



Xanadu Condominium
Association, Inc.

Rules and Regulations

December 2021

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Terms and Acronyms

BOD – board of directors

ESA – Emotional Support Animal

Guests – persons visiting residents, but not remaining overnight

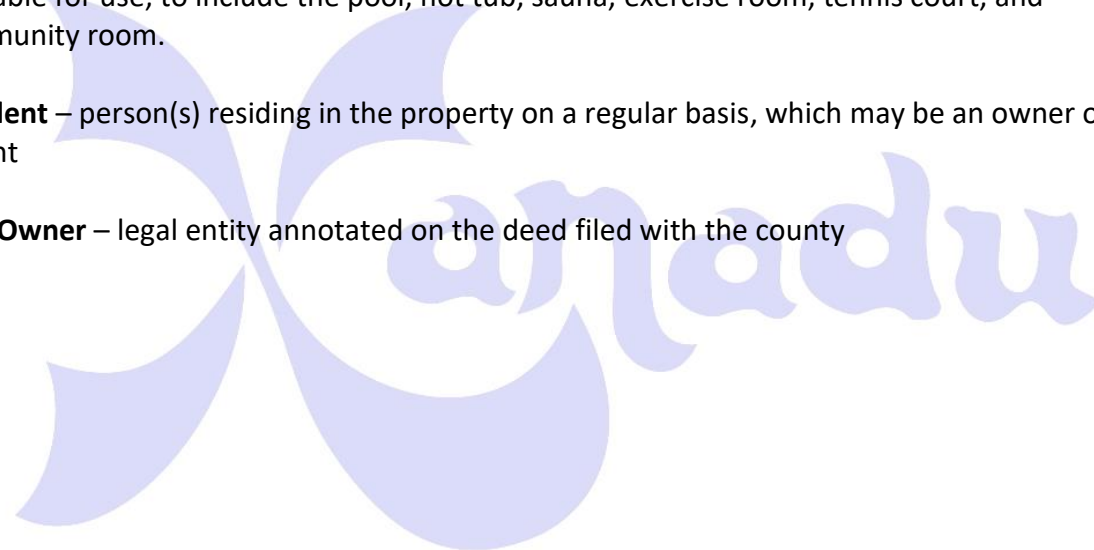
HOA – Homeowners' Association

House-guests – persons visiting residents who are remaining overnight

Recreational Facilities – facilities within Xanadu Condominium Association, Inc. property that are available for use, to include the pool, hot tub, sauna, exercise room, tennis court, and community room.

Resident – person(s) residing in the property on a regular basis, which may be an owner or a tenant

Unit Owner – legal entity annotated on the deed filed with the county



Responsibilities

All rules and regulations shall be observed by any persons who uses the facilities of this condominium. Additional responsibilities are as follows:

Unit Owners

Each owner at Xanadu Condominium Association, Inc.

- is responsible for the occupancy and use of their facilities so as not to disturb other residents or interfere with the general operations of the condominium property. Unit owners will be responsible for any infraction of these rules and regulations by themselves and their visitors and/or tenants.
- must adhere to the minimum of one year for rental leases. Additional information regarding visiting guests and leasing information can be found in the Consolidated and Restated Declaration under Article X, "Use Restrictions".
- must notify the office of any house-guest who will be staying on the premises while the owner is not in the residence. This notice shall be provided either via email or physical notice turned in to the office. Owner must include the name(s) of house-guests, the unit number, and the period of time for which the guest(s) will be staying on the premises. All owners, BOD members, and maintenance and office staff have the right to request owners or guests to identify themselves at any time.
- must insure their individual unit with an HO-6 policy to include assessment coverage of no less than \$2,000 per occurrence. This policy shall list Xanadu Condominium Association, Inc. as an additional insured, and evidence of such insurance is to be provided to the office staff. Any changes in coverage must be reported to the office. The insurance policy purchased by the association does not cover any injury or damages resulting from an incident within any individual unit.
- must provide the office with current information regarding any mortgage that exists for the unit. This information shall include the name of the institution that is servicing the mortgage account and the parties that are named on the mortgage. Any changes to the mortgage (new service provider, pay off, sale, etc.) are to be reported to the office immediately. The unit owner is responsible for providing the mortgage company with updates to condominium documents and the like, as required per the individual mortgage.
- must keep updated information on file with the office. This includes, but is not limited to, contact information for unit owners, a current key for the unit, and registered voting representative (when multiple owners exist). Unit owners are also responsible to notify the office of any pending and closed sales and transfer of limited common elements. Additional information regarding the transfer of limited common elements can be found in the Consolidated and Restated Declaration under Article IV, "Apartment Boundaries, Common Elements and Limited Common Elements".
- must not use the maintenance and office staff for personal favors or assistance. If such assistance is needed, they may ask a staff member to assist outside of scheduled work time. Any compensation would be handled between the unit owner and staff member directly. Exceptions to this may be made for emergency situations at the discretion of the BOD.
- must submit complaints to the Xanadu office using the official Xanadu Complaint Form and process.

