

ROYAL PARK CONDOMINIUM APARTMENTS, INC.

Rules & Regulations

The Board of Governors of Royal Park Condominium Apartments has approved the following Rules and Regulations to protect the rights and privileges of all residents. It is the obligation of each owner to fully instruct guests and lessees that they must observe the Rules and Regulations of Royal Park Condominiums. The owner will be held responsible for any infractions and may be subject to a fine due to their guests or lessees. The Board of Governors adopted these Rules and Regulations on April 15, 2021.

Royal Park Contact Info

Royal Park Office: 954-739-6300

Entry Gate (unpublished): 954-739-2220

Important Phone Numbers

Florida Power & Light: 954-797-5000

Comcast: 954-252-1937

City of Oakland Park: 954-561-6272

BSO Oakland Park Precinct: 954-202-3131

Non-Emergency Police: 954-764-4357(HELP)

Non-Emergency Fire: 954-630-4550

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I. ENTRY CONTROL

For safety and insurance liability purposes, no driver/operator will be admitted to Royal Park without producing a valid driver's license (either US issued or country of origin) to the security officer at the gate.

A. FRONT GATE HOURS - Entry control is provided at the front entrance 24 hours a day.

B. NON-RESIDENT ENTRY - Residents must notify the front entry gate prior to arrival for visitors, repairmen, service personnel or utility companies or they will not be allowed admittance.

C. COMMERCIAL VEHICLE shall be defined as vehicles that are registered to a business entity, have lettering that cannot be properly covered by magnetic signs or vehicle covers.

1. Commercial vehicles will be denied entry between the overnight hours of 11:00 p.m. to 8:00 a.m.
2. No commercial vehicles are permitted on the grounds on Sundays, holidays, or overnight.
3. Utility and service companies permitted for emergency repairs if report guard house or management.

This provision does not include taxis, food deliveries, and other public transportation vehicles, which will be allowed to pick up residents, deliver fast foods and drop off residents.

Vehicles bearing police or fire department insignias will be considered on an individual bases, however private passenger ruling will be considered as a primary factor.

II. VEHICLE REGISTRATION, DECALS & PARKING

Owners, tenants, or additional occupants must obtain a pass from the Royal Park office prior to moving in.

A. REGISTRATION & DECALS

Owners, Lessees, & Other Occupants must register their license plate number and make, and model of their vehicle(s) with the Association office in order to receive a numbered decal. Decals are non-transferrable. Residents will only be admitted by decal or photo ID.

1. **OWNER DECALS:** The Owner cost per decal is \$20 for maximum of 2 cars.
2. **TENANTS OTHER OCCUPANT DECALS** - \$20.00 per decal, unless it causes the number of vehicles in a unit to exceed two, then each vehicle over two will be charged the amount stated in paragraph #3 of this section.
3. **ADDITIONAL VEHICLE DECALS** - Any unit having more than two (2) vehicles shall pay \$80.00 per year, per vehicle over two (2). All vehicles must be registered in the resident's name. Exceptions may be made by a vote of Board members for special circumstances. Owner and tenant's vehicles parked on Royal Park property must have proof of insurance.

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4. If a resident needs a replacement decal for a new vehicle, stolen vehicle, trade-in. etc., a \$5.00 fee will be charged.

B. DESIGNATED PARKING

Each unit has a numbered, designated space for the occupant of that unit. All other vehicles for that unit must park at a yellow bumper guest space. All vehicles must be parked within the white lines, so as not to restrict or obstruct adjacent parking spaces, walkways, or other common areas.

