement of a unit modification, approval of the project must be obtained from the Association by submitting to the Building Manager an “Application for Renovation/Remodel” form. (See Appendix E) All unit modifications require an approval except the following: painting, carpeting, replacement of fixtures and appliances in the same location within the unit and emergency repairs. At least 48 hours’ notice is needed for building water shut off, Fire Alarm or other safety system work.
- **MECHANICAL/ELECTRICAL ALTERATIONS:** Mechanical and/or electrical plans must be provided for Association review.
- **FLOORING (INTERIOR/EXTERIOR):** Balcony flooring is overseen by the Association. Installation of a tile covering may be done by the unit owner only with approval of the Association. For interior flooring installations, glue down flooring is not allowed. Hardwood engineered or laminate floors may be installed over a noise reduction 100% high density polyurethane underlayment that is also a moisture barrier. It must conform to Sound Transmission Class (STC) 53 for a 6” concrete slab with no ceiling assembly below. The underlayment must have an antimicrobial treatment and pass Federal Flammability Standards DOC-FF-1-70. Glue may be used to install wood transition strips at junctions with tile. Flooring must be inspected by The Association to ensure proper installation.
- **UTILITY CHANGES** (also see penetrator and fastener note): Movement of utilities is generally not permitted. Any relocation requires an engineered plan. TV cable may not be spliced.
- **FLOOR/CEILING SLABS AND FIRE REGULATED WALLS** (also see penetrator and fastener note): Describe in remodeling request any attachments, intrusions, or penetrations in the floor/ceiling slabs along with any other work related to structural or common elements. All work to be described on plans submitted. Channeling a slab is not permitted. Modification or intrusion of any fire regulated walls is not permitted.
- **PENETRATORS AND FASTENERS:** Any penetrating connectors or fasteners shall not interfere with reinforcing steel, piping, conduit or other service items embedded in the concrete slabs. Location of every concrete fastener penetrating more than 3/4” into the floor shall first be verified by drilling a 1/8” diameter pilot hole. Any obstruction encountered requires relocation of the fastener or connector.
- **USE OF LICENSED AND INSURED CONTRACTORS:** Whenever a Unit Owner contracts for maintenance, repair, alteration or improvement of any portion of their Unit, whether with or without Association approval, the Unit Owner shall be deemed to have warranted to the Association and its members that his contractor(s) are properly licensed, fully insured, and that the Unit Owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance.
- **HOURS OF WORK:** Work may not commence prior to 8:00 AM or continue beyond 5:00 PM and must be conducted Mondays through Fridays unless specific permission is given for other periods. Work may not be performed on national holidays unless specific permission is given. All work must be accomplished during the off-season, from May 1 to October 31.
- **ELEVATOR:** Contractors shall inform the Building Manager of their intended use of the elevator and any need for pads to protect the interior. The elevator must not be used to lift equipment or materials over its rated capacity of 3,500 pounds. Absolutely nothing being lifted is to extend

beyond the elevator cab ceiling or cause the light panels to be disturbed. The elevator door must not be kept open for extended periods to load or unload. Any damage to the elevator must be immediately reported to the Manager.

- WORK RULES: Unit entry doors and balcony doors must remain closed to minimize noise for other residents. Cutting of tile, wood or other material must be confined to the unit being remodeled and is not permitted on the balcony, parking lot or common walkways.
 - Materials may not be stored in common areas, (parking lots, walkways, stairwells) or on unit balcony.
 - Daily cleanup of common areas affected by remodeling work, (hallways, stairs, doors, elevators, parking lot, sidewalks) shall be done by the contractors involved. Costs for clean up or repair of common elements that have to be done by the Association will be charged to the Unit Owner. Construction debris must not be placed in any dumpster belonging to the Association.
- INSURANCE REQUIREMENTS: No work shall commence until the contractor and any sub-contractors have provided the Association with certificates of insurance in the following limits. (In no case shall the coverage be less than required by Florida law).
 - *Projects involving structural repairs or remodeling* must have Public Liability coverage (including completed operations), Property, Workers' Compensation and Auto Liability with a minimum \$1,000,000. of coverage.
 - *Projects involving non-structural repairs or remodeling* must have Public Liability coverage (including completed operations), Property, Workers' Compensation and Auto Liability with a minimum \$300,000. of coverage.

