

CONSTRUCTION GUIDELINES

Aztec RV Resort Condominium Association Inc.



Part 1- General

1- Abolition and Replacement

These Guidelines abolishes and replaces the document “Unit and lot revision guidelines for Aztec Resort Condominium Association Inc. approved on May 29th, 2019 and Construction Guidelines approved on April 11th, 2023.

2- Purpose

The purpose of these Guidelines is to establish a framework governing the process for requesting authorization to carry out work on a lot in the Aztec RV Resort, as well as the construction requirements to be respected.

In order to maintain the quality of the condominium and ensure a certain harmonization of the facilities, the standards set out in these Guidelines may add to the requirements already imposed by the laws and regulations of Florida, Broward County and the City of Margate.

These Guidelines applies to each of the co-owners of the Aztec who carries out work or has work carried out on their lot.

Any co-owner is responsible for enforcing these Guidelines by any person who performs work on their lot.

These Guidelines also applies and is directly enforceable against contractors who perform work on the condominium property.

3- Definitions

Association: refers to the entity Aztec RV Resort Condominium Association Inc., which is legally responsible for the operation of the condominium.

Chickee: for the purposes of these Guidelines, refers to a traditional Seminole shelter, built with logs and a thatched palm roof, and without any other architectural elements.

Committee: refers to the Architectural Committee appointed by the Board of Directors of the Aztec RV Resort Condominium Association Inc. The Board may also act as the Committee at the Board's sole discretion.

Common Elements: Elements held in divided co-ownership which belongs to all the co-owners, has defined in Section 3.9 of the Declaration.

Concrete cabana (or shed): refers to an enclosed space (indoor) with only one or more doors and waterproof windows. These cabanas are included in the calculation of the indoor area as provided for in these Guidelines. The roof cannot be flat or have a single slope, but it can have a slope of less than 4/12.

Condominium: refers to the RV Resort Condominium Association Inc., recorded in the Broward County Public Records on December 17, 2010, as Instrument Number CFN 109763681.

Contractor: refers to contractors, service and material providers, including interior decorators, installers, and delivery services.

Co-owner or Owner: refers interchangeably to all co-owners of a Unit of the Condominium.

Declaration, declaration of condominium or DC: refer to the Declaration of Condominium for the Aztec RV Resort Condominium Association Inc., recorded in the Broward County Public Records on December 17th, 2010, as Instrument Number CFN 109763681, as amended from time to time.

Free openings: any opening in a wall that is not equipped with a sealed door or window. For the purposes of these Guidelines, canvas and metallic (shutters), vinyl, or mosquito screens, even hurricane-proof, are not considered as sealed doors or windows.

Gazebo: metal prefabricated commercial gazebo.

Impervious surface or area: means a hard surface that prevents or delays the absorption of water in the soil compared to its absorption under the conditions natural surfaces before development or a hard surface that

causes water to run off And of the surface in greater quantity or with an increased flow compared to the present flow under natural conditions before development. Impervious surfaces include but are not limited to roofs, driveways, patios, parking lots or storage, concrete or asphalt pavements, cobblestone, or gravel surfaces with compacted foundation materials, which also prevent infiltration natural stormwater. Step stones and decorative pebbles are not considered impermeable surfaces.

Lot, land or unit: means the land and the RV lot structure and any Decorative Features located thereon, which are a part of the Condominium Property which is subject to exclusive ownership.

Major Work: construction work for the shell of a new building or an extension of an existing building. This work includes excavation, foundations, walls and roofing including roof tiles.

Park or condominium: means the land, improvements and other personal property described in Section 2.1 of the Declaration, subject to the limitations thereof and exclusions provided for in the Declaration, including common areas and units.

Pervious surface or area: Any material or surface that allows water to pass through at a rate equal to or greater than the natural ground cover.

Stucco: a mixture of cement, sand, and lime that is most often applied to exterior walls to cover and protect them.

Tiki: For the purposes of this by-law, refers to a shelter made of wooden logs with a thatched palm roof or synthetic materials imitating palm thatch roofs and including other architectural elements such as shutters or electricity.

Work: any construction, renovation, landscaping, tree removal and planting, excluding painting, planting of shrubs and flowers, repairs, and maintenance of an existing building, including repairs to existing roofs, shutters, and paving. See Annex 1 for more details on the type of authorization required for works.

Part 2 Request for work authorization

4- Request for work authorization

- a) **Before undertaking any work** on their lot, the owner must submit a written request, by completing the appropriate form (Lot Revision Permit Request (“LRPR”) and providing the required documents according to the type of work they plan to do.
- b) The review of the request can only begin when all the required or requested documents have been provided to the Association.
- c) All costs associated with the application and required documents are the responsibility of the owner.
- d) No work can be started until the Association has approved the requested work and given written authorization to do it.

5- The Association must respond to any request for work authorization within 30 days of the following:

- a) The date of submission of the written authorization request and required documents ; or
- b) The date on which any additional information or document requested by the Association is received.