C. PARKING & VEHICLE RESTRICTIONS:

1. All vehicles must observe the 10 MPH speed limit.
2. Back-in parking is not permitted; front of car must face parking block.
3. All vehicles on the property must be drivable and legally registered at all times with a current or temporary license plate displayed and visible to a roving employee.
4. All vehicles must be kept in a clean manner.
5. Campers and trailers are not permitted on the premises overnight. Trucks U-Hauls, or Pods used for moving may be left overnight - 1 night only.
6. Pick-up trucks, or vans more than 18 feet in length of 6 feet in width are not allowed to be on the property overnight.
7. Boats, mobile homes, motorcycles, large trailers or big-wheeled vehicles are not permitted on the property at any time.
8. Vans and pick-up trucks, excluding mini-vans or SUV's, must park in the spaces designated as truck and van parking. When left overnight, open-bed pickup trucks must have a clean empty bed and not display any items, i.e. ladders, tools, debris etc. The truck beds may be covered with a professionally installed tarp or cover the entire truck with a proper truck cover.
9. Nothing may be left on top, on sides, or sticking out of any vehicle. "For Sale" signs may not be displayed on any parked vehicle at any time on Royal Park property.
10. Commercial moving vehicles will be allowed on the property only between the hours of 8:00 A.M. and 7:00 P.M., Monday through Saturday. No moving in or out will be permitted on Sundays or holidays, nor will any Commercial Delivery be allowed on the grounds on Sundays or holidays.
11. All visitors, service personnel, or other guests must park at a yellow bumper designated for visitors' parking.
12. Walk-ins and bicycle riders must adhere to the same rules of entry as vehicles and use the pedestrian gate.
13. Parking or driving on the grass is not permitted.
14. Mechanical repair of vehicles, changing of oil or other fluids is not permitted on Royal Park property.

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15. Residents are responsible for cleaning up spills and leaks from their vehicles. Any spill requiring cleanup by an employee of Royal Park or any Management company furnishing such employee will result in the violator being billed for the cost of cleanup.
16. Washing of vehicles is permitted only at the designated car wash area. Only vehicles displaying a valid, current Royal Park decal are to be washed on the premises. No cleaning or degreasing of engines is allowed.
17. Vehicle detailing and car washing by outside vendors is not allowed on Royal Park property.
18. All vehicles on the property must conform to the noise ordinances of the City of Oakland Park.
19. Vehicles found to be in violation of any of the provisions stated above will be towed in accordance with the Association Rules and Regulations' official documents and the laws of the State of Florida.

III. GENERAL RULES

1. No solicitations of any type are permitted on the premises.
2. No person or company is permitted to distribute flyers, door-to-door materials, door hangers or any other material on Royal Park property. The Royal Park Board of Governors will allow distribution of official communications, notices, or scheduled newsletters in that manner.
3. No feeding of wildlife allowed.
4. Repairs or improvements to an individual unit are the responsibility of the unit owner. No repair work involving excessive noise (cutting tiles, sawing, drilling, etc.) is permitted on Sundays or holidays, nor are such repairs permitted prior to 8:00 A.M. or after 8:00 P.M. In any case, no one having any work done to their unit is permitted to do any of the work on the catwalks. Any company or individuals other than unit owners doing repair work and/or remodeling must remove all construction or remodeling materials from Royal Park property. Any excess or removed material is not to be left on Royal Park property or dumped in any recycling bin or garbage dumpster. This includes, but is not limited to, appliances, carpeting, tile and/or furniture. The Association will bill Unit owners in violation for the cost of said removal. This also will apply to unit owners whose apartments are leased.
5. All complaints or requests for work orders must be directed to the Royal Park office. Unless it is an emergency, all such requests should be in writing.
6. All newspapers, cardboard, aluminum cans, phone books, and glass bottles of any color, must be recycled. Appropriate bins are scattered throughout the complex. Large, oversized, cardboard boxes or containers must be broken down and placed in or next to the recycling bins. Please do not put plastic bags or in the recycle bins.
7. Laundry rooms are open from 7:30a.m. until 11:00p.m. Please turn off the lights. Last load in the dyers should be no later than 10:00p.m. Please close the laundry room door when machines are in use. Please clean the dryer lint filters when you are done and leave the room in a clean and orderly fashion, removing your empty soap containers, etc.
8. No one, except authorized condominium employees or licensed contractors will be permitted in or on the roofs, electrical rooms, elevator rooms or any other non-public area. These areas are restricted. Violations may result in criminal prosecution. Please report any violations that you see.