Board of Directors

The Xanadu Condominium Association, Inc. Board of Directors

- is responsible for the enforcement of these rules and regulations. Day-to-day enforcement shall be carried out by the BOD and the staff of Xanadu Condominium Association, Inc. All residents are also encouraged to enforce these rules and regulations. Any questions relative to the rules and regulations, such as violations or enforcement, should be submitted in writing to the BOD through the office. Email is an acceptable form of submission.

Association

The Xanadu Condominium Association, Inc.

- must purchase and maintain insurance policies that cover the Association's liability, the property, the building, the wallboard, plumbing pipes, and electrical cables and wires within the wall. Additional information regarding insurance coverage can be found in the Consolidated and Restated Declaration under Article VIII, "Insurance Coverage, Use and Distribution of Proceeds, Repair or Reconstruction After Casualty".
- must list unit owners and their mortgagees as additional interest on insurance policies held in the name of the Xanadu Condominium Association, Inc. Provisions shall be made for the issuance of mortgagee endorsements and/or memoranda of insurance to the unit owners and their mortgagees.

Maintenance and Office Staff

The Xanadu Condominium Association, Inc. maintenance and office staff

- must abide by employment contracts and terms agreed to with the Xanadu Condominium Association, Inc. Staff members were hired to work strictly for Xanadu Condominium Association, Inc. and not unit owners individually. The salaries for these positions are a part of the budget and paid for by all owners as part of the monthly maintenance fees.

Code of Conduct

- All children must be supervised to the extent necessary to ensure proper decorum, property preservation, and safety.
- Any activities on Xanadu Condominium, Inc. property should not be detrimental to the rights, comfort, or convenience of other residents.
- All residents, guests, house-guests, and visitors enjoy quiet time between 5:00 p.m. and 9:00 a.m. during weekdays and on Saturdays, Sundays, and Holidays. Residents are responsible for their visitors' and contractors' compliance with this quiet time and ensure no disturbing noise during these times. Disturbing noises are considered those that interfere with the comfort and convenience of other residents. This may include, but is not limited to moving, renovations, and social gathers.
- The building must remain locked at all times for the security and safety of all residents and property.
- Entrance doors may not be propped open for any reason except for moving large objects. The office or maintenance staff is to be notified in advance of such moving. At such time, the service entrance door to the garage area may be left open under the continuous supervision of the unit owner or his agent. This moving is not to take place on Saturdays, Sundays, or holidays unless it has been previously approved in writing by a BOD member. The elevators, hallways, alcoves, stairways, and open garages shall not be used as playgrounds or storage areas.
- All bicycles, motorcycles, mopeds, roller skates, skate boards, and the like are not to be used on the common property, except during entrance or egress from the property. These devices must be walked or carried, as appropriate, while entering or exiting the building.
- Radios, "boom boxes," etc. used in any common area, indoors or outdoors, are to be used with earphones so that no one else will be disturbed.
- Upon returning from the beach, everyone must remove all sand and tar from their feet and/or shoes prior to entering the pool area or the building. There is a cleaning station located outside the beach walk gate.
- Gates and doors to the pool and beach areas should be locked at all times.
- Bathing suits must be sufficiently dry so as not to drip water before entering the building.
- Bathing suits are not acceptable for lounging in the lobby at any time. It is highly recommended that shoes and tops be worn by all persons while in the common areas of the building.
- There shall be no soliciting in the building.
- Pets are **NOT ALLOWED** on Xanadu Condominium Association, Inc. property at any time. This includes inside units within the building. Exceptions will be considered for authorized Emotional Support Animals (ESA) and Service Animals. Additional information regarding such exceptions can be found in the "Policy and Procedure for Disabled Owner or Requestor to Request Reasonable Accommodation – Animals", which is available in the office.
- Elevator doors should not be propped open. If you are moving or having multiple pieces of furniture or equipment delivered, prior arrangements should be made with Xanadu Condominium Association, Inc. staff. To do this, please call the office and ask for maintenance to lock down the elevator (run/stop key) and install elevator pads prior to arrival. Additionally, exterior doors are not to be left open. For furniture or appliances deliveries, each unit owner needs to personally let any delivery person into the building.
- Per Florida State Law, smoking is prohibited in elevators, the pool area, and all common areas of the building.

Use of Facilities

Recreational Facilities

The recreational facilities are for use by residents. Residents may share the use of certain facilities with guests and house-guests. Guests are not be permitted to use the recreational facilities when the resident is not on the premises. Use of any recreational facility should be considered a privilege, and by using any such facility, residents must be considerate of their neighbors and their neighbors' entitled right to peaceful living. Residents are responsible for the actions of themselves, guests, and house-guests while using any recreational facilities.

