

BROOKSIDE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.
4285 Brookside Drive
Pensacola, Florida 32503

Dear Brookside Rental Occupant:

The Board of Directors of the Brookside Townhomes Homeowners' Association, a group of individuals who are elected to guide business matters regarding this complex, and who are empowered to establish and enforce rules and regulations, is sending this letter to you to advise you of certain terms and conditions which you are obligated to observe and comply with. It is the obligation of the Owner of your unit to inform you of these rules and regulations and to convey to you the requirement that you comply with and observe all regulations or reasonable requests from Board members or property owners while living here. Unfortunately, many Owners or their rental agents do not understand these rules, or do not adequately convey them to you at the time that your rental agreement is executed. A copy of this letter is being sent to each rental Owner for his information, and to ensure that there is no misunderstanding as to the rules which you must adhere to.

Brookside Townhomes *is not* an apartment complex. Brookside Townhome *is* a private, residential complex in which each unit is individually owned. Each Owner is bound by law to observe certain covenants, conditions, restrictions and by-laws which are spelled out in a document which the Owner must comply with as a term of his ownership of property in the complex. Any Owner may lease or rent his property to others, with the *expressed requirement* that his tenants are also bound by the rules which he is obligated to observe.

The document mentioned above also gives the Board 'of Directors the authority to formulate rules and regulations governing use of property and facilities, as well as the personal conduct of users of the facilities. It also provides for legal action or other sanctions against Owners for violation of the rules. Rental tenants who violate or ignore the various rules which are outlined in this letter, or which may be posted in various locations within the complex, may be advised of the infraction verbally, or by written notification, with the Owner also receiving a copy of the written notification. In some cases the Owner will be contacted directly and advised to correct some situation or condition. Aggravated circumstances or continued violation of rules will cause the Board to seek legal remedy against the Owner or demand eviction of offending tenants.

Please review the enclosed pages of rules and regulations, and conduct yourselves accordingly.

Thank you for your cooperation.

BOARD OF DIRECTORS
BROOKSIDE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.

BROOKSIDE TOWNHOMES
GENERAL RULES AND REGULATIONS

MAINTENANCE:

1. No temporary fences or enclosures may be erected in yards for enclosures of pets, children, etc. Fences prevent yard maintenance personnel from performing their work and are unsightly.
2. No exterior changes or additions to the units may be made without Board approval. This includes porches, patio additions, screen rooms, etc, Screen doors or storm doors must match the bronze color of existing windows and doors. Gutters and downspouts may be added, but must be brown or grey to match the unit's exterior.
3. No accessory buildings, storage sheds, etc, will be permitted.
4. Outside clotheslines (permanent type) are prohibited.
5. Do not store lawn furniture, grilles, etc. on the lawn areas where it will interfere with lawn maintenance or with the sprinkler system. Do not store trash or other unusable items under porches.
6. Do not interfere with any component of the lawn sprinkler system, Do not attempt to adjust any sprinkler head. Please report any damaged, missing or malfunctioning component to the Board of Directors.
7. Firewood should not be left on porches or under porches after the winter season. Termites are a very serious problem in this area, and their presence is encouraged and supported by the quantities of old decaying firewood which is permitted to remain around the living units. Please discard this material as soon as possible.

PARKING:

1. Each unit has at least two parking spaces which are a part of the property belonging to the unit owner. Residents with more than two vehicles must utilize overflow parking adjacent to the tennis court.
2. Do not park in any other resident's or neighbors' parking spaces, or allow guests to park in other residents' spaces without prior permission. Tenants and Owners may have violating vehicles removed at the vehicle owner's expense.
3. Parking or driving on grassed areas is strictly prohibited. Vehicles may easily damage the sprinkler system by driving in these areas. These areas are part of the maintained common area and violating vehicles will be removed without notice at owner's expense.
4. Do not park along curbed areas, behind other parked vehicles or in traffic lanes, This is a violation of fire and safety lane considerations and the towing policy will apply to cars parked in these areas.
5. Do not park in front of dumpsters overnight so as to prevent garbage pickup. Violating vehicles will be reported by the garbage service contractor, and violating residents will be assessed a \$ 25.00 charge for an unscheduled garbage pickup caused by illegal parking of vehicles, Obstructing vehicles may also be towed away.
6. Trailers, campers, motor homes, boats, boat trailers and trucks larger than half-ton pickup trucks may not be stored or permanently parked in the complex. This does not

apply to the limited temporary presence of such vehicles by residents or guests.
(Limited: no more than two successive days in a one-month period)

