

Laguna Vista Condominium Association

Braniff Property Management

General Rules and Regulations Governing Common Areas

Laguna Vista Management can be reached by contacting BRANIFF PROPERTY MANAGEMENT at Taylor@BraniffPropertyManagement.com / 410.524.0390

1. Excessive noise is prohibited at all times. Any disruptive, loud, or obnoxious noise or language will not be tolerated. Quiet hours are from **10:00PM - 9:00AM daily.**
2. Rollerblading, skateboarding, scooter riding, and ball throwing are prohibited in all common areas including the garage parking area.
3. Nothing shall be hung from balcony railings or on exterior walls, including towels and clothing or blankets. Nothing shall be shaken, thrown, or swept from any balcony (private or common), common area walkway, or stairwell. Private balconies shall not be washed with any products other than water and shall not be washed unless it is raining.
4. Decks and balconies must be kept clean, neat, and free of rubbish. Only deck furniture can be stored on balconies. No coolers, bicycles, strollers, or beach accessories can be stored on the balcony.
5. The carpeting used on private balconies cannot be permanently attached or glued and cannot be placed outside prior to **April 1st** and must be removed by to **November 1st.**
6. Nothing may be stored on the common walkway. Beach furniture and shoes must be kept inside the unit. A door mat, in good condition, may be kept inside the hallway.
7. Balcony furniture must be stored inside the unit when owners are not in residence during the winter months (**November-March**). Management Company will send an e-mail to owners in advance of predicted major storms – at least 48 hours, if possible. Owners must notify Management Company if they want them to bring patio furniture inside the unit. The fee for this service will be \$30 per move if Owner notifies Management Company 48 Hours before the storm hits Ocean City. If workers are requested go back to Laguna Vista because an Owner was late delivering their notice, the cost will increase to \$50. Owners may also provide Management Company with prior approval (retained in Management Company's files) to bring furniture inside anytime Management Company provides notice of a major storm and recommends bringing patio furniture inside.

8. The use of kerosene heaters, outdoor grills, (Gas or Charcoal) and other items that may create a fire hazard are **STRICTLY PROHIBITED**. Flammable items cannot be stored on the premises, either in common areas, inside vehicles, or inside units.
9. BARBECUE GRILLS (Excluding Electric Grills) are not permitted anywhere on the property.
10. Throwing objects from balconies and common walkways is prohibited. This includes cigarette and cigar ashes and butts. Cigarettes should not be extinguished on Laguna Vista Property.
11. Laguna Vista is a **SMOKE FREE PROPERTY and Smoking is strictly prohibited** on the property grounds including all Common Areas, Parking Garage, Pool, Gym, Dock areas, and Stairwells. Smoking is permitted inside Laguna Vista Units.
12. Feeding birds or other wild animals is prohibited.
13. The following rules and restrictions concern pets:

Owners are responsible for damage caused by their pets, either to units or to the common elements.

 - A. Pets shall not be permitted to roam about the property and must be always in the presence of and under the control of the owner or owner's guest and **must be on a leash at all times when in any common area of the property.**
 - B. Pets shall not be left unattended on balconies or chained outside the unit on walkways or on the common grounds.
 - C. Owners must ensure that their pets do not create a disturbance for others. It is recommended that you do not leave your pet alone.
 - D. Owners are responsible for picking up, removing, and disposing of pet waste materials in a sanitary manner.
 - E. Please note that pets are prohibited in rental units. Violations of the rental agreement may be cause for eviction.
13. Rubbish must be promptly disposed of using the dumpster provided on 14th street. Rubbish may not be left outside units, on walkways or entrance ways for any period.
14. Large objects, furniture and appliances may not be placed inside the dumpster. **Braniff Property Management** can assist in making arrangements for the removal of large objects by contacting the Town of Ocean City. All owners are required to notify the property manager, in advance, that they intend to place large objects for collection. The Town of Ocean City charges a nominal fee for the removal of such objects, and this fee will be billed to unit owner through the Management Company.
15. Parents must ensure children do not play on the elevators.

PARKING RULES

Vehicles parked in violation of the Laguna Vista Parking Rules are subject to be towed.

SHOULD YOUR VEHICLE BE TOWED, PLEASE CONTACT THE TOWING COMPANY LISTED ON THE PARKING GARAGE SIGN TO RECOVER YOUR VEHICLE. PLEASE DON'T HESITATE TO CONTACT BRANIFF PROPERTY MANAGEMENT IF ADDITIONAL SUPPORT IS REQUIRED.