Recreation Room

Any resident who wishes to rent the recreation room for a private function

- must make a reservation in advance with the office. This is accomplished on a first come first serve basis. Reservations should not be considered finalized until a confirmation is received.
- is expected to clean all areas after use. This includes cleaning the kitchen, emptying and wiping out the refrigerator, mopping the kitchen floor, returning chairs and tables to their original order, removing trash from the room and properly disposing of it, and returning all table cloths cleaned, folded and stored in the cabinets.
- must not place any sign or decorations on the doors, windows, stairways, walls, railings, or pillars unless written permission has been obtained by the BOD.
- should arrange any heating and air conditioning needs with the office prior to the event.
- will station a greeter at the front lobby doors during the scheduled arrival time of the event. Only recognized guests should be allowed in. Any other guest must use the guest entry call system.
- must keep the sound and noise level (including audio electronics and guests) at a level not to disturb residents or staff.
- must be present at the function and assume responsibility for the conduct of all event guests.

Swimming Pool and Spa

Any resident who wishes to use the swimming pool and spa agrees to the following:

- Hours of use are 7:00 a.m. to 10:00 p.m.
- Bathing Load: Pool - 23, Spa - 7
- No food or beverage is allowed in the pool or on the pool wet deck
- No glass is allowed in the pool/spa area
- Showers are required before entering
- Do not swallow the pool water
- Maximum Spa use 15 minutes
- Maximum Spa temperature 104 degrees
- Children under 12 must have adult supervision
- Pregnant women, small children, people with health problems, and people using alcohol, narcotics or other drugs that can cause drowsiness should not use the spa or pool without first consulting a doctor
- NO DIVING
- No lifeguard is on duty. Swim at your own risk

- No smoking in fenced pool area
- Proper swim attire is required
- Do not block the steps or interfere with others entering or leaving the pool and/or spa
- Use headphones on all devices to avoid disturbing others
- No personal items are to be left in the pool area overnight
- Do not remove chairs or lounges from the pool area
- Umbrellas must be put down and secured when not in use
- No running, excessive splashing, horseplay, or indecent behavior
- No large floats, floating chairs, or climb-on devices in the pool or spa
- Take all trash away with you and wipe up any spills to avoid attracting bugs and wild animals
- Be courteous and considerate of others using the pool and spa area
- The BOD and staff have the right to ask anyone to identify themselves and the unit they are associated with at any time
- The BOD and staff have the right to require any persons to leave the pool area for violating these rules or creating a nuisance

Tennis Courts

Any resident who wishes to use the tennis courts

- must sign up on the board near the tennis court entrance no more than two (2) days in advance
- will forfeit their court time if there is no appearance of players within the first ten (10) minutes of the hour designated on the sign-up board
- must wear proper attire including tennis shoes and a shirt
- will not hit the court with their racquet or otherwise damage or abuse the property
- must secure the lock on the court gate and turn off lights when leaving the court
- must deposit all trash in the container located inside the court
- will not bring any glass or breakable beverage containers on the court or common areas

Exercise Room

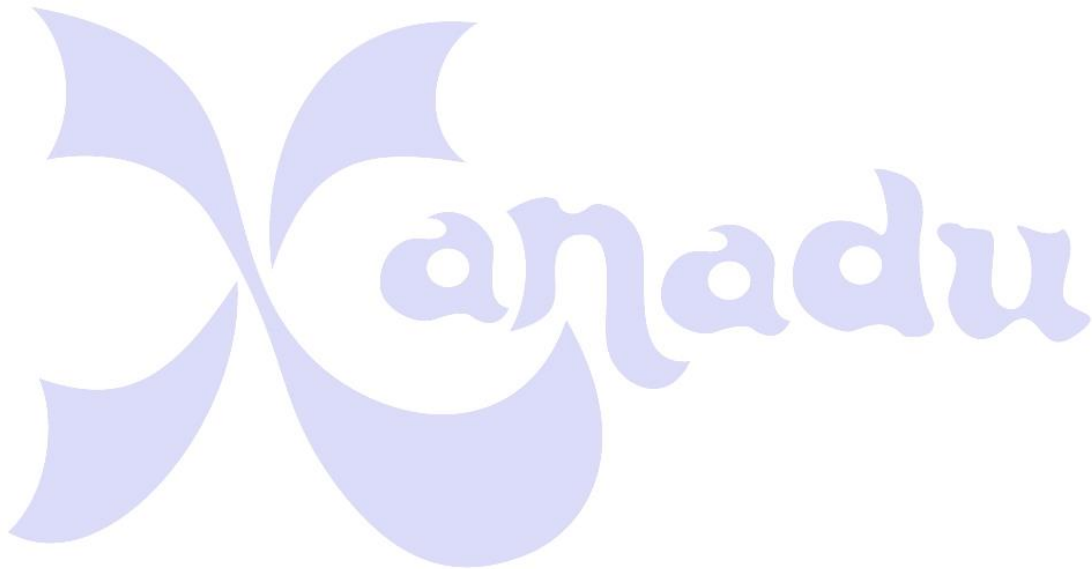
Any resident who wishes to use the exercise room

- will exercise at their own risk using care to avoid injuries
- must use towels in contact areas for sanitary reasons, and wipe equipment down with provided wipes after use
- must wear proper attire, including shirts and shoes, while in the fitness room
- will not allow children under 16 years of age to be unaccompanied by an adult
- must follow rules posted in fitness room
- will turn off air conditioner, fan, television, and lights before leaving

Balconies and Alcoves

- No resident shall alter the appearance of any flooring or light fixture contained within a balcony or alcove without prior written approval from the BOD, with the intent of requiring consistency in the appearance of the condominium.
- The BOD will not approve owners installing new tile to reduce the risk of spalling concrete.
- Residents may not to put carpets on any urethane (upgrade or standard) balconies or alcoves.