6- Type of requests for work authorization

There are two (2) types of work authorization requests:

- a) A request concerning work that does not have the effect of modifying the pervious/impervious areas of the lot is called a fast-track authorization request or "LRPR fast-track".
- b) A request concerning work that has the effect of modifying the pervious/impervious areas of the lot or which includes new construction, other than a chickee or a tiki on an existing paver, is called a Standard Authorization Request or “LRPR Standard”.

7- Fast Track authorization request or “fast track”.

A Fast Track request must include the following:

- a) The Fast Track Authorization Request form (LRPR fast track), duly completed and signed by the owner, including, in particular, a description of the work and used materials.
- b) A sketch of the project, drawn on the last survey.
- c) Photos of the proposed decorative features, for example a prefabricated gazebo.

8- Standard authorization request.

The Standard request must include the following:

- a) The Standard Authorization Request form, duly completed and signed by the owner **and the contractor** if applicable, including a description work and materials used.
- b) The name, contact details and copy of the contractor's license and insurance if applicable.
- c) For any new building, other than a chickee or a tiki, or for any major work, an architect's or engineer's plan signed and sealed, including the following:
 - i. Square footage and percentage of pervious/impervious areas before the work.
 - ii. Square footage and percentage of pervious/impervious areas after the work
 - iii. Total square footage of the lot
 - iv. Total square footage of closed (indoor) space, as defined in Section 22, after planned works.
 - v. The drawing of a 45-foot-long x 13-foot wide RV, the front of which is located at a minimum of 18 feet from the paved street line in front of the lot.

- vi. The pedestal must be at 5 feet of the lot line located to the right of the lot if facing it. It must be at a minimum of 15 feet from the back lot line and at a minimum of 50 feet from the paved street line in front of the lot. The pedestal can be replaced by electrical and water supplies integrated into a structure according to current building codes. The sewer installation must, however, remain in the original place along the lot line located to the right of the lot if facing it.
 - vii. The clearance measurements with the paved street line in front of the lot must be measured on the shortest line between the paved street line and the facade of the building
 - viii. Any addition or modification to the plans initially submitted must be submitted again for approval.
- d) For any other project, including a tiki or a chickee on an enlarged pavement, a sketch of the project, drawn on the existing survey. The drawing must include the measurements and the numbers and percentages of pervious/impervious areas before and after construction.

9- Work done by the owner

Unless prohibited by law, the owner of the lot or their representative, in the case of a company, may carry out any work on their lot. However, they shall do so at their own risk and the owner(s) shall hold harmless and indemnify the Association from any bodily injury or material damage that may occur by or in connection with such work.

10- Completion of work

- a) The authorized work must be fully completed within the following deadlines:
 - i. For work covered by a fast track request, within 90 days from the beginning of the work.
 - ii. For work covered by a Standard request, within 180 days from the beginning of the work.
 - iii. Extensions may be requested, which may be approved or denied by the Board at its sole discretion.
- b) **At the end of work**, the owner must provide the following documents to the Association:

- i. In the case of a new construction or other major work, other than a tiki or a chikee, the owner provided a Certificate of Completion (CO) issued by the City of Margate.
 - ii. In other cases for which a Standard request was required, the owner must provide a final survey or an "as built" plan, signed and sealed, issued by a professional such as a surveyor, an architect, or an engineer, including the modifications made **and indicating the percentage (%) of new pervious/impervious areas.**
- c) The Association may refuse to close the authorization request file in the following cases:
- i. The owner refuses to grant access to the lot and/or to the building for an inspection.
 - ii. The work does not comply with the requirements of these Construction Guidelines.
 - iii. The owner has not provided the required documents.
 - iv. The owner refuses or fails to comply with a courtesy notice, a violation notice or to pay a fine imposed on them under these Guidelines.
 - v. The owner, or the persons for whom they are responsible, have caused damage to the property of the Association and has not repaired the damage or reimbursed the association for the cost of the repairs.

11- Committee in charge of reviewing the request

The Architecture Committee is responsible for reviewing the request submitted by an owner. It plays a role of recommendation to the Board of Directors, which is the only authorized body to make a decision on the application.

12- Committee decisions

Following its examination, the committee may take the following decisions:

- a) If the project complies with the requirements of this by-law, it will recommend to the board of directors to authorize the work as requested.

- b) If the project does not comply with the requirements of this by-law, it will recommend to the board of directors to refuse the work as requested.
- c) If documents or information are missing or if problems are raised during the examination of the request, the committee may request additional information or documents from the owner or recommend changes to the project.