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Trash should be either recycled or placed in a securely tied, sturdy plastic bag and dropped in the trash chute or placed in the building's dumpster. Any resident needing help with their trash disposal may call the office for assistance.

9. The catwalks are to be kept clear at all times. Failure to comply is a violation of Florida Statutes, and any obstruction may present a hazard to your neighbors in case of an emergency. Residents should not leave garbage bags, dog refuse bags, or anything else on the catwalks.
10. Absolutely nothing may be hung over the railings of any building, i.e. towels, clothing, sheets, rugs etc.
11. No resident, owner, or any of their relatives shall be permitted to work for pay as an employee of Royal Park Condominium Apartments, Inc. or any company managing the daily operation of Royal Park Condominium Apartments, Inc. This shall include, but not limited to, office work, maintenance work, concierge or guardhouse duties.
12. No Skateboards, Rollerblades, Roller skates or Scooters of any kind are permitted on Royal Park property.
13. Shirt, shoes and lower garments (i.e. pants, shorts, skirts, etc.) are required to enter the Management Office.
14. No signs larger than 3 inches by 5 inches may be placed on the any public Association bulletin board.

IV. SWIMMING POOLS

Pool Hours: To clarify state law, with the current lighting at the pool, swimming hours are limited from Dawn until Dusk. "Dawn" meaning the time of each morning at which daylight first begins. "Dusk" meaning the state of period of partial darkness between day and night. No lifeguards on duty; swim at your own risk.

1. Everyone at the pool areas must adhere to the posted rules.
2. No bicycles, skates, etc. are allowed on the pool decks.
3. Children 12 years old or under must be accompanied by an adult.
4. Children not toilet trained or adults with control problems should wear protective devices in consideration of other bathers.
5. State Law requires showering before entering the pool.
6. No food is permitted on the pool decks. Use picnic areas.
7. No glass of any kind is permitted on the pool decks.
8. No Diving at any time.
9. No running, pushing or ball playing is permitted on the pool decks or in the pool.
10. All trash must be properly disposed in the proper containers.

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11. Lounges and chairs must be covered by a towel when in use. They may not be "reserved" by placing a towel or other belongings on them when you leave the pool area. Nor may you "reserve" a place for the expected arrival of a friend or guest.
12. No Royal Park property, including, but not limited to, chairs, lounges, tables, or umbrellas, may be removed from the pool area.
13. Florida law forbids use of the pools by anyone with open sores, cuts, or a contagious disease.
14. No pool parties. No one may entertain more than four (4) guests at the pool at any time.
15. Pets are not permitted on the pool decks at any time.
16. Residents must use headphones if listening to music.

V. BARBECUE AREAS

1. Please clean Barbecue area after use.
2. Barbecues and barbecue areas cannot be reserved.
3. Please clean tables and surrounding area when finished.
4. Do not monopolize barbecues. Allow others to use when you are done cooking.

VI. CLUBHOUSE

HOURS: 7:30 A.M. -11:00 P.M.

1. The clubhouse is only for activities of residents and shall not be used for the benefit of any outside organization.
2. A unit owner must assume responsibility for any damage to the Clubhouse or facilities done by themselves, lessees or guests.
3. An adult must accompany all persons under 18 years of age.
4. Swim wear is only permitted in the exercise rooms, showers, or saunas.
5. For insurance purposes, shoes must be worn at all times throughout the clubhouse.
6. No private party shall be held at the clubhouse unless the host or hostess is an owner in residence or a lessee in residence and an application is filled out and all necessary fees and deposits are paid.
7. No more than 100 non-resident guests may attend a party given, or hosted, by a unit owner or lessee. If there are 50-100 non-residents at the party the owner or lessee hosting the party must purchase a special events policy listing Royal Park Condominium Apts., Inc. as the insured in the amount of \$1,000,000.00. Organizations within Royal Park may exceed this number with Board approval and not have to purchase said policy.
8. If a guest list exceeds 35 persons, the host or hostess is required to engage, at their own expense, the services of an off-duty BSO officer or security guard to direct traffic, maintain order, and preserve the use of the areas prohibited to the party. These areas include, but are not limited to, the pool areas, the card/game room, billiards /ping pong room, activities room, gym and exercise rooms.