- All residents will abide by the Traffic Coating Maintenance Instructions listed under “Maintenance and Repairs” in this document. See page 11.
- No towels, bathing suits or other materials may not be draped over balcony railings; however, State law permits properly displayed U.S. Flags.
- Clothes lines or other clothing drying racks may not be used on balconies.
- Mops, rags, rugs, etc. may not be shaken from balconies.
- Nothing may be thrown from balconies, especially cigars or cigarettes.
- Open charcoal grills or hibachis may not be used on balconies. Electric grills may be used with caution. Florida Fire Prevention Code prohibits use or storage of propane gas and charcoal in the building. Per Cocoa Beach Fire department, the only grills allowed on condo balconies are electric portable, tabletop grills, not to exceed 200 square inches of cooking surface, or other similar apparatus.



Maintenance and Repairs

Work Requests

Prior to commencement of any repairs or renovations to the unit, the owner must complete a Work Request form and provide a Certificate of Insurance (COI) provided by the contractor/vendor naming Xanadu Condominium Association, Inc. as certificate holder and as additional insured on all liability policies.

Flooring

Prior to installing any floor coverings, the unit owner must first submit a Work Request, including COI to Xanadu Condominium Association, Inc. and the work must be approved. Floor coverings, particularly floor coverings such as hardwood or tile, may be the source and cause of a continuing noise nuisance to the residents, especially those living in units directly below the floor covering. Owners must understand that it is the individual owner's responsibility, when installing a floor covering, to ensure that the installation includes environmentally safe and adequate sound deadening materials. Additional information on Flooring requirements can be found in a separate Flooring Rules document.

When choosing carpeting, the carpeting shall be of normal residential grade and of sufficient thickness to dampen the noise of normal residential activity.

With regard to materials other than carpet, installation must include sound deadening materials which shall consist of either:

- a) A sub-layer of cork or similar material of **not less than six (6) millimeters** thickness which shall be permanently bonded to the floor surface.
- b) A sub-layer of padded carpet of equivalent thickness, which may be a permanent or non-permanent installation.
- c) Other material which is demonstrated to have equal or superior sound dampening property.

Should anyone install a floor covering that is the source of a noise nuisance, it shall be the owner's responsibility to immediately eliminate the nuisance. The BOD has the authority and duty to enforce the provisions of Xanadu Condominium Association, Inc.'s Documents including its Rules and Regulations in accordance with the Consolidated and Restated Declaration, section XIX .

Concrete Trenching

Please refer to Xanadu Condominium Association, Inc. Flooring Rule, which also applies to ceilings, and is posted on our website or available for review in the office, for procedures and requirements in the removal of concrete for trenching electrical wiring in units. All conditions included in the Flooring Rule must be met to provide the required thickness of the concrete flooring or ceiling and the reinforced steel in the floors or ceiling. This also requires a permit from the City of Cocoa Beach Building Department. All requests and deviations must be submitted to the BOD in writing for approval. As a reminder, all work being done must first receive written approval from the BOD. Additional information can be found in the Consolidated and Restated Declaration under Article IX, item d.

Traffic Coating Maintenance

Regardless of whether you have the upgraded traffic coating on your balcony, or the standard coating, the Gemstone concrete coating system will provide years of protection and performance if the following maintenance and cleaning guidelines are observed. These guidelines apply to the atrium as well.

- Keep the area clean – dirt, gravel, sand, and debris should be regularly removed from the surface by a broom, blower, or water with pressure nozzle.
- Wash periodically – Clean the surface with water and a mild detergent solution. For best results, agitate the solution with a stiff bristle broom and rinse with water. NOTE ON SOLVENTS: Never use xylene, xylol, lacquer thinner, MEK, acetone, or any other solvent to clean the coating.
- Planters and flower boxes – It is recommended that planters with self-contained drainage systems be used. If planters freely drain onto the area, they should be moved every one to two months to allow the area to completely dry; however, it is preferable that planters be raised off the ground with 1" slats to allow the circulation of air.
- Furniture – All metal patio furniture should have rubber or plastic nosing on the legs. Avoid using iron or extra heavy furniture. Never drag furniture across a surface. When moving heavy appliances or equipment, please use cardboard or carpet over the floor surface to avoid damaging the surface.
- Outdoor carpet – **Outdoor carpet or rubber mats should not be used or placed over the Gemstone concrete coating system on either balconies or alcoves.** Never permanently glue carpet to the coating.
- Suntan oil/lotion – Avoid getting suntan oil or lotion on the Gemstone surfaces.
- Report any permanent damage to the office.

