

LAKESIDE BY THE SEA HOME OWNERS' ASSOCIATION, INC.

RULES AND REGULATIONS FOR FACILITIES USAGE & ACCESS

PREAMBLE

The Rules and Regulations, have been developed specifically for Lakeside By the Sea residents and are intended to foster greater harmony and cooperation and, the proper use of all Lakeside By The Sea as well as Matanzas Shores (Master Association) facilities. These Rules and Regulations were developed from those originally published by the Matanzas Shores Board of Directors in August 1990 and then revised and republished in July 1994, July 1996, September 2010, July 2011 (to be revised and republished again in the near future).

The Lakeside by the Sea Covenants and Restrictions and the Matanzas Shores Covenants and Restrictions empower the Boards of Directors to establish rules and regulations concerning the use of common areas and facilities. The Lakeside by the Sea Board of Directors has adopted these rules and regulations to contribute to the enjoyment and quality of life of all Lakeside by the Sea residents.

Please refer to both your sets of association documents, specifically, your Lakeside by the Sea documents for a detailed and complete discussion of the Lakeside by the Sea Covenants and Restrictions and your Matanzas Shores Owners' Association documents for a detailed and complete discussion of the Matanzas Shores Covenants and Restrictions.

GENERAL

1. All units in Lakeside by the Sea are residential. No trade, business, professional office or commercial activity, shall be conducted in any dwelling unit without written approval of the Lakeside Board of Directors ("Board").
2. **Architectural Control** – Any proposed change in the exterior appearance of any building, wall, fence, other structure or lawn and landscaping shall be deemed an alteration/modification and requires prior review by the Lakeside by the Sea Architectural Review Committee ("ARC") and written

approval by the Board. No building, wall, fence, decking, awning, decorative ornaments or any other improvement or change may be made without such written approval [Refer to Article XI, Sections 3 and 3.b in the Lakeside by the Sea Covenants and Restrictions.]

3. **Exterior Appearance and Landscaping** – The exterior colors on all Lakeside units and the landscaping must be maintained in good condition as originally installed. Any proposed change requires prior review by the ARC and written approval by the Board. All items such as lawn furniture, grills, play structures or similar items must be stored inside the dwelling unit when not in use; or, if left out overnight, must be reviewed and approved in advance by the ARC and the Board, respectively.

All residences and lots must be kept clean and rubbish, refuse or garbage shall be kept in containers with covers or lids, hidden from view.

4. **Lakes** – Swimming in the lakes is prohibited. Boarding in the lakes is limited to boats without engines such as rowboats and canoes.
5. **Bulkheads** – The unit owner is responsible for maintaining any bulkhead or lakeshore treatment abutting the lot under the direction of the Lakeside by the Sea and Matanzas Shores Boards.
6. **Signs** – No sign may be displayed on any residence or lot with exception of a single “For Sale” sign of no more than 5” x 7” may be displayed. Sign must conform to the approved Lakeside signage.
7. **Pets** - Animals and pets are limited to no more than two (2) usual household pets (dogs, cats) per unit. Pets must be confined and leashed when outside the unit. Dogs or other pets cannot be a nuisance to any neighbor by endangering health, making objectionable noises, or constituting any other inconvenience.
8. **Nuisance** – All owners in Lakeside by the Sea have the right to quiet enjoyment of their property. No loud, noxious, or offensive activity may be carried on upon any properties that is or may become any annoyance or nuisance to the neighborhood.
9. **Propane Gas Tanks** - Gas tanks, gas containers, and/or gas cylinders shall be installed underground with the following exception: gas tanks, gas containers and/or gas cylinders may be installed above ground provided they are enclosed on all sides by a decorative screen. Prior to any installation of gas tanks, gas containers, and/or gas cylinders (excluding those used with a typical, free standing “barbeque grill”), a request for such installation must be submitted to the ARC for review and written approval by the Board. Requests for an above ground installation must be accompanied by a dimensional drawing/sketch of the proposed decorative screen. Note: For

safety sake, all installations of gas tanks, gas containers, and/or gas cylinders must be in accordance with all applicable state and county regulations. Where an exhaust is required, the exhaust must be at least three (3) feet from the nearest window and five (5) feet from property line unless a chimney is used.