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9. No pets will be allowed in the clubhouse.
10. All parties must cease by 11:00 P.M. and clean up by 11:30 p.m., at which time the premises must be vacated.
11. The clubhouse is not available for private parties on Election Day and setup/take down days, or on the date of any scheduled condominium event without the written consent of a majority of the Board of Governors.
12. The Clubhouse is a "Smoke Free Building."
13. A violation of any of the above-stated rules will result in the forfeiture of the security deposit.
14. No one under the age of 18 is permitted in the billiards room unless accompanied by an adult resident. Guests, regardless of age, are not permitted in the clubhouse unless accompanied by an owner or lessee.
15. No food or drink is permitted in the billiards room.
16. Persons with open sores, cuts, or contagious diseases are forbidden by law to use the steam rooms or saunas.

VII. SHUFFLEBOARD COURT

HOURS: 9:00 A.M. - 9:00 P.M.

1. Anyone under the age of 18 is not permitted to use the court, unless accompanied by an adult resident.
2. When court is crowded, players must rotate games and share time.
3. No walking, skating, game playing or any other activity is permitted on the courts.
4. No pets are permitted on the court, or in any area that interferes with those playing the game.

VIII. PETS

(The term "pet" shall be limited to dogs, cats, fish or small domestic birds)

1. No livestock, reptiles or fowl shall be maintained in any unit or elsewhere on the condominium property.
2. Each unit owner shall be allowed to house up to two (2) dogs or two (2) cats or one (1) dog and one (1) cat at any one. As of January 3rd, 2019, there are not weight or size restrictions.
3. A Renter must provide proof (a letter or included in the lease) that the owner permits pets in his unit.
4. Pet Registration:
 - a. All Dogs and Cats must be registered with the Management office and residents must agree to abide by all of the rules regarding pets at Royal Park
 - b. Present proof of current health documentation and shots

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- c. Present proof that the pet has a Broward County License
 - d. Sign a "Hold Harmless" Agreement, which absolves the Association from responsibility and liability of your pet.
5. All pets shall be kept within a unit and not be permitted on any portion of the condominium property except when adequately secured and restrained by a leash not to exceed 6 feet (Oakland Park Ordinance # 4-19 doesn't permit pets to run free).
 6. All pets shall be walked in such areas as designated by the Association so as to control the deposit of animal waste on the condominium property. No pet shall be walked in the flowerbeds in front of the buildings, on the sidewalks between buildings, within 25 feet of any individual's patio, by the pools, by the barbecues or by the picnic areas. Use of the medians and areas not in violation of the above listed areas are acceptable.
 7. All owners of pets shall be responsible for cleaning up any waste committed by their pets (Oakland Park Ordinance, #13-20).
 8. No Guests or invitees of a unit owner or lessee shall be permitted to bring animals of any kind on the condominium property. (This includes babysitting unapproved pets).
 9. No animal shall be allowed to commit a nuisance in any portion of the condominium property or become an annoyance to any resident of the condominium by reason of barking or otherwise. Pet owners will be responsible for all fees that might be incurred should it become necessary to use legal means to correct the situation.
 10. In the event that multiple violations of these Rules occur, Management will have the right to revoke any such pet authorization and require the resident to remove the pet from Royal Park.

IX. BALCONIES AND STORM SHUTTERS

1. Permanent enclosures are not permitted on balconies.
2. All storm shutters must be approved by the Association prior to installation.
3. Balcony shutters, either roll-up or accordion style, must be installed inside of the screen. External patio shutters are not permitted.
4. Storm shutters must be white, or clear, in color.
5. Any protective materials used during a storm (i.e. plywood, tape on windows) with the exception of approved shutters must be removed within two (2) weeks of the end of the storm. Any repairs caused by owner's protective materials must be completed within two (2) weeks.
6. Indoor/Outdoor carpeting on patios and balconies have been shown to cause structural damage to the common elements and its use is prohibited.