TV Antennas

The BOD requests notification prior to any TV antenna installation. Antennae not for receiving TV reception service are prohibited. Rules govern mounting of antennae (dishes) that are one meter (39.37") or less in diameter.

1. No common elements can be used to mount antennae or be used to carry wiring to the unit.
2. Specific installation of antenna, wiring, and hardware for Xanadu Condominium Association, Inc. residents follows:
 - a. All antennae must be painted to match the building wall color except those wholly within the unit.
 - b. Mounting will only be allowed on indented walls within a unit's balcony. There will be no mounting to, or penetration of the deck or railing.
 - c. At no time can any antenna or wiring (connections, power, etc.) protrude over or out from the balcony railing; it must be contained wholly inside railings on unit balcony.
 - d. No cables or other wiring (connections, power, etc.) may be run across, under, or through common elements.
 - e. No screws may pierce the exterior of the building walls, balcony floors, or railings other than as provided in item b of these installation regulations.
 - f. Any fasteners used must be stainless steel, aluminum, or of marine quality.
 - g. All wall penetrations, whether for antenna mounting or cable routing, must be sealed with silicone-based sealant, providing a waterproof seal.
 - h. Equipment must not interfere with hurricane shutters.
 - i. Antennae and their wiring or mounting hardware cannot constitute a safety hazard during a storm.

- j. All installations must conform to local building and electrical codes.
- k. All TV antennae installations must be wholly inside the unit and/or be within a unit's limited common element (balcony).
- l. Should any property damage or association costs arise from installation of antennae, the owner of satellite (dish) antenna will be responsible for damage or harm.

Hurricane Shutters

The BOD shall have the power to authorize the installation of storm shutters by individual unit owners provided the storm shutters are uniform in appearance and in harmony with the color scheme of the exterior of the condominium. No storm shutters shall be installed by a unit owner without the prior written consent of the BOD. The maintenance of the storm shutters will be the responsibility of the owner and will be completed at the unit owner's expense. Any owner who wishes to have storm shutters installed shall make a request in writing to the BOD.

1. Specifications for impact and wind-load resistant hurricane shutters and installation shall comply with the current building code requirements of the City of Cocoa Beach. No installation shall commence until a valid building permit is obtained by a licensed hurricane shutter contractor and written approval is granted by the BOD.
2. Administrative requirements of Xanadu Condominium Association, Inc.:
 - a. The contractor shall obtain a copy of the Association specifications and sign a certification that all requirements will be met.
 - b. Shutter Color: White
 - c. The BOD will review, in advance, all proposed shutter installations.
 - d. The contractor hired to install the shutters shall submit: proof of liability and worker's compensation insurance, vehicle insurance, current Brevard County Occupational License, proof that the City of Cocoa Beach has given engineering approval, a color sample of the shutters, and a valid building permit.
 - e. Owners shall give the BOD sufficient notice of intent to install hurricane shutters to permit inspection of the balcony deck under the shutter track. If deterioration is found, required repairs must be completed before shutter installation begins.

Installation Guidelines

All newly installed or re-installed shutter track systems must observe the following protocols:

1. All tracks being installed over urethane deck coating should be fastened using stainless-steel or marine grade (Tapcon or equivalent) screws that conform with local ordinance for diameter and length.
2. All tracks being installed on ceilings should be fastened using stainless-steel or marine grade Tapcon (or equivalent) screws that conform with local ordinance for diameter and length.
3. All tracks being installed over tile should be fastened using stainless-steel or marine grade Tapcon (or equivalent) screws that conform with local ordinance for diameter and length.
4. Tapcon screws must be installed with the head sitting flush on the mounted surface. Tapcon screws must NOT be installed at an angle with head not sitting flush to mounted surface.
5. All penetrations should be sealed with MasterSeal NP1 (or equivalent). This includes:
 - a. Stainless-steel Tapcon screws used to install the track system
 - b. Inside penetration and on the screw
 - c. On the screw perimeter
 - d. At the track/floor intersection
 - e. At the track/wall intersection

6. To protect the longevity of the concrete, under no circumstances should tracks or any part of the system be attached using any type of Powder Actuated or Force Driven Nail system. Anything 'fired' or 'driven by a hammer' into the concrete is prohibited.

Glass Windows and Doors

The BOD shall have the power to authorize the repair or new installation of glass windows and glass doors by individual unit owners. The windows and doors are to be uniform in appearance and in harmony with the color scheme of the exterior of the condominium. No repair or installation of glass windows or doors shall be performed by a unit owner without prior written consent of the BOD. The maintenance of the glass windows and doors will be the responsibility of the owner and at the owner's expense. Any owner who wishes to have glass windows or doors repaired or installed shall make a request in writing to the BOD.