10. **Antennae** - In accordance with the rules and regulation promulgated by the Federal Communication Commission in 1996, exterior antennae, satellite dishes or similar apparatus are allowed subject to prior review of its proposed location by the ARC and written approval by the Board. The intent of this particular review and consent process is to ensure installations are in keeping with overall “good-taste-look” of Lakeside by the Sea.
11. **Pools, Spas, Screen Enclosures, Decks, etc.** - No pools, spas, hot tubs, screen enclosures or decks may be installed on any lot without prior review by the ARC and approval in writing by the Board. [Refer to Article XI, Sections 3 and 3 b. in the Lakeside by the Sea Covenants and Restrictions].
12. **Outdoor Drying/Laundry** – No clothing, laundry or wash shall be aired or dried in an area visible to any other lot, dwelling unit or roadway.
13. **Vehicle, Parking** – No commercial vehicles of any description, including campers, mobile/trailer homes, motor-homes, boats, boat trailers, trailers of every other description shall be permitted to be parked or stored overnight on any Lot, Roadway or Common Area in the property; except during the period of approved construction on said Lot, unless parked in an area designated by the Lakeside Board for such purpose, or parked in a fully enclosed garage with the garage door fully closed. This prohibition of parking shall not apply to temporary parking of commercial vehicles such as for pickup, delivery, and other commercial services. Temporary parking by Residents or their Visitors of campers, mobile/trailer homes, motor homes, or boats/trailers in preparation of use or for “clean-up” after use is permitted. Non-commercial vans (including trucks and sport utility vehicles) used for personal purposes shall not be prohibited. Further, no vehicle shall be parked so as to obstruct any resident’s use of ingress or egress of any Lot, Roadway or Common Area (paved or unpaved), except as expressly permitted by the Lakeside Board.

Addition: September 30, 2010 – No Golf Carts allowed within the Lakeside Community (Unless prior approval is given by the Lakeside Board of Directors).

14. **Basketball Boards, Flagpoles, Decorative Items, Exterior Lighting.** – Basketball boards are not allowed except as provided for at the Recreation Center. Before any flagpole, decorative items, such as bird baths and statues, exterior lights may be installed; a written variance

request must be submitted to the ARC for review and then approved in writing by the Board.

15. **Sales and Rentals** - No dwelling unit may be sold, rented or sublet without prior written notice to the Lakeside Community Association Manager and written approval by the Board. Note: The minimum rental period is six (6) months.
16. **Bike Paths, Nature Trails** - The bike path/nature trail has been provided for your enjoyment. Bikes are cautioned to travel at a speed safe for pedestrians and joggers.
17. **Road to Boat Club** - The Boat Club access drive is designed to fit the forest aesthetics and will not be widened or paved. Please keep vehicle speed below 10 MPH and pull to the side to allow on-coming vehicles to pass.

MATANZAS SHORES

BEACH CLUB, RECREATION CENTER & BOAT CLUB FACILITIES

GENERAL

1. Normal operating hours are from 7 A.M. to 10 P.M. unless otherwise specified by the Matanzas Shores Board of Directors. Children under 15 years of age must be accompanied by an adult. No pets are allowed. Property attire is required including shirts and shoes in the clubhouse. Any violation of the rules must be reported promptly to the Matanzas Shores Community Association Manager at 445-7443.
2. The Matanzas Shores Owners' Association is not responsible for loss or theft of personal property. The Matanzas Shores Owners' Association also is not responsible for injury, however, any injury must be reported promptly to the Matanzas Shores Board through the Matanzas Shores Community Association Manager.
3. Please use extreme care when swimming in the ocean. The beach is blessed with a rare and beautiful rock formation. Care is required when walking or swimming over and around the rocks. Removal of the coquina rock is prohibited by State environmental law.

Dune walks

1. The dune walks are provided for pedestrian beach access. Bikes, skateboards, skates and mopeds are prohibited. Shoes should be worn to protect feet.
2. Please do not block access on the dune walks.

Beach Club and Recreation Center Swimming Pools and Decks

1. Hours – Swimming is permitted from 7 A.M. to 10 P.M. Use of the pool facilities is the swimmer's own risk.
2. Children under fifteen (15) years of age must be accompanied in the pool by an adult. Babies and diapered children shall have protective outerwear/plastic clothing over disposable diapers or under bathing suits to enter pool.
3. Showers are required prior to entering pools.
4. All swimmers must wear bona fide swimming attire. Cutoffs, dungarees and Bermudas are not considered appropriate swimwear.
5. No toys, floats, etc. are allowed, except if generally accepted as life safety equipment.
6. No pets are allowed in or around pool area.
7. Bottles, glass and sharp objects are prohibited in the pool area. Snakes and food are permitted on the deck along with plastic and paper cups. Please keep the pool areas clean by properly disposing of all materials.
8. No running, diving, jumping or horseplay is permitted.
9. Radios may only be used at a low volume or with earphones.
10. The pool areas shall not be used for private parties.
11. Chairs and chaise lounges cannot be reserved or "saved". All persons using the pool furniture are required to cover it with a towel when using suntan oils.