X. ELEVATORS

1. As required by State Law, no smoking or carrying of a lighted cigar, cigarette, or pipe, is allowed in the elevators.
2. No eating or drinking is permitted in the elevators.

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3. Children are not permitted to play in or interfere with the orderly operation of elevators.
4. Children under the age of 10 are not permitted in the elevators unless accompanied by an adult.
5. Any malfunctions of the elevators should be reported to the Management Office. Should a malfunction occur after business hours, or on a weekend or holiday, please contact the gatehouse. There are emergency phones in each elevator.

XI. APARTMENTS

1. Each unit owner is responsible to regulate the occupancy of his/her unit. Restrictions of occupancy are as follows:
 - a. One-bedroom unit: No more than 2 permanent residents,
 - b. Two-bedroom unit: No more than 4 permanent residentsA permanent resident is defined as having occupancy for more than 30 days.
2. No owner shall operate any business from his/her apartment if such operations mean that their patrons will have, or need, access to Royal Park property.
3. In order to assure that every resident is able to enjoy peace and quiet in their own unit, owners of those apartments above the first floor must install acoustical barriers should they choose to install any flooring other than carpeting (to be approved by the Manager and Architectural Committee.)
4. Replacement of windows, doors and screen doors must be approved by the Manager and Architectural Committee. Windows must be vertical, single-hung aluminum windows. No horizontal window sliders are permitted, with the exception of the balcony slider.
5. Washing machines are not allowed. Our buildings and plumbing were not built to handle this extra overload of flowing water. Anyone with a washing machine will be held responsible for any damage done to other apartments or to the buildings.
6. Dryers are permitted but must be ventless.
7. Absolutely no change to the common outer building is permitted (i.e. dryer vents, satellite dishes, etc.)
8. No children under 18 years of age will be permitted to occupy an apartment unless the owner or renter is related and is in residence during the entire time of their occupancy. All children that reside within the community who turn eighteen (18), while still a resident of Royal Park, will have six months from the time of their eighteenth birthday to submit a resident application to the office and be properly screened with all the appropriate fees. If not submitted within a year of becoming a legal adult, they will be considered an unauthorized resident.
9. In accordance with FSS718.111 (5), owners and lessees are required to furnish sufficient keys to enter their unit, so that the Association may have access in case of emergency.
10. Mops, clothes, rugs, etc., are not to be shaken from apartment windows, in the trash chute rooms, or from balconies or catwalks.
11. All apartments should have appropriate window and door treatments. No sheets, blankets, towels, flags, newspapers etc. shall be hung on any windows or glass doors.
12. No signs of any kind may be displayed on building walls, unit windows and doors.

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13. No trash, cigarettes, or any other item, is to be thrown or dropped from the catwalks.
14. No cooking or barbecues are allowed on the balconies. Nor is cooking with charcoal or gas grills permitted within an apartment. This is a violation of the South Florida Building Code.
15. No musical instruments, televisions, stereos, and/or radios shall be played at any decibel level, which interferes with any other resident's right to enjoy peaceful occupancy of their own unit.
16. A resident owner accepting a permanent roommate must execute an Additional Occupancy Agreement, in accordance with the Association rules. The Association reserves the right to screen such occupant. Fees for such screening must be borne by either the owner or the roommate. Upon execution of the agreement by both parties and acceptance by the Association, the Association will issue parking decals, after fees are paid. Non-refundable fees are required.
17. Owners are responsible for the actions of roommates and additional occupants, and will be held liable for any violation of association rules.
18. Storage of any hazardous material is not permitted in any apartment or in any storage bin.
19. No resident, owner, or lessee may use the common areas to the detriment of other residents or guests.
20. Sunbathing is only permitted at the pool areas.