APPENDIX

- A. Form: Owner Request to Rent/Lease
- B. Form: Visitor Registration
- C. Form: Maintenance Work Order Request
- D. Form: Owner Request to Sell
- E. Form: Application for Renovation/Remodel

Waterfront on Venice Island Building C

Intent to Lease Application Form

Please submit this application & a copy of the lease at least (10) business days prior to leasing your unit along with a \$50 non-refundable processing fee made payable to: Waterfront on Venice Island Bldg. C, c/o Argus Property Management, 2477 Stickney Point Rd., STE 118A, Sarasota, FL 34231.

UNIT OWNER INFORMATION:

UNIT# _____ ADDRESS _____
OWNERS NAME _____ OWNERS PHONE NUMBER _____
OWNERS EMAIL _____

LEASEE INFORMATION:

LEASE: IS THIS A SEASONAL _____ OR AN ANNUAL _____ LEASE?
LEASE DATES: _____ TO _____
HAS THE LEASEE RENTED AT WATERFRONT PREVIOUSLY? YES _____ NO _____
IF SO, WHAT UNIT? _____ YEAR(S) _____ OWNER(S) _____

REALTOR INFORMATION:

REALTOR/AGENT connected to Lease? YES _____ NO _____
REALTOR NAME _____ PHONE # _____
NAME OF REAL ESTATE FIRM _____
EMAIL ADDRESS _____

APPLICANT INFORMATION:

NAME _____ SPOUSE/CO-OCCUPANT _____
CURRENT ADDRESS _____ CITY _____ STATE/ZIP _____
PHONE NUMBER _____ CELL PHONE NUMBER _____
EMAIL ADDRESS _____

APPLICANT VEHICLE (S) INFORMATION:

MAKE _____ YEAR _____ MODEL _____ TAG # _____
MAKE _____ YEAR _____ MODEL _____ TAG # _____

NAMES, AGES AND RELATIONSHIP OF PERSONS WHO OCCUPY THE UNIT

I agree to read and abide by the Rules and Regulations of Waterfront Building C Condominium Association that indicate renters are **not** allowed to have pets in a rental unit.

1) _____ 2) _____
Signature of Applicant Signature of Applicant

DATE _____

ASSOCIATION APPROVAL: APPROVED _____ DISAPPROVED _____

Board Member Signature Title Date



THE WATERFRONT ON VENICE ISLAND BUILDING C CONDOMINIUM ASSOCIATION, INC.

NOTICE OF UNIT OCCUPANTS

Unit # _____

Arrival Date: _____ Departure Date: _____

Number of Guests: _____

Guest(s) Names:

Adult(s): _____

Minor(s): _____

Guest(s) Contact Phone #: _____

Guest(s) Email Address: _____

Vehicle(s) Year, Make, Model: _____

Will Use Assigned Parking #: _____

Unit Owner(s) Names: _____

Unit Owner(s) Contact Phone #: _____

Unit Owner(s) Email Address: _____

Appendix C: Maintenance Work Order

Work Order Request Form



Requested by:		Date Received
Date Requested: _____	Name: _____	<input type="text"/>
Building: _____	Unit #: _____	Date Completed
Telephone _____	Email: _____	<input type="text"/>
Common Area:		Parts Required:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>
Request Description:		Parts Cost:
_____		<input type="text"/>

Maintenance Mail Box

Hand Delivered



Date: _____

Unit Owner(s): _____

I (We) request the Waterfront "Bldg. C" Condominium Association approval to permit the modification, remodeling, or renovation of our Waterfront Condominium unit _____ in accordance with the following condominium association rules, requirements and conditions. The following checked items and explanation of scope and materials, along with any attached plans and detailed drawings, represent the extent of our request:

Check all applicable areas of Project Components:

- | | |
|--|---|
| <input type="checkbox"/> Complete Renovation/Remodel | <input type="checkbox"/> Change of Current Floor plan |
| <input type="checkbox"/> Exterior Screen Doors | <input type="checkbox"/> Mechanical & Electrical |
| <input type="checkbox"/> Partial Remodel | <input type="checkbox"/> Kitchen Renovation |
| <input type="checkbox"/> Flooring-Interior | <input type="checkbox"/> Flooring Balcony |
| <input type="checkbox"/> Bathroom Renovation | <input type="checkbox"/> Utilities Change (incl. TV Wiring) |
| <input type="checkbox"/> Minor Carpentry (Wood Trim) | <input type="checkbox"/> Other (Specify) _____ |

Additional explanation and materials description: Or attach a separate page.

Start Date: _____ Estimated Date of Completion: _____

Please provide the following:

- 1) A detailed scope of work to be performed and the schedule and timeline for its completion.
- 2) Prior notice of all plans for water shut down so the Manager can plan and post noticed at least 48hours in advance of shut off.
- 3) Information regarding any and all material used including sound-proof underlayments.

The contractor and Owner must abide by the following to insure their neighbors retain their right to quiet enjoyment of the facility.

A) The Association shall maintain the right, but not the obligation, to inspect work in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications, Waterfront "Bldg. C" requirements and current City of Venice and State of Florida codes. **Inspection fees are the responsibility of the owner.**

B) Work may not commence prior to 8:00 AM or continue beyond 5:00 PM and must be conducted Mondays through Fridays unless specific permission is given for other periods. Work may not be performed on national holidays unless specific permission is given.

C) The passenger elevator may not be used to lift objects or materials over the rated limits of the elevator. The gate to the elevator access area may not be propped open. The elevator door must not be kept open for extended periods for loading or unloading as there is only one elevator in the building. **ELEVATORS MUST BE KEPT USABLE FOR BUILDING OCCUPANTS.** Any damage to elevators must be immediately reported to the Manager.

D) If approved, cutting of tile, wood or other material must be confined to the remodel unit and is **not permitted on balconies or common walkways.**

E) Neither cutting nor grinding of materials nor assembly may occur in the parking lot.

F) Materials may not be stored in common areas (parking lots, walkways, stairwells, etc.) or on balconies.

G) Common elements should be protected at ALL times during construction. Floor protection in the common element must be installed each day, secured to avoid trip hazard and removed at the end of the day.

H) Contractors and Unit owners are responsible for the removal of all construction and demolition debris and **may not use Association dumpsters.**

It is the expectation that all Contractors and Sub-Contractors will advise their crews that Waterfront "Bldg. C" is a year round residence for many people. Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise.

Appendix E: Application for Renovation/Remodel (cont'd. p3 of 4)

We have read, understand and agree to abide by the Association rules, the enclosed Construction Terms and Conditions, City of Venice and State of Florida codes and any other requirements of the Association that may pertain to this particular project.

We understand that this application must provide sufficient information (design drawings if required and material specifications) to allow the Association to assess the intended work and its affect on common areas and other units.

Signature(s) below confirm that the Unit Owner and Contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner: _____ **Date:** _____

Unit Owner: _____ **Date:** _____

Remodeling Contractor Company Name(s): _____

License Number: _____ **Contractor Signature:** _____

Print Name: _____ **Title:** _____ **Date:** _____

Address: _____ **Phone number:** _____

Email Address: _____

Contractor insurance information – company, coverage, limits:

Sub-Contractor Information: _____

Waterfront "Bldg. C" Association Action:

_____This application has been approved by the Waterfront "Bldg. C" Association.

_____This application has been conditionally approved, subject to the following information being provided immediately for further review.

_____ Date to be delivered _____

This application has been denied for the following reasons: _____

| This application has been provisionally approved pending the following:

CAM Signature: _____

Association Approval Signature: _____

Association Approval Signature: _____

Association Approval Signature: _____

Date: _____

Manager Contact Information:
Denise Duffina, CAM
Phone: (941) 218-3722
Email: wfmanager@argusmgmt.com