13- Resolution

- a) Following the committee's recommendation, the Board of Directors will draft a resolution authorizing the work under the terms and conditions of these Guidelines and under any other condition provided for in the resolution. Such resolution will be approved by the Board at a duly noticed Board meeting where the item is on the agenda. The Board can delegate the approval of these requests to the Committee. Committee's resolution will be as well approved at a duly noticed meeting where the item is on the agenda.
- b) If the board of directors or committee refuses to grant permission to carry out the work, it must notify the owner within 10 days of such Board decision. The notification must be in writing and include the reasons for the refusal.
- c) Any work carried out despite a refusal or denial will result in sanctions and fines provided for in these regulations.

14- Deadlines for starting work

If the work has not started within 180 days of the resolution granting the authorization, such approval will be null and void and a new application must be submitted to the Association.

15- Documents management

A copy of all applications, plans and documents provided will be kept on file by the Association, whether the request has been approved or rejected.

16- Modification of procedures

The Association reserves the right to modify these procedures as needed.

17- Lien on a unit or common elements of the co-ownership

The owner of a unit must ensure that no lien related to work done or materials supplied by a contractor is recorded on their lot, common elements, or condominium property. If such a lien is filed, the owner must take immediate steps to have this lien cancelled or removed.

Part 3 Rules relating to the project's site planning

18- Setbacks

- a) No building should be located less than **21 feet** from the paved street line in front of the lot.
- b) No building, structure or pavement shall be located less than five (5) feet from the sides and rear lot lines.
- c) No building, structure or pavement shall be located less than five (5) feet from the top of any retention basin (top of the banks).
- d) For the purposes of this by-law, step stones spaced by at least 2.5 inches are not considered pavement.
- e) Notwithstanding paragraphs b) and c) above, decks are permitted if authorized by the City of Margate and Broward County, up to the limit of the lot. However, no encroachment of an owners deck on another lot or on common areas is permitted by these Guidelines and the Association will not authorize any such encroachment.
- f) The front of the RV shall be at least at **18 feet** from the paved street line in front of the lot.

- g) The RV must be parked backwards so that the front windshield faces the street. It must be parked along the right side of the lot when one faces the lot. The driver's side of the RV must, once slides out are out, be located at a maximum of 5 feet from the location of the original pedestal.
- h) Any site planning must consider an access for emergency services (ambulance, fire fighters, police, etc.).
- i) The site planning must include the place for a 45 feet long by 13 feet wide RV to be parked entirely on the paved area of the lot, with the front of it at least at **18 feet** from the paved street line in front of the lot.

19- Number of stories and height of buildings

- a) The maximum height permitted for a building is 20 feet, subject to the following rules:
 - i) For 21 to 35 feet from the paved street line in front of the lot, a building must have a maximum height of 16 feet and may have only one (1) story.
 - ii) After 35 feet from the paved street line in front of the lot, a building must have a maximum height of 20 feet and may have only one (1) story.
- b) The clearance measurements with the paved street line in front of the lot must be measured on the shortest line between the paved street line and the facade of the building.
- c) The maximum height of a building referred to in this article must be measured from the Finish Floor Elevation,(FFE) to the top of the roof.

20- Impervious surface permitted on the lot

- a) At least 35% of the total area of the lot must always remain permeable to water (pervious). Therefore, a maximum of 65% of the lot area can be impervious. Areas covered with step stones spaced by at least 2.5 inches are not considered impervious.

- b) From August 31, 2023, any square foot of paver added on a lot will be attributed to paver area for the basin counts as established in the Surface Water Management License No SWM2010-007-4 issued on 8/31/23 (named after SWML 2023).

- c) In order to fairly distribute the remaining paver surfaces per basin among all the lots in this basin, as established in this SWM License, the Association may restrict the square footage of paver per lot.

- d) The Association and contractors must communicate all approved projects to the association engineer of record for Broward County SWM2010-007-4, currently Community Sciences, LLC., which is responsible to keep the count for the building and impervious banks.

21- Outdoor Living Areas

- a) Living area existing as of August 31, 2023 is considered as an Outdoor Living Areas if it's a covered area and if the total linear feet of "walls A" minus total linear feet of "walls B", divided by "walls A", are less than 60%. In this equation, "walls A" designates exterior walls excluding the walls of the indoor space, and "walls B" designates empty openings or openings with shutters in "walls A".

Formula :

$$\frac{A-B}{A} \leq 60\%$$

- b) A living area built after August 31, 2023 or permitted by the City of Margate after August 31, 2023, is considered as an Outdoor Living Area if :
 - i. The finish floor elevation is set at no more than 1 inch above the highest point of the existing paver elevation, AND
 - ii. It has only one full wall Support Columns that are less than 2 feet wide are not considered to be walls. Openings with rolling shade and/or shutters are considered open to the air, AND
 - iii. The total linear feet of "walls A" minus total linear feet of "walls B", divided by "walls A", are less than 60%. In this equation, "walls A" designates exterior walls excluding the walls of the indoor space, and "walls B" designates empty openings or openings with shutters in "walls A".