XII. SALE OF APARTMENTS

1. Owners who are selling their units may permit their real estate agent to install an electronic lockbox to facilitate Purchaser showings. Electronic lockboxes must be installed on the owner's door, and not on the railings or any Association property. Medically necessary or emergency combo lockboxes are permitted; however, they must be reported to the association's management office.
2. Prior to closing, vehicle decals must be returned to the Association office. No sale will be approved until all Royal Park registrations have been returned to the office.
3. Thirty (30) days after verification of a prospective buyer's references, the Association will either approve or disapprove the transaction. This will be done by an in-person screening of all the prospective new buyers.
4. If the date of submission is less than thirty (30) days from the closing date of the unit, all purchase applications will require an additional \$75.00 rush fee, due at the time of submission.
5. A Certificate of Approval of Sale will be executed and issued by the Board of Governors after approval by the Screening Committee of Royal Park Condominium Apartments, Inc., and contingent upon the compliance with all other provisions of the Rules and Regulations of the Association.
6. After approval by the Association, Purchasers must allow at least 24 hours, excluding weekends, in order to provide the necessary documentation to the closing agents.
7. The Association office will not be responsible for dispensing keys to anyone for any reason. This includes, but is not limited to, delivery, pest control, maintenance or any other service personnel.

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8. No sale will be approved unless and until all maintenance, assessments, and other fees are current and there is no money owed to the Association.

XIII. LEASING OF APARTMENTS

1. A unit owner may not lease a unit during the first 24 months of ownership of that apartment. The only exception is when an owner that has owned an apartment for over two (2) years and wishes to purchase another apartment. The owner will be permitted to rent the new unit rather than be forced to move from his old apartment. An owner may do this only once in a 24-month period.
2. Units may be leased provided such lease does not cause the Association to exceed the 18% maximum number of leases allowed in our Documents (120 Units), not including “perpetual renters”.
3. Owners or agents who wish to lease their apartments must submit the approved application forms to the office.
4. Owners or agents may lease their apartments only on a yearly basis, and no more than once in a twelve (12) month period. Leases may not exceed a twelve (12) month term.
5. Owners leasing their units must return their personal vehicle decals prior to the occupancy of their unit.
6. No lessee may sublease his/her apartment.
7. Lease arrangements, including references, must be submitted to the Association at least 30 days prior to proposed occupancy. All costs of renter’s screening, including references verification, shall be borne by the owner or lessee. Renewal of leases is subject to the approval of the Board of Governors.
8. If the date of submission is less than fourteen (14) days from the start of the lease/move in date, all rental or OA applications will require an additional \$75.00 rush fee, due at the time of submission.
9. Unit owners are responsible for any non-compliance of rules and regulations of their lessees. Damages incurred by the Association as a result of non-compliance, criminal activity, or negligence of lessees will be the responsibility of the unit owner.
10. No lease agreement will be approved unless and until all maintenance, assessments, and other fees are current and there is no money owed to the Association.
11. In the event the Unit Owner fails to pay Association Maintenance or any other Assessment when the same become due, Association shall be entitled to collect the Tenant’s rent payments (“Rent”) owed to Unit Owner under the Lease for the purpose of offsetting the delinquent Assessment. All leases must include the Association’s “Collection of Rent Agreement” with the Application paperwork.

XIV. GUESTS

An apartment owner not in residence may grant permission for a guest to use their unit, provided:

1. The Unit Owner must submit to the Association in writing at least five (5) business days prior to the occupancy the names of the guests and the number of persons in the guests’ party. At no time may the occupancy exceed the limits for the apartment. Owner is held responsible and liable for guest’s actions on Association property.
2. Family members are considered guests.

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3. Guests must have keys to the unit and must know the assigned parking space.
4. Guests must be aware of the Rules and Regulations of the Association and must abide by said rules.
5. Occupancy of a unit by guests is limited to a maximum of 30 days. This limit is cumulative in a twelve (12) month period. These limits apply when the owner is not in residence.
6. Providing all previously stated conditions are met, the guest shall pick up his vehicle pass at the Association office.