1. Specifications for impact and wind-load resistant glass windows and door installation shall comply with the current building code requirements of the City of Cocoa Beach. No installation shall commence until a valid building permit is obtained by a licensed contractor and written approval is granted by the BOD.
2. Administrative requirements of the Xanadu Condominium Association, Inc. are as follows:
 - a. The contractor shall obtain a copy of the association specifications and sign a certification that all requirements will be met.
 - b. Frame Color: Bronze or White. All hardware must be stainless steel to prevent rusting causing concrete spalling.
 - c. The BOD will review, in advance, all proposed glass window or door installations.
 - d. Contractors shall submit: proof of liability and worker's compensation insurance, vehicle insurance, current Brevard County Occupational License, proof that the City of Cocoa Beach has given engineering approval, a color sample of the window/door frame and glass, and a valid building permit.
 - e. Owners shall give the BOD sufficient notice of intent to install new window frames or glass door frames to permit inspection of the window opening or balcony deck. If deterioration is found, required repairs must be completed before installation begins.

Water Supply Lines

Braided hoses must be placed on all washing machines, refrigerators, and toilet supply lines to reduce possible explosions which may lead to flooding.

A/C Maintenance

Owners should have their a/c condensate lines checked at least twice a year to ensure the lines are free flowing and cleaned. This will assist in preventing leaks between units. It is recommended that owners put ¼ cup of vinegar into the a/c drain monthly to keep these lines clear.

Owners whose a/c condenser is on the roof are responsible to ensure the unit is secure before hurricane season.

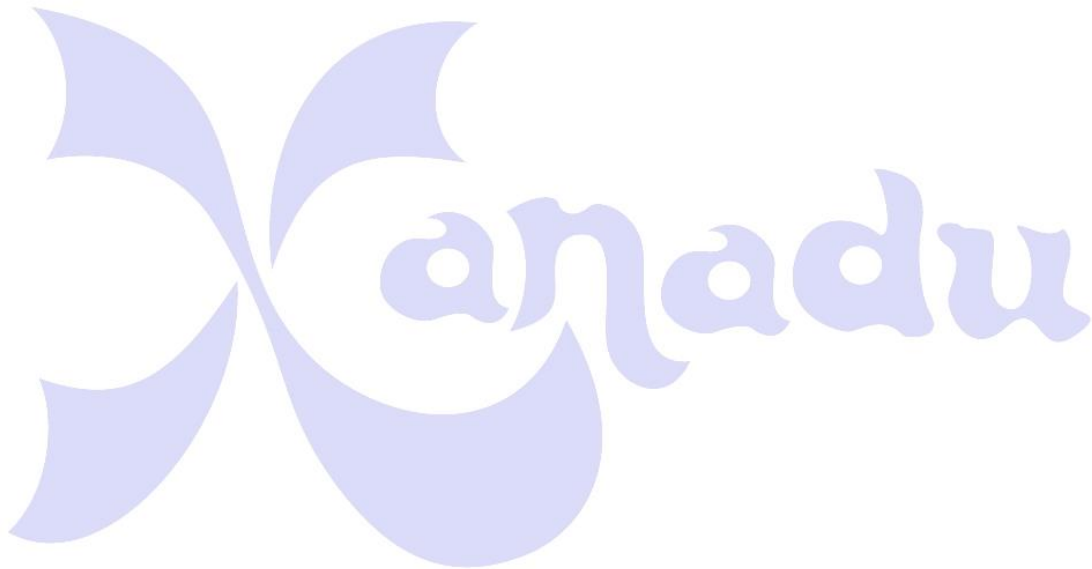
Contractors

- Contractors are required to check in each day.

- All contractors are required to remove their own debris from the property and clean up after themselves daily. Construction debris is not to be placed in the Xanadu Condominium Association, Inc. dumpsters at any time.

Miscellaneous

- Owners are required to clean their dryer vents periodically to avoid fire, as well as keeping the Atrium hallway clean.
- If any unit will be vacant for more than forty-eight (48) hours, the owner or resident, as applicable, must turn off the water to the unit. This will assist in avoiding water damage between units.



Automotive

Parking Areas

- Stopping in front of the building is permitted only to load or discharge passengers or packages.
- No unattended vehicles are permitted in front of the building.
- The garage entrances and exits are not to be blocked.
- The garage drive-through passageways are to be kept clear. Attended vehicles may stop to quickly load or unload items.
- Vehicles shall not be parked in any parking space in a manner which interferes with the free use of adjoining parking spaces.
- Handicap parking spaces may be used only by vehicles with the appropriate state permits. Violators will be cited by the police and subject to towing fees upon removal.
- Parking spaces may not be used for any purpose other than parking automobiles with current license plates and in operating condition. No other vehicles or objects, including but not limited to, oversize trucks (more than four wheels, and/or commercial vehicles), trailers and boats, may be parked or placed upon such portions of the condominium property unless specially permitted by the BOD. Temporary overnight exceptions must be requested from the BOD in advance. Please note the excerpt from the Xanadu Condominium Association, Inc. Consolidated and Restated Declaration, section X, item k.
- There is a 5 MPH speed limit in all areas of Xanadu Condominium Association, Inc. property.
- All directional arrows must be followed.
- No through traffic is permitted in the outer garage. Cars may enter only for the purpose of using the assigned parking in this area.