Formula :

$$\frac{A-B}{A} \leq 60\%$$

- c) Any construction that does not meet the criteria of the present section 21, paragraph b), will be considered as a habitable space for the purposes of calculating the maximum habitable space surface per lot and per basin provided for in article 22 and SWML 2023.
- d) Outdoor living areas, covered or not, are permitted, in addition to the habitable space as defined below, provided that the minimum pervious area of 35% and the maximum paver surfaces per lot are respected.
- e) The square footage of an Outdoor Living area will be attributed to paver area for the basin counts. If the outdoor area is built before September 1st 2023 or is built after that date but on the existing pavers, then no additional paver count is required. If the outdoor living area is outside the existing paver area, the portion extending outside will be counted in the paver area of the basin.

22- Maximum habitable space surface area

- a) A habitable space is a living area that is not considered as an Outdoor living area under the section 21 above.
- b) A habitable space can be an open space or a closed space :
 - i. An open habitable space is a habitable space that complies with the formula established in section 21 a) above;
 - ii. A closed habitable space is a habitable space that does not respect this formula, whether it is air-conditioned or not.
 - iii. A concrete shed is considered a closed space, whether or not it is designed for habitation.

- c) All habitable closed spaces built after August 31, 2023 or permitted by the City of Margate after August 31, 2023 must have the following Finished Floor Elevations (F.F.E.) :
 - i. Basin A (West Basin) F.F.E is 11.74' minimum.
 - ii. Basin B (Central Basin) F.F.E. is 12.43' minimum.
 - iii. Basin C (East Basin) F.F.E. is 11.80' minimum.

These elevations need to be part of the plans submitted to the association by the contractor.

- d) Since a maximum building square footage of habitable spaces are allowed by the SWML, Association must limit the square footage of habitable spaces per lot to 18% of the lot, whether these habitable spaces are open or closed.
- e) All habitable closed spaces built or permitted after August 31, 2023 are counted toward the overall 18%.
- f) Closed habitable spaces built or permitted before September 1st, 2023 are taken into account in the calculation of the 18%, but open habitable spaces built or permitted before September 1st, 2023 must not be taken into account in this 18%.
- g) No transfer of closed space area will be authorized from one lot to another or from one section to another, except as otherwise provided in the Declaration as originally recorded or amended.
- h) The board of directors may modify these percentages at its sole discretion if the remaining construction areas are reduced for any reason, and in particular at the renewal of the SWML in August 2028.
- i) The Association and Contractors shall report all approved projects to the Association Engineer responsible for maintaining records related to the SWML permit for Broward County.

23- Building or construction over an RV

No construction covering an RV is permitted on a lot, whether this construction is considered an outdoor living space or a habitable space.

Part 4 Rules on materials and decorations permitted and the aesthetics of buildings

24- Garage doors are permitted but must have at least 50% of frosted or tinted glass.

25- Roofs

- a) Flat roofs are prohibited. The main roof must have a minimum average slope of 4/12.
- b) The roof material of a building must be made of concrete tile, except for tikis and chickees.
- c) The permitted colors of roof concrete tiles are as follows:
 - i. All shades of beige
 - ii. All shades of brown and terra cotta
 - iii. All shades of gray
 - iv. All shades of black

26- The permitted colors of doors and windows are as follows

- a) White
- b) All shades of beige
- c) All shades of brown
- d) All shades of gray
- e) All shades of black

27- Exterior finish of the walls

- a) The exterior walls of any building must be covered exclusively with stucco (stucco).

- b) Exterior walls colors must be white, light beige or light gray.

28- Permitted colors for mouldings, fascias, soffits, gutters and decorative strips are as follows.

- a) Whites
- b) all shades of beige
- c) All shades of brown
- d) All shades of gray
- e) Black

29- Permitted materials as accents on exterior walls

- a) Stone or brick coverings, cemented or glued (Ledger Stone) are permitted, as an accent, only on the front walls and the walls facing a street, at the following locations on the building:
 - i. On the corners of these facades, for a strip of 2 feet on each side of the corner .
 - ii. Around the front door.
- b) Exterior walls and low walls of tikis or chickees may be covered of the following materials:
 - i. Ceramic tiles, marble or travertine
 - ii. Stucco
- c) The permitted colors for accents are the same as for moldings fascias, soffits, gutters and decorative strips.