XV. BOARD OF GOVERNORS MEETINGS

1. The Notice for the Board of Governors meetings of Royal Park Condominium Apartments, Inc. will be posted on each building's glass-enclosed bulletin boards and the Association's website, RoyalParkCondos.com.
2. The Board of Governors will follow the Agenda posted.
3. The Chairman or President will recognize a speaker from the floor. If the speaker is not a Board member, the speaker will identify himself for the record, by name, building and unit number.
4. Each speaker will adhere to the time allowed (time decided and posted by the Board of Governors). Speakers may address only items on the posted agenda.
5. No personal remarks concerning Board members or other individuals are permitted.
6. Any individual who becomes disruptive during a meeting is subject to a fine and maybe removed by the proper authorities.

XVI. INSPECTION AND COPYING OF RECORDS

A. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

B. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the unit owner's authorized representative, as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.

C. INSPECTION AND COPYING

1. A unit owner, or a unit owner's authorized representative, desiring to inspect the Association's records shall submit a written request to the Association or Its manager. The request must specify the particular record subject to inspection.
2. Inspection or copying of records shall be limited to those records specifically requested.

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3. No unit owner, or authorized representative, shall submit more than three written requests, in total, for inspection or copying in a 30-day period. Each request shall be limited to four specific records, as allowable by State Law.
4. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner or authorized representative shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
5. No inspection of the record or groups of records, at any given inspection, shall take longer than 4 hours. If the inspection cannot be completed within such time frame, owner shall submit a request in writing for a subsequent continuation inspection which shall be accommodated within the next ten (10) days.
6. Records shall be made available by the Association for inspection on or before the 5th working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. Same notwithstanding, this time frame may be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. Financial records currently undergoing preparation for a financial examination will not be available at the Association's office and may require examination at the offices of a financial examiner. The Association shall notify the unit owner or authorized representative, by telephone or in writing, that the records are available and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours or normal business hours of the location of inspection if other than the Association office. (For the purposes herein, the terms "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed. For purposes herein "normal business hours" shall be the hours that the Association office is customarily opened, or the hours at the location where the records are inspected is customarily opened, or if there are no customary hours, then 9:00 a.m. to 1:00 p.m., Monday - Thursday.
7. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. If the location of inspection has a copy machine, then copies of the record shall be available within a reasonable period following the request. The Association will determine if the Association's copy machine or a copy service will be used, depending on the volume of copies requested. In the event the above-referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
8. A unit owner or authorized representative shall pay the reasonable expense of copying in the amount of \$1.00 per page. Payment in advance of copying shall be required, or owner may furnish his/her own copy machine and make their own copies at no cost to Royal Park Condominium Apartments, Inc. If an outside copying service is required, the cost of same will be the Owner's responsibility. Owner's may take photos using their phone for copying purposes at no charge.
9. Only the unit owner or the authorized representative shall be given access to the Association's records. No more than one (1) individual at any scheduled appointment shall be permitted access to review the Association's records.

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D. MANNER OF INSPECTION

1. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
2. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign staff persons or Association representatives to assist in the inspection and monitoring of the inspection. All requests for further assistance and copying during inspection shall be directed to the Association's designated representative.
3. The Association may, at its discretion, videotape the inspection sessions.
4. The Association may maintain a log detailing:
 - a. The date of written request for inspection
 - b. The name of the requesting party.
 - c. The records which are requested
 - d. The date of availability of records for inspection or copying.
 - e. The date and time of actual inspection or copying.
 - f. The signature of the person inspecting or copying acknowledging receipt of the records. Every person inspecting or receiving copies of the record shall sign said receipt prior to inspection or receipt of copies.
 - g. An agreement executed by the Unit Owner that the records so copied will not be used for personal or financial gains.

E. ENFORCEMENT OF INSPECTION AND COPYING RULES

1. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
2. Any requests for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party.
3. The Board of Directors may take any available legal action to enforce these rules, including injunctive relief and/or the levy of a fine in the event fining is authorized by the condominium documents.

XVII. FINES

The Board of Governors may levy fines against a unit for the failure of the owner of the unit or its occupant, licensee or invitee to comply with any provision of the governing documents and rules of the Association. Such fines must be levied in accordance with the provisions of Florida Statutes, as it may be amended from time to time.