Garages, Garage Spaces, and Storage Areas

- Additional information regarding the transfer of garages, garage spaces, and storage areas can be found in the Amendments to Consolidated and Restated Declaration unit item 1.
- An owner may rent their garage, garage space, or storage area to another Xanadu Condominium Association, Inc. unit owner or tenant only.
- Any transfer of garage, garage spaces, or storage areas without BOD approval is null and void; however, the BOD is not obligated to enforce compliance.

Vehicle Charging Stations

An electric vehicle charging station may be permitted only in the limited common element parking spaces and must be approved by the BOD. The following shall also apply:

- Owner assumes full responsibility for costs of installation, operation, maintenance, repair, and removal of the charging station.
- The BOD shall be provided with written notice by an owner intending to install an electric vehicle charging station.
- Every owner shall comply with bona fide safety requirements, consistent with applicable building codes or recognized safety standards, for the protection of persons and property and shall comply with any architectural standards adopted by the BOD.

- Every owner shall ensure placement entirely within the boundaries of the limited common element parking space.
- Every owner shall engage the services of a licensed and registered electrical contractor or engineer familiar with the installation and core requirements of an electric vehicle charging station per Florida statute.
- Every owner shall provide a certificate of insurance naming the Xanadu Condominium Association, Inc. as an additional insured on the owner's insurance policy for any claim related to the installation, maintenance, or use of the electric vehicle charging station within fourteen (14) days after the BOD approves of the installation.
- Every owner shall reimburse the Xanadu Condominium Association, Inc. for the actual cost of any increased insurance premium amount attributable to the electric vehicle charging station within fourteen (14) days after receiving the Xanadu Condominium Association, Inc. insurance premium invoice.
- Electric Vehicle charging cannot cause irreparable damage to the property nor cannot introduce moisture to the concrete.
- Electricity for the charging station must be separately metered and payable by the unit owner.



Miscellaneous

Key Fobs

- The use of the fob is subject to the rules and regulations of Xanadu Condominium Association, Inc. as they exist now and as they may be amended from time to time. The fobs may be used solely by unit owners or tenants and their authorized guests. Overnight guests are required to be pre-registered with the Xanadu Condominium Association, Inc. office when the owner is not in residence.
- Fobs are programmed to expire after 365 days for the security of the building. Each individual fob must be synced at the fob updater station located outside the Xanadu Condominium Association, Inc. office at least once every year from the date of issuance. To do this, hold the fob up to the updater pad until the light turns from blue to green. It will then be renewed for 365 days or until the right of use otherwise terminates.
- Each fob will be separately registered to the resident's unit.
- Additional fobs and wristbands may be purchased from the Xanadu Condominium Association, Inc. office for \$25.00 each.
- Xanadu Condominium Association, Inc. has no obligation to repurchase a fob when a resident's right to use it terminates but will cooperate with the assignment of the fob to another entitled person (for example, a new tenant or buyer).
- All fobs assigned to a particular unit will be deactivated upon the Xanadu Condominium Association, Inc. administration's knowledge of a renter or owner's termination.
- The fobs can be re-activated and assigned to the new renter or owner in the Xanadu Condominium Association, Inc. office during regular office hours.
- Please report a lost or stolen fob to the Xanadu Condominium Association, Inc. office as soon as possible.
- All key fobs and bracelets are durable for rugged conditions and have a waterproof outer layer..
- Do NOT label the fobs or Bracelets in any way that might link them to Xanadu Condominium Association, Inc.

Drones

- The use of drones (UAS) for recreational or hobby use is prohibited on Xanadu Condominium Association, Inc. property.
- Commercial use of drones (i.e., real estate photos, building inspections, deliveries, etc.) must be approved in advance by the BOD.
- When seeking BOD approval, the contractor performing the use of the drone must submit a copy of the Association's "Application for Drone Use" and sign certification that they will meet all requirements of the FAA and Xanadu Condominium Association, Inc. when using the drone on property.

Bulk Items and Large Objects

- Grocery type carts are located in the under-building garage and are to be used by residents loading and unloading groceries and other items too heavy to carry. After such use, these carts must be returned immediately to the garage area for the convenience of other residents.