30- Metallic, vinyl and mosquitos net roller shutters with tracks are permitted only on tikis, chickees or approved structures and if installed by a qualified contractor. Colors permitted are as follows:

- a) Whites
- b) all shades of beige
- c) All shades of brown
- d) All shades of gray

- e) Black

31- Permitted decorative features or equipments

Permitted decorative features or equipment's are the following:

- a) Patio furniture and patio heater
- b) Garden Arbour
- c) Fountains, ponds and waterfalls
- d) Walls and low walls
- e) Concrete Raised planters
- f) Stone columns with or without light fixtures
- g) Post or decorative support for chain to block driveways
- h) Terraces and paths made of step stones
- i) Outdoor Kitchen
- j) Fireplace and bbq area
- k) Planters and flower beds
- l) Planting shrubs and flowers, grass
- m) Planting and removal of trees and hedges
- n) Decorative rocks and Landscape edging
- o) Retaining walls, steps and bridges
- p) Gazebos, subject to all of the following conditions:
 - i) Only metal prefabricated commercial gazebos are allowed. No custom-made gazebo is allowed.
 - ii) Soft or hard roof. The roof can be replaced with one of the same type as the original roof.
 - iii) Removable soft walls only. Must be original (sold with the prefabricated gazebo). They can be replaced with one of the same type as the original.
 - iv) No shutters or shade with tracks (electric nor manual) are allowed. No hard walls or mini walls are allowed on a gazebo.
 - v) A maximum of 2 gazebos are permitted per lot.
 - vi) must be at least at 18 feet from the shortest front line of the lot
 - vii) The gazebo must be on the paver, at the original level of the paver and it's floor cannot be raised.
- q) Privacy screens, subject to all of the following conditions:

- i) They must be removable in case of storm.
 - ii) A total of 12 linear feet is permitted.
- r) One personal spa or jacuzzi per lot, subject to all of the following conditions:
- i) Must be above-ground
 - ii) Must have a cover for security
 - iii) Must be placed on the back of the lot
 - iv) Must be hidden from the street and from the neighbours
- s) Exterior lighting, but never in the grass.
- t) Plastic storage sheds (metal prohibited), subject to all of the following conditions:
- i) Maximum of 3 storages
 - ii) 150 cubic feet maximum each
 - iii) Located at least at 24 feet from the front line of the street paving line and 3 feet behind the facade of the building, if applicable
 - iv) Mostly hidden by vegetation
 - v) 7 feet height maximum
- u) Statues, garden decoration, outdoor signs, subject to all of the following conditions:
- i) In reasonable numbers
 - ii) Forbidden in the grass
- w) 1 Country flag by lot, of a reasonable size

32- Outdoor Lamp Post

- a) It is forbidden to change or remove the outdoor lamp post located in front of the lot.
- b) This outdoor lamp post must be well maintained and cleaned.
- c) The maintenance of this outdoor lamp and his bulb is the responsibility and exclusive right of the Association.

33- Decks

Decks must be made of the following materials:

- a) Composite plastic lumber (PVC)

- b) Fiberglass

The permitted colors are the same as for the molding, fascias, soffits, gutters and decorative strips.

34- Ramps and balustrades must be transparent or perforated and made of the following materials:

- a) Aluminum
- b) Rust-proof steel wires
- c) Glass

The permitted colors are the same as for the moldings, fascias, soffit, gutters and decorative strips and be harmonized with the colors of the deck.

35- The following structures are prohibited on the Unit:

- a) Temporary or permanent carport
- b) Fences and dog fences
- c) Park trailers or mobile homes
- d) Gazebos closed otherwise than with removable curtains
- e) Personal Sauna

36- Landscaping

- a) A minimum of 3 trees with a diameter of 2 inches (DBM) must be present in all the time on the lot.
- b) The pervious land must be covered with grass or flowerbeds.
- c) Only St-Augustine's natural grass is permitted. Synthetic turf is not permitted.
- d) A hedge must be maintained on each lot, on the side of the RV, in order to protect neighbour's privacy. The chosen plants must have a minimum of 4 feet when planting and must create an opaque screen within 2 years. Maintenance of hedges are the Association sole responsibility.

Part 5 Contractor Rules

37- A register of contractors containing the following information must be maintained

- a) A copy of the license
- b) A copy of up-to-date liability insurance
- c) A copy of any complaint against them and the follow-up of that complaint.

38- A Request for work authorization may be refused for the following reasons concerning the general contractor in charge of the works :

- a) The contractor has failed to respond timely to more than two (2) written notices from the Association.
- b) The Contractor has not timely remedied a Notice of Violation issued by the Association.
- c) The contractor is in default of paying a sum of money to the Association for damage caused to the common areas by it, its employees, its subcontractors or any person for whom it is responsible.
- d) The Contractor is otherwise indebted to the Association.
- e) The Contractor fails to provide information or documents required by the Association.

Part 6 Owner's Obligations and Responsibilities

39- Owner's Obligations

The Association has no obligation to supervise, direct or manage the contractors or their services to the owner.

The owner who carries out or has carried out work on his lot is solely responsible for the contractors performing work on their lot, for such work, for their consequences, as well as compliance with laws, regulations, standards or other applicable rules. In particular, the owner must:

- a) Ensure that the contractors carrying out work on their lot has:
 - i. A valid contractor's license.
 - ii. Liability insurance of at least one million dollars (\$1,000,000).