PETS:

1. Residents may keep only one dog and one cat. Also, any dog which is kept in a unit in this complex may not exceed a weight of 25 pounds. These regulations are clearly stated in the Declaration of Covenants and Restrictions. The Board has determined that ownership of no more than two cats by a resident will be allowed; however, the limit of one dog per unit shall remain. Caged pets, birds, fish, etc., are not included in this limitation.
2. Animals (including cats) shall not be allowed to roam freely throughout this complex. Complaints have been received from residents regarding cats which are permitted to wander about. These complaints include damage to car finishes. Residents who experience problems with loose animals are within their legal rights in having these animals removed by proper authorities.
3. Residents with dogs shall not allow their animals to relieve themselves in common area adjacent to the pool or tennis court; in common areas at the ends of building or between buildings or the property of another resident. The large grassed areas along the creek areas will be used for these purposes. Owners of pets (dogs) who keep these animals secured in rear yards shall keep these areas clean and odor free at all times. Animal waste shall not be allowed to accumulate to the point where it is even slightly offensive to any resident. Rental owners and rental agents shall ensure strict compliance from rental tenants regarding this matter.

SWIMMING POOL:

The following rules have been established by the Board of Directors for use of the swimming pool to ensure the safety and enjoyment of the facility by all residents. These rules are posted at the facility in order to prevent any misunderstanding by users of the pool.

1. Children under the age of 13 must be accompanied and supervised by an adult at all times. NO EXCEPTIONS. Those violating this rule will be ordered to leave and pool privileges may be suspended through legal action against the Owner.
2. All swimmers must shower before entering the pool, This is a Health Department rule and especially applies to swimmers who use lotion or oil before reentering the water.
3. Absolutely no glass bottles or containers are to be brought into the fenced pool area. This is a sensitive safety consideration; violations will not be tolerated and violators will be ordered to leave. Pool privileges may also be suspended for this type of infraction. Pool users who witness a violation of this rule are completely free to ask violators to comply with this rule, or report infractions to the Board of Directors who will deal with violators.
4. No food or drinks are to be carried inside the pool curb. This is also a Health Department rule, Do not leave food or empty containers for others to clean up, Do not dispose of large quantities of garbage in the waste receptacle.

5. No diving or jumping into the pool. The pool is not deep enough to allow this activity to safely occur.
6. No running on the pool deck. Individuals supervising children will strictly enforce this regulation.
7. The safety equipment around the pool (life ring) is to be used only in an emergency. This equipment is not to be used by anyone as a pool toy.
8. No children or swimmers under the age of 16 will be allowed in the pool area after 9:00 p.m. until closing. This is for the enjoyment of the facility by adults without having to deal with children and adolescents.
9. The swimming pool area is closed when the lights go off at approximately 11:00 p.m. This rule is for the protection of all residents, and for the peace and well-being of adjacent residents. Use of the facilities after closing may be treated as trespassing.
10. Do not leave pool toys, furniture, air mattresses, etc., in the pool area. These items shall be removed by users when leaving the pool. This is not as much a maintenance consideration as it is a liability consideration. Storing personal pool accessories in the pool area will not be tolerated.
11. All users of the swimming pool will swim at their own risk.
12. Users of the pool and adjacent facilities must help keep the facilities clean and orderly. Littering of the area will not be tolerated.
13. Pets will not be permitted to enter the pool area.
14. The swimming pool is for the use of Brookside owners, rental tenants and accompanied guests only. Others will be treated as trespassers. This means that residents may not give permission to any other individual to use the pool without being in the company of the resident. This is not a public facility and violators will be prosecuted. Please review the Key Policy for additional information.

TENNIS COURTS:

The tennis court is reserved for use by Brookside owners, rental tenants and their accompanied guests only. All others will be treated as trespassers and will be subject to prosecution. Just as with the swimming pool, this means that residents may not give permission to non-residents for the use of the tennis court when not accompanied by a resident who is also playing. See the Key Policy.