1. EACH UNIT OWNER IS ENTITLED TO USE TWO and ONLY TWO SPOTS within the Laguna Vista garage for Guests, Renters, or Owners. There is **ONE** parking space assigned to each unit which is numbered. Additionally, unit owners have the right to use **ONE** more **Unassigned** parking spot. Owners and Renters **MUST** display the current Laguna Vista parking tag in use, or the appropriate Real Estate issued parking tags with "STAY" dates clearly displayed in a visible location. Owners are always required to use their assigned parking space and at no time can an owner or renter park more than **TWO VEHICLES** inside the garage. OWNERS and RENTERS and their GUESTS with more than TWO VEHICLES PER UNIT parked inside the garage **will be subject to towing.** **THIS WILL BE STRICTLY ENFORCED.** Vehicles parked in their numbered spot, but not displaying the proper parking tag will be subject to a FINE.
2. The display of current parking tags is always required, even when a vehicle is parked in its own designated parking space. **VEHICLES PARKED IN LAGUNA VISTA GARAGE WITHOUT THE PROPER PARKING TAGS OR PERMITS ARE SUBJECT TO IMMEDIATE TOWING.** Unit owners who inadvertently forgot their tags are advised to leave a note in the windshield stating that with a contact Phone Number, Unit Number, and Name.
3. The property manager is responsible for supporting all towing requests. (Refer to the association's towing policy.)
4. Vehicles must park within designated parking spaces. Vehicles cannot block ingress or egress to the parking lot area, to the dumpster area, or to other parking spaces.
5. Trailers, commercial vehicles, campers and house trailers, kayaks, boats, boat trailers, jet skis or jet-ski trailers are prohibited from parking in the parking lot area.
6. Vehicles cannot occupy more than one parking space. Vehicles occupying more than one space for whatever reason are subject to immediate towing regardless of Parking tags being displayed.

7. Vehicles CANNOT STOP, PARK, or LOAD/UNLOAD, for any reason in the common driveway space located in front of both lobbies. Additionally, NO VEHICLES ARE PERMITTED to PARK adjacent to the utility/control room located midway after entering the garage.
8. Vehicles cannot be parked so as to obstruct the removal of rubbish from the dumpster. Cars located in front of DUMPSTER will be automatically towed by the TOWN OF OCEAN CITY.
9. Owners who encounter another vehicle parked in their designated numbered parking space who require the vehicle be towed must contact **Braniff Property Management at 410.524.0390**. In the spirit of being "Friendly Neighbors" it is recommended, if possible, that the parking space owner leave a note on the violating vehicle for a period of twelve (12) hours before contacting Braniff Property Management. Only the owner of a particular assigned space may contact Braniff Property Management to have an illegally parked car towed from their designated numbered space.
10. Weekly or temporary guests **MUST** display a temporary REAL ESTATE parking permit; the parking permit must provide the following information: the name of the Real Estate Company or property manager, the unit number and arrival and departure day.
11. Routine maintenance (Such as Oil Changes) and vehicle washing are prohibited in the Laguna Vista parking garage.
12. Please park vehicles so they do not overhang the lawn, landscaping areas or shrubbery.
13. Vehicles cannot be left in the garage for storage purposes.
14. No one can sleep or change clothes in vehicles parked inside the Laguna Vista Garage.
15. There are large arrows indicating IN and OUT as a single traffic flow passage within the garage. Please obey all garage signage for safety purposes.
16. Designated Handicap Parking spots are clearly marked and identified with signage. ANYONE PARKED IN THOSE SPOTS **WITHOUT THE REQUIRED NON- EXPIRED PLACARDS** will be reported to the local authorities for enforcement purposes. All handicap parking spots including those located on Private Property are governed under State and Federal ADA Guidelines and may be subject to immediate towing and municipal fines for violations.
17. All vehicles are parked at Laguna Vista at the owner's risk. Laguna Vista assumes no liability for vehicle theft, vehicle damages, or personal property theft while parked in the Laguna Vista garage.