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- iii. Workers' compensation insurance as required by law.
 - iv. A "Margate business License", if applicable.
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- b) Obtain any permit required by the concerned authorities, in particular by the City of Margate and Broward County, for the execution of any work.
 - c) Ensure that the work complies with applicable laws and regulations.
 - d) Ensure that the work complies with these Guidelines and any and all other provision of the Association's governing documents.
 - e) Ensure that the work complies with the LRPR as approved and to the plans and specifications presented to the Association.
 - f) Take responsibility and bear the cost of any damage caused to the Association, to another owner, to a contractor or its employees and to any third party, during or resulting of the work.
 - g) Bear the cost of repairs or replacement of water pipes domestic, irrigation systems, sewage systems, plantations and grass damaged due to their work.
 - h) Have all main water pipes located under the planned building moved at their own expense and provide the Association with a plan of the new pipes drawn by a professional. If the owner chooses not to move water pipes and that these remain under the building(s), the Association shall in no event be liable for future repairs to such lines, nor for damage to the building(s) caused by these pipes or their repair.
 - i) Have at least one (1) valve installed at the outlet of the water supply system on their lot, so that the water can be turned off when necessary.
 - j) Bear the cost of modifications or repair to the power base (pedestal), including for the electrical and communication systems on its lot, adjacent lots or on the common area, resulting from the work.
 - k) Bear the cost of maintenance and repairs to the pedestal and communication systems on their lot.

- l) Bear the cost of modifying and/or binding their sprinkler system to ensure adequate coverage in areas where the owner has added plants and/or grass. This work must be done by a contractor chosen by the Association.
- m) Releases the Association from any obligation or liability arising from work and indemnify and hold the Association harmless from any civil, criminal, administrative or other action in regard to the owner's work.
- n) Maintain in force, at all times, liability insurance covering themselves and the Association for damage suffered by third parties or by the Association, during or caused by the work.

Part 7 Rules for the conduct of construction work

40- The authorized work must be fully completed within the following deadlines:

- a) For work covered by a fast track request, within 90 days from the beginning of the work.
- b) For work covered by a Standard request, within 180 days from the beginning of the work.
- c) Extensions may be requested, which may be approved or denied by the Board at its sole discretion.

41- Work dates and hours

- a) No major work can take place between **November 30th** and **April 14th** of each year. When work has started and must be interrupted for this period, the materials required to continue the work later, in particular the pallets of paving stones, must be laid out in the rear part of the lot, stacked in a clean manner, and the lot must be cleaned.
- b) For the purposes of these Guidelines, the following work is not considered as major work:
 - i. Building or repairing tiki or Chickee
 - ii. Installation of shutters
 - iii. Interior and exterior finishing work (deck, woodwork, painting, ceramic, electricity, plumbing)
 - iv. Landscaping work, including pavers

Even if they are authorized, these works must be carried out with respect for the neighborhood and all reasonable action should be taken to reduce mess, dust and noise.

- c) No new construction or major work, including any land preparation of any sort for this work, may begin before all the required permits are issued. If a permit for a new construction or major work is not yet issued by September 1st, the work, including any land preparation for it, will have to wait until April 15th of the next year to begin.
- d) From **April 15th to November 30th** , work, whether major or not, must be performed between 8:00 a.m. and 5:00 p.m. from Monday to Friday and between 9:00 a.m. and 3:00 p.m. on Saturdays. No work will be permitted outside of these work hours, nor on legal holidays, except for emergency repairs.
- e) From **December 1st to April 14th** the work must be carried out between 8 a.m. and 5:00 p.m., Monday to Friday. No work will be permitted outside these work hours or on legal holidays, except for emergency repairs.
- f) No work, whether major or not, will be permitted between December 23 and January 4 of each year, except for emergency repairs.
- g) Outside working hours, contractors' trucks must be removed from the community. Contractor's trailers and equipment may be left on the lot where the work is being performed if they are permanently required for work. In that case, they must be placed as far as possible from the paved street line in front of the lot.
- h) When work on a lot is suspended for more than 15 days, vehicles, trailers and contractor's equipment must be removed from the lot and the condominium property and the lot must be cleaned.
- i) Contractor in the park to take measurements or seek information, meet the client, submit a bid, etc. does not constitute work within the meaning of these Guidelines. This can therefore take place outside the hours provided for in this article.

42- Access to the Park and automobile traffic by contractors

- a) Contractors must respect the maximum loads indicated on the posters for the movement of heavy equipment on bridges, roads and sidewalks.
- b) Contractors may bring a maximum of two vehicles on each lot they are working on. If possible, vehicles should be parked on the lot. If a vehicle has to be parked directly on the street for a short period, it must be directly adjacent to the front of the unit owner's lot and the contractor must ensure that it does not impede traffic.
- c) Contractors shall not remove or lower any gate or chain on any other lot than the one on which they are working, nor park a vehicle on any adjacent lot without the permission of the owner of that lot.
- d) Contractors may only drive in the park to access the lot on which they perform work.
- e) Contractors must drive and behave carefully, respectfully and responsibly towards people and properties in the park.
- f) No type of advertising or solicitation by contractors is permitted in the Park, except for the general contractor who must, during the work, have an 18 x 12 poster visible from the street on the Lot. This poster must be well maintained and installed on the same support as the plans box. No poster may be placed in the grass.