1. Players should use discretion and limit their remaining playing time when other potential users indicate a desire to use the facility. This rule is intended to provide for equal availability of the tennis court for all residents. While use of the Facility is on a first-come/first-serve basis, excessive use which precludes equal use and enjoyment by all residents will not be tolerated.
2. No bicycles, roller skates, skateboards or other toys or vehicles are to ever be used on the tennis court. The playing surface is not intended for any use other than tennis.
3. Tennis court users shall remove their trash, garbage, used balls, etc., from the facility when finished playing.
4. The tennis court is closed at the following times:

11:00 p.m. - Sunday, Monday, Tuesday, Wednesday and Thursday
12:00 p.m. - Friday and Saturday

These hours are set to preserve the peace of adjacent residents, and use of the facility beyond the posted times will be treated as trespassing.

GENERAL:

1. The doors to the garbage dumpsters are to be closed after refuse is placed in the dumpsters. This prevents animals and birds from removing waste from the container and also helps control odors, Instruct children regarding this rule.
2. There are 3 dumpsters in this complex. They are usually never all full at the same time. If the unit which you use is full, do not place garbage on top or outside the dumpster. Take garbage to one at the other two dumpsters.
3. Garbage and trash shall not be allowed to remain or accumulate on front or rear porches where animals or windy conditions are likely to spread it around, Do not permit unsightly trash or garbage to remain on porches during the day.
4. The speed limit in the complex is 15 MPH.
5. Vehicles with gas or oil leaks will cause permanent damage to the asphalt surface in the parking areas, Damage assessments will be levied against anyone who maintains a vehicle which contributes to this type of damage. Fix it or move it.
6. A slot is provided at the mailbox for incorrectly addressed mail. This slot is not intended for advertising brochures, third-class mail or other common "junk mail". Any item addressed to "Resident" or "Occupant" shall be removed by the resident who receives it, and should be disposed of properly.

SWIMMING POOL/TENNIS COURT KEY POLICY

Beginning in 1991, a policy regarding access to the swimming pool area and tennis court was implemented in the complex. Gates and locks were installed which limit access to these facilities to owners and tenants who possess a pass and key.

There are several reasons for the implementation of this control feature. Unauthorized use of the pool and tennis court by non-residents has been a major concern for some time. Inability to identify unauthorized users means that Brookside owners must subsidize these individuals through maintenance and upkeep of the facilities. Further, the liability exposure is a concern for all Brookside owners because many of the unauthorized users of these areas, particularly the swimming pool, are children. Also, with the ever-increasing number of rental tenants, it is increasingly difficult to identify those individuals who reside in the Brookside Townhomes complex, and who are naturally entitled to use the facilities.

Anyone wishing to use the facilities will be required to have a key to unlock the gate as well as a pass to identify them as authorized to use the facilities.

Passes and keys are issued only to Brookside owners, and any owner who is delinquent in payment of assessments will not be issued a pass/key until all past and present debts are

satisfied. Rental owners, rental agents or property managers may authorize tenants to receive the pass and key, but the deposit must be paid for by the owner or agent, and an executed authorization and release must accompany the check.

In order to offset the cost of installing locks and producing keys and passes, a \$ 25.00 NONREFUNDABLE key deposit is required, and a limit of ONE KEY PER UNIT will be enforced. This policy will both limit the number of keys which must be produced, as well as limit the number of keys which will find their way into the hands of non-residents. Each will be attached to a laminated pass card which must remain attached to the key to identify the user as a Brookside resident. Any key which is used to enter the facilities which is not attached to the Pass card will be considered illegal. To encourage residents to protect this key and pass, lost or stolen units will be replaced only upon payment of a \$ 25.00 NON-REFUNDABLE replacement fee. Each pass card will have the individual unit number printed on the face to aid in identification of the user, or identify lost keys. In order to restrict the manufacturing of duplicate keys which could be indiscriminately distributed, the type of lock which is installed utilizes a restricted key which cannot be duplicated.

It is not required that every tenant or resident owner secure a key and pass, but in order to enter and use either of the facilities, it will be necessary to have one. Everyone is reminded of the policy which is to be adhered to regarding use of these facilities; residents may not lend these passes and keys to anyone: to do so will result in a termination of use privileges for the offending resident. Please help us enforce this policy, and protect .your interests and limit your liability, by insisting that rental tenants strictly abide by this regulation.

Thank you for your cooperation.

BOARD OF DIRECTORS
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