12. The use of the pool shall be limited to Owners/Renters and their guest. (Guests not to exceed more than four (4) at any given time.). Guest, other than house guests, **MUST BE ACCOMPANIED BY OWNERS/RENTERS AT ALL TIMES.**
13. Owners who rent their units forfeit their pool privileges to their renter.
14. It shall be the responsibility of all Owners, Renters and Guests to abide by pool rules. Enforcement of pool rules shall be by the Matanzas Shores Board and the Matanzas Shores Community Association Manager.
15. Anyone who moves any furniture around the pool area shall return it to the place from which it was removed. No furniture shall be placed that would block any walkways or hinder the safety around the pool areas.
16. The Matanzas Shores Board may develop pool tags or other use of identification as it deems necessary.

**Beach Clubhouse, Recreation Center
And
Boat Club Clubhouses**

1. Hours of operation are 7 A.M. to 10 P.M.
2. Use of these facilities for Private (an event at which a resident uses the Beach Clubhouse for his/her personal event. Select invitations are sent and most of the guests are not residents) and Community functions (an event that is posted and all homeowners are invited to attend. Certain exceptions may be made in order to accommodate as many owners as possible. Fire codes must be followed maximum capacity is 125 attendances at these events may require reservations. The Application Form is not applicable to for use of the Beach Clubhouse for Community Functions). All functions should be reserved through the Community Association Manager at 445-7443. Private functions are limited to 50 people (includes caters, entertainment etc); requires \$250.00 user fee; \$1,000 refundable damage deposit; liability insurance certificate; limited use to 4 hours plus 4 hours for setup time and cleanup and must be reserved 30 days in advance to include advertising to all owners.
3. The Beach Clubhouse, including the kitchen will be unlocked during the hours of operation. Items on the stove or in the oven should not be left unattended. Items are not to be left in the refrigerator overnight. Anyone wishing to use the complete set of kitchen dinnerware should make arrangements with the Community Association Manager. Owners should assure that all facilities are locked and equipment returned to its proper

- location before leaving the facilities. Anyone using the kitchen area of any Clubhouse shall leave the area clean after use and any garbage/debris shall be placed in proper containers. All appliances and lights shall be turned into the “off” position after use. The user of the any Clubhouse kitchen releases the Association from any and all Liabilities that may occur and is responsible for any damage.
4. The Clubhouses are for the use and enjoyment of all residents and their guests. Use of the Clubhouses for profit of individual owners or residents is not allowed; however, nothing herein shall preclude residents from associating in social clubs and/or organizing social functions such as arranging for speakers or other service providers who will need to be compensated for their services and accepting fees from members to cover the cost of providing such community entertainment, exercise and informational services. All paid vendors should furnish the Community Association Manager with license and insurance.
 5. Organized functions must be approved thirty (30) days in advance. Waiver of thirty day period may be granted for Memorial Services.
 6. No wet swim attire is permitted in the Clubhouses. Shirts or cover ups and shoes are required at all times within the Beach Clubhouse.
 7. No loud or obnoxious behavior is allowed.
 8. Electronic devices may only be used at low volumes or with earphones.
 9. No smoking is allowed in the Beach Clubhouse. There are designated smoking areas on the outside deck areas.
 10. The air conditioning/heating system shall be controlled by the Community Association Manager.
 11. Furniture may be stored temporarily on the North patio area (weather permitting) in order to set up the Beach Clubhouse for a function. Under no circumstances shall Clubhouse furniture be removed from the premises. After use, all Clubhouse furniture shall be returned to its proper place, all tables cleaned and the facility left in a clean, tidy and neat condition.
 12. Bikes and mopeds must be left in designated areas in the parking lot.

Sport Center Tennis Courts

1. Play is limited to one (1) hour if players are waiting. Reservations for courts will be required when deemed desirable by the Board of Directors. Until that time, courts are available on a first-come basis.

2. Tennis players are required to wear proper tennis attire at all times. Shirts and proper tennis shoes are required. No running shoes or any other shoe that may cause damage to the court are allowed. Management reserves the right to determine what constitutes proper attire and footwear.
3. Management reserves the right to suspend play due to weather, maintenance conditions, not following rules and improper attire.
4. No smoking is allowed on the courts.
5. Non-playing children are not permitted on the courts.
6. Glass containers are not allowed on the courts.
7. Players are encouraged to keep conversations low and brief during play and to observe all other rules of proper tennis etiquette, including all USTA rules.
8. Lights used during evening play should be turned off upon completion of play.