43- Cleanliness of the premises

During the works, the contractors must keep the lot and the street clean. In particular:

- a) No materials shall be left on the street and, when left on the lot, they should be neatly stacked as far away from the front lot line as possible.
- b) Waste must be removed daily.
- c) Only one (1) waste container is allowed on the lot and it must respect the following rules:

- i. It should be located as far from the street as possible.
 - ii. It must be emptied as soon as it is full and not overloaded.
- d) The adjacent and neighboring street soiled by the work must be swept and cleaned at the end of each working day.
- e) To prevent dust damages to the lots, RVs and surrounding properties, all paving and concrete cutting must be carried out with the appropriate equipment, including a water saw.

44- Tranquility and courtesy

Work must, if possible, be carried out in such a way as not to disturb the tranquility of the place. Particularly, contractors and their employees must:

- a) Use tools that are in good condition and include devices for reducing noises.
- b) Avoid playing loud music on the work sites or in the park.
- c) Be polite and courteous with all people in the park, including Association's staff.

45- Actions to be taken before undertaking certain work

At least three (3) days before undertaking the following work, the owner or his contractor must notify the Association in writing of the following activities to occur:

- a) All backfilling work, so that the water, sewer, cable connections and phone can be inspected.
- b) Any work to modify water or sewer pipes or any work that requires stopping these services.
- c) All work that may affect safety devices in the event of fire (automatic fire extinguishers, sprinklers, etc.).

Part 8 Mandate and Powers of the Association

46- Power to regulate

These Guidelines are adopted by the Association according to the power granted to it in the Declaration.

47- Authority

The Association does not assert authority or accept any responsibility with owners obligation to conform with any Federal, State of Florida, Broward County, or City of Margate laws, ordinances, requirements etc.

48- Declaration takes precedence over these Guidelines

In the event of any inconsistency between a provision of these Guidelines and the Declaration, Articles of Incorporation or Bylaws, , the Declaration, Articles of Incorporation or Bylaws shall prevail.

Part 9 Sanctions and Penalties

49- In the event of non-compliance with these Guidelines, the offender is liable to one of or more of the following sanctions, either:

- a) A courtesy notice.
- b) A Notice of Violation ordering compliance within a deadline determined by the Association.
- c) A notice of Suspension of work until the Guidelines are complied with in accordance with the law.
- d) A fine of \$100 per day of infraction, for a maximum of \$1000 for a continuous violation in accordance with the law.
- e) An order to correction or to demolish a non-compliant work.
- f) If a contractor repeatedly fails or refuses to comply with these Guidelines or any other Association rules and regulations, they may be refused access to the community.

- g) A copy of any sanction imposed on a non-owner must be sent to the owner who is responsible for the offender.
- h) The Association must keep a register of owners who have received one of these sanctions. This register must indicate whether, following this sanction, the owner has complied with this sanction or not.
- i) In addition to the remedies provided by law to force an owner to act, the owner who refuses to comply with a sanction received may be refused any other request for work authorization. If an owner repeatedly fails or refuses to comply with one or more of these Guidelines, his right to use the association's common areas may be suspended.
- j) The process for imposing sanctions provided for in the Appendix 4 is part of these Guidelines.
- k) Any penalty imposed under these Guidelines are subject to a review before the hearing committee, in accordance with the law.

Appendix 1

Table of required authorizations according to the work

Work	LRPR Fast-track	LRPR Standard	None
Any new building other than a tiki or chickee		x	
Turning a chickee into a tiki on an existing paver	x		
New tiki or chickee on an existing paver	x		
New tiki or chickee on an enlarged, new paver or new elevated paver		x	
Elevating paver, enlarging paver, installing a new paver		x	
Painting			x
Existing building repair and maintenance including roof and shutters repairs			x
Repair an existing Tiki or Chickee			x
Repair an existing paver			x
Tree pruning			x
Adding or removing a tree or a hedge	x		
Planting or removing of shrubs and flowers			x
Drainage or piping		x	

Appendix 2

Summary of the Work Authorization Application process

- LPRR completed and signed by the owner and the contractor if applicable
- Receive plans / sketches, depending on the type of request
- Drop documents in Smartweb and Outlook
- Analysis of the project by the committee
- ARC committee votes to approve, deny, or request additional information in noticed meeting.
- Signature of the resolution the Board
- Signature of the resolution by the owner / contractor, depending on the type of asked Beginning of the roadworks
- The Association installs a flag on the lot, on the same support as that from the blueprint box
 - Yellow if fast track
 - Green if standard
 - Blue if Developer
- Monitoring of the construction by the agent (FSR)
- End of the works and obtaining the C.O. if applicable.
- Verification of the documents required by the architecture committee (ARC)
- Inspection and verification of compliance by the architecture committee (ARC) in 30 days from the conforming request
- Close the file and file it in the owner file
- Remove or have removed flag, poster and plan box