- All deliveries and removal of large objects are to be made through the service door to the garage area.
- Residents are required to personally provide access to the building to their visitors and service personnel.
- Bulk items such as desks, cabinets, mattresses, couches, refrigerators, etc. must be transported to the trash recycling area for disposal. Xanadu Condominium Association, Inc. staff must be alerted so that waste management may be called for a bulk pickup. Items should be placed near the white wall. Refrigerator and freezer doors must be removed before being placed for pickup.
- The following items are prohibited in the trash area:
 - Air conditioners/condensers
 - tube-type televisions
 - monitors
 - hazardous materials or liquids

Trash and Recycling

- No lighted cigars, cigarettes, or similar items are to be put into the garbage chute due to the fire hazard.
- Recycling containers located in the southwestern corner of the parking area should be used for plastic beverage bottles, glass bottles and jars, aluminum cans, magazines, cardboard, and newspapers. It is not necessary to separate recyclables.
- Uncooked fish must be deposited in the dumpster located at the southwestern corner of the parking area, not in the garbage chute.
- Garbage not placed down the kitchen sink disposal must be drained and wrapped in plastic before it is deposited in the garbage chute.
- Boxes shall not be put in the garbage chute. Instead, they must be broken down and deposited in the outdoor dumpster.
- Any spillage on walkways or in the garbage chute area is to be cleaned up by the person responsible.
- The garbage chute shall not be used between 10:00 p.m. and 8:00 a.m.
- Please do NOT discard these items through the garbage chute system: empty boxes, brooms, mops, long handle items, carpets, rugs, large bulk items, or unbagged trash.
- Residents must take all large items to the dumpsters (see list of prohibited items above).
- All trash must be bagged before depositing into garbage chute system.

Hurricane Disaster Plan

Xanadu Condominium Association, Inc. should NOT be considered an evacuation location. Hurricanes often result in the building losing both power and water for days. This will cause the building to have no operational elevators, no running water, and no power. Residents should leave the building when an evacuation order has been issued for the barrier islands. **Residents who choose to stay against the advice of local officials, do so at their own risk.**

Residents should follow the simple steps provided here to fit their specific situation, to be better prepared for a disaster.

Preparations:

- Determine a safe destination in the event an evacuation order is given (to a relative, a friend, a motel, a hotel or a public shelter).
- On a map, outline the quickest and safest route needed to get to that destination. Remember bridges and low-lying areas may be unsafe for travel during a storm.
- Review insurance policies and coverage. Remember flood insurance is sold separately, and all owners should have an HO6 insurance policy.
- Residents should take photos and/or video footage of their property before the storm. Photos should be stored with other important papers. Copies of the documents and photographs should be left with a trusted person.
- Close all storm shutters or secure windows with plywood. At a minimum, tape the inside of the windows.
- Bring in all loose objects and furniture from balconies and alcoves.
- Turn off electricity and water before evacuating the unit.
- Travel with a basic disaster supply kit including a flashlight, batteries, cash, first aid supplies, and evacuation information.
- Residents should ensure their vehicle is in good, working condition, and stocked with gas and emergency supplies if the need to leave quickly arises.
- Make sure to fill plastic bottles, bathtubs, and sinks with water for flushing toilets and drinking water.

Zone 5 Evacuation Route and Location:

- Residents evacuate west on SR520 and shelter at Manatee Elementary School located at 3425 Viera Blvd, Viera.
- RESIDENTS WHO NEED TO EVACUATE VIA SPECIAL NEEDS (Medical or physical condition), SHOULD REGISTER ANNUALLY WITH THE EMERGENCY MANAGEMENT DEPARTMENT. www.embrevard.com or (321) 637-6670

Preparing for a Shelter:

It is recommended residents bring the following:

- All required medications and medical support equipment
- Dietary needs
- Food and water/liquids
- Sleeping gear
- Identification
- Important Papers
- Cash
- Comfort Items (games, cards, books, etc.)
- Personal Hygiene items
- Extra clothing (3-day supply)

At-Home Emergency Kit:

- Two flashlights, a battery-operated radio, and six extra sets of batteries
- A cooler, gel freezer packs, matches and lighter, and a camping stove with propane
- Fire extinguisher, two-week supply of medicines, and first aid kit
- Tarp, towels, camera and film, kitchen utensils, cell phone, and drinking water (1 gal per person per day)
- Non-perishable food, plastic trash bags, and zip lock bags

Important Phone Numbers:

For Citizen Information 24/7	Dial 211
Brevard Information Line (During Disasters)	321-637-6674
Brevard County Fire Rescue (Non-Emergency)	321-633-2056
Brevard County Crime Tip Line	800-423-8477
Florida Information Line (During Disasters)	800-342-3557
Florida Power & Light (Report an Outage)	800-468-8243
Florida Emergency Management Agency (FEMA)	800-621-3362
Cocoa Beach Police Department (Non-Emergency)	321-868-2151

After the Storm:

- Residents should let loved ones know they are safe.
- Determine if the home is damaged and check windows and doors for leaks.
- Contact the insurance carrier to report damages and file a claim as quickly as possible.
- Cover up damaged property with tarps or bring valuables out of harm's way.
- Take comparison photos to show property damage after the hurricane.

Turtle Season

Under local ordinance designed to protect sea turtle nesting, from **May 1 to October 31**, all indoor and outdoor lights visible from the beach must be shielded, repositioned, replaced, or turned off from 9 p.m. to 5 a.m. Additional information regarding standards for artificial lighting can be found in the Cocoa Beach Municipal Code, Article VI, Section 3-64 "Beachfront Lighting Standards".