Sports Center Volleyball, Shuffleboard & Horseshoes

1. To access equipment pickup a key from the Guard. Secure and return equipment when finished and return the key to the Guard.
2. Use courtesy in allowing others to use facilities.
3. No skates, skateboards, bicycles, etc. are permitted on the Shuffleboard courts.
4. Walking on the Shuffleboard courts except pursuant to game play is prohibited.

Boat Club Boat Slips & Docks

1. Only daytime boat docking is allowed. Boats must be properly secured to the dock.
2. Care must be taken in use of the available holding tank pump-out facilities on the dock. No “discharge” is allowed from boats.

Kayak Racks

Separate user fees are assessed to maintain the kayak racks and area. A list of owners who would like a rack is maintained in the Beach Club office. When a rack becomes available it is offered to the next person on the list. Complete set of Policy and procedures for the kayak racks are available in the Community Association Manager's office.

Private Function Rules – Beach Club

1. The use of the Beach Club Facility is limited to residents and their guests. Private functions are limited to no more than 50 people. This includes guests, service personnel, entertainers, etc. The host is responsible for the conduct of the guests until everyone leaves.
2. All Private Functions must be approved by the Matanzas Shores Owners Association (MSOA) Board of Directors or its delegate.
3. Functions are allowed between the hours of 10:00 AM and 10:00 PM. Parties are limited to 4 hours, with additional 2 hours for set-up and 2 hours for breakdown and cleanup.
4. Authorization requests must be made at least 30 days in advance (except in case of memorial services when the full advance notice period may be waived) and no sooner than 12 months in advance.
5. A non-refundable User fee will apply to all Private Functions. The User fee for the Beach Clubhouse is \$250.00. A check for the applicable User fee along with all required accompanying documentation (i.e. proof of insurance coverage) should be attached to the application.
6. In addition to the User fee, a security deposit in the amount of \$1,000 is applicable to all Private Functions and should also be attached to the application. The deposit check will be cashed when the application is submitted. The security deposit will be refunded to the Applicant provided that the Applicant and his/her guests adhere to the terms of this contract, including the Rules and Regulations for Common Facilities Usage which is attached hereto, as well as any applicable provision of any of the Matanzas Shores Homeowners governing documents which are incorporated by reference into this contract.

The security deposit will be refunded only to the extent that the facility is returned in a clean and good condition as found at the inception of the function, including but no limited to, returning all furniture to its original position and placing trash in proper containers. If the

security deposit is not sufficient to cover damages to property, cost of clean up or repair, or rules infractions, or any other performance deficiency, then Applicant is responsible for such additional costs and will remit the additional payment to the MSOA within 30 days after receipt of notice of the deficiency amount.

7. Applicant should attach proof of general liability insurance coverage covering the Private Function, which insurance should have a minimum amount of at least \$300,000 in the aggregate and \$150,000 per each occurrence. Such insurance shall name the MSOA and its directors, officers, agents and employees each as an additional named insured, and to the fullest extent allowed by law, the policy must include a waiver of subrogation in favor of MSOA, and its directors, officers, agents and employees.
8. Authorization of and the approval of the application do not include use of the pool or pool deck as part of this reservation. The patio on the North side of the building may be used if approved as part of the original application/request. Applicant and Guests should use the entry gate on the West patio instead of the pool deck entry gate. Access to the restrooms is allowed across the pool deck.
9. Parking is to be in the designated facility parking area. The number of spaces will be determined by Management based upon the anticipated guest count. If more than 25 guest spaces are requested the Management Company will determine where additional spaces are to be located.
10. Private Function reservation dates exclude all holidays and holiday weekends, including but not limited to:

New Years (Eve and Day)	Memorial Day
St. Valentine's Day	Independence Day
Easter Week-end	Labor Day
Mother's Day	Thanksgiving
Father's Day	Christmas
11. The furniture may not be removed from the Beach Club but weather permitting can be moved to the northwest deck. Kitchen service items are the responsibility of the Applicant.

LAKESIDE ACCESS

- **Residents and owners from Lakeside and Las Brisas and SC 123 gain access to the west side by remote or card using either gate.**
 - **Residents and owners with most recent stickers, if they choose not to use card or remote, can use guard services at the south west gate**
 - **Visitors, guests and vendors can gain access using the call box at either gate or can use access control services at the southwest gate. The preferred method is to use access control to get a pass**
- **Guests of west side residents who stay for more then a day should have a pass which will allow them to use the amenities on both sides and if needed, park elsewhere.**

Real Estate agents who attempt access should have valid ID and an appointment prearranged with Management along with list of properties to visit before entry is allowed.