Appendix 3

Permitted decorative features (art. 31) and required authorizations (LRPR)

Decorative features	Restrictions	Required autorisation		
		LRPR Fast-Track	LRPR Standard	None
Gazebos	<ul style="list-style-type: none"> • Only metal prefabricated commercial gazebos are allowed. No custom-made gazebo is allowed. • Soft or hard roof. The roof can be replaced with one of the same type as the original roof. • Removable soft walls only. Must be original (sold with the prefabricated gazebo). They can be replaced with one of the same type as the original. • No shutters or shade with tracks (electric nor manual) are allowed. • No hard walls or mini walls are allowed on a gazebo. • A maximum of 2 gazebos are permitted per lot. • must be at least at 18 feet from the shortest front line of the lot • The gazebo must be on the paver, at the original level of the paver and it's floor cannot be raised. 	x		
Tikis or chickee on existing paver		x		
Tikis or chickee on enlarged or raised paver			x	
Railing	According to article 36	x		
Walls and low walls		x		
Concrete Raised planters				x
Stone columns with or without light fixtures		x		
Post or decorative support for chain to block driveways				x
Privacy screens	<ul style="list-style-type: none"> ▪ removable screen ▪ Total of 12 pi. Lin. maximum 			x
Retaining walls, steps and bridges		x	x	
Deck	Must be on the owner's lot. No encroachment on common areas (see section 18e))		x	
Terraces and paths made of step stones	Step stones only, spaced by at least 2.5 inches	x		

Aztec RV Resort Condominium Association - Construction Guidelines

Patio furniture and patio heater				x
Garden Arbour				x
Fountains, ponds and waterfalls				x
Personal spas and jacuzzi	Must be above-ground, placed on the back of the lot and be hidden from the street and from the neighbours.			
Outdoor Kitchen				x
Fireplace and bbq area				x
Planters and flower beds				x
Planting shrubs and flowers, grass				x
Planting and removal of trees and hedges		x		
Exterior lighting	Not permitted in the grass	non		x
Decorative rocks and Landscape edging				x
Concrete sheds			x	
Plastic storage sheds (metal prohibited)	<ul style="list-style-type: none"> ▪ Maximum of 3 storages ▪ 150 cubic feet maximum each ▪ Located at least at 24 feet from the front line of the street paving line and 3 feet behind the facade of the building if applicable ▪ Mostly hidden by vegetation ▪ 7 feet height maximum 			x
Statues, garden decoration, flags less than 2 x 2, outdoor signs	<ul style="list-style-type: none"> ▪ In reasonable numbers ▪ forbidden in the grass 			x
Country flags larger than 2 feet x 2 feet	1 by lot, reasonable size			x

Appendix 4

Sanctions process summary

(This appendix is just a reminder and has no legal value. See Chapter 718 of Florida Statutes and Association regulations on sanctions and hearing process to know the official and legal version of the process)

- 1) Verbal or written courtesy notice with reasonable deadline to comply (no entry is made in the register).
- 2) Written first notice of Violation with reasonable deadline to comply (entry is made in the register).
- 3) Second Notice of Violation, including:
 - a. An order to comply within a deadline determined by the Association;
 - b. If applicable, an order to suspend any work until compliance;
- 4) If the offender does not comply within the required period, a fine of \$100 per day of infraction for a maximum of \$1000 for a continuous violation, may be levied by the board.
- 5) For non-compliance to an order to correct or to demolish a non-compliant work, the file is handed over to the association's lawyer for further legal recourse.
- 6) Hearing before the compliance committee must take place within 30 days.
- 7) After the hearing, the committee can confirm or cancel the sanction imposed by the association;
- 8) The committee must make and communicate his decision in the timeframe within the time limit provided in the hearing procedure.
- 9) If the hearing committee cancel the sanction, the entry is removed from the register;
- 10) If the hearing committee confirm the sanction, the owner has 30 days to comply with the confirmed sanction.
- 11) If the offender has not complied with the order within 30 days, the file is handed over to the association's lawyer for further legal recourse and all developments must be indicated in the register.
- 12) According to the law, If a unit owner is more than 90 days delinquent in paying a fee, fine, or other monetary obligation due to the association, the association may suspend the right of the unit owner or the unit's occupant, licensee, or invitee to use common elements, common facilities, or any other association property until the fee, fine, or other monetary obligation is paid in full.

- 13) According to the law, an association may suspend the voting rights of a unit owner or member due to nonpayment of any fee, fine, or other monetary obligation due to the association which is more than \$1,000 and more than 90 days delinquent.

Appendix 4

Art. 20 to 22 Process Chart