POOL AREA RULES

1. There is no lifeguard on duty. Swim at your own risk.
2. Proper bathing attire (bathing suit) is required at all times.
3. Pool hours are 8:00 AM until 10:00 PM. No owner, guest or renter may enter the pool area when the pool is closed.
4. Use of the pool is restricted to owners and their guests, and to renters who have a valid, current lease agreement. Pool keys should not be given to anyone not residing at Laguna Vista.
5. Owners and guests are prohibited from opening the pool entrance door for others. Pool entrance door is to remain closed and locked at all times. The pool entrance door may not be wedged or propped open for any reason for any length of time.
6. Children under the age of 16 must be accompanied and supervised by an adult over the age of 21 inside the pool enclosure at all times.
7. Individual floatation devices are permitted providing they do not interfere with the pleasure of others utilizing the pool.
8. An adult over the age of 21 must accompany any non-swimmers into the pool, even if the non-swimmer has been provided with a floatation device.
9. Plastic pants or Swimmies are required for all children who are not toilet trained or who are in diapers. It is essential that all accidents of an unsanitary nature be immediately cleaned and reported to management. In the event of an accident of this type, the swimming pool must be closed for a 24-hour period and treated with chemicals to prevent contamination of others.
10. There is to be no diving, running, roughhousing or ball playing within the pool enclosure at any time.
11. Glass containers or bottles **are not permitted inside the pool enclosure.** Broken glass inside the pool enclosure will cause the pool to be closed for preventive maintenance.
12. Pool furniture cannot be removed from the pool area.
13. In line with our NO SMOKING POLICY there is **NO SMOKING inside the pool enclosure at ANY TIME.**
14. All trash must be disposed of in the proper container.
15. Pets are not permitted inside the pool enclosure or in the pool at any time.
16. From time to time, the manager, or his designee, or another owner may ask for proof of residency. If asked, owners and guests are required to show a unit key tag or to give their name and unit number. This is done to help control unauthorized access to our pool from other surrounding properties. Those who cannot produce proof of residency will be required to leave the area.
17. Sliding glass doors MUST REMAINED CLOSED AND LOCKED AT ALL TIMES.
18. Items left in the pool or exercise room areas will be placed in the maintenance supply closets. Owners may contact the Management Company to retrieve items.

DOCK RULES

These rules and regulations shall apply to each owner and the respective families and guests, employees, contractors, agents, and invitees of any owner.

“Condo Association” shall include duly authorized representatives or agents of the designated Association including the property manager. “Owner” shall mean any person owning a slip on the dock.

1. No boat shall be operated to cause a wake.
2. Neither the Condo Association nor any agent of the Condo Association shall be responsible for loss or damage to vessels in the docking area. Each owner of a vessel shall be responsible for damage to other boats and for damage to any common areas, or facilities (including, without limitation, the building, the docks’ pilings, piers, and bulkheads) of the dock because of any actions by his/her vessel.
3. All vessels mooring at the Laguna Vista dock must be seaworthy, fully sound, maintain valid and current liability and comprehensive insurance, be in full compliance and possess current registrations with all local, state, and federal safety regulations, capable of getting underway within one hour after notice. Only personal/private vessels can be docked at Laguna Vista. It is the responsibility of the vessel owner to keep his/her vessel in such condition that it does not become unsightly or in the opinion of the Association reflect unfavorably on the appearance of the dock or the building.
4. All slip owners shall furnish the Condo Association, by emailing Braniff Property Management @ Taylor@BraniffPropertyManagement.com, prior to mooring, the name, home address and telephone number of the owner of the vessel (and master of the vessel if different from owner). This is for emergency purposes.
5. All slips are private property for the exclusive use of the slip owner or their guests, and **no commercial vessels are permitted.**
6. Boat slips cannot be sold, leased, or loaned to any person or entity not residing at Laguna Vista.
7. Individuals are not permitted to live aboard vessels docked at Laguna Vista slips. Vessel Owner is responsible for mooring and maintaining the security of its vessel. All vessels shall be moored in a manner acceptable to the Condo Association or shall be removed from the dock. Only one vessel may be moored in a slip (exception – Personal Watercraft). No vessel may overhang **any** mooring space on the bulkhead. "Slips are 30 Feet in length. Boats cannot measure any longer than 30 feet from the BOW PULPIT to MOTORS UP position. An exception is made for the deep-water slip.

8. Fueling of a vessel in any slip or mooring area is **STRICTLY PROHIBITED**. All fueling must be done at a designated fuel dock. **No fueling or the storage of fuel is permitted for any vessel docked at Laguna Vista.**
9. Routine minor maintenance may be accomplished at mooring spaces, but only with the express written approval from the Condo Association. Any vessel which may sink in the docking area shall be immediately removed by the owner.
10. All vessels shall be properly maintained and kept in a clean and orderly condition regarding exterior appearance. No laundering or drying of laundry is permitted on any deck or rigging of any vessel or on the common areas.
11. Only an owner and those expressly authorized by the condo Association may use the water and electrical power service provided to owner or their guests.
12. Water conservation is expected and shall be always practiced. All water hoses shall have nozzles and shall be turned off when not in use.
13. Oil, gas, spirits, paints, inflammables, and other substances which are deemed pollutant substances under the provisions of any state or federal law may not be discharged into the waters or on the docks or common areas. No discharge of sanitation effluent is permitted at the docking area. Owners are responsible for all spills of any petroleum, other pollutant, or other prohibited discharges. Any accidental discharges into the canal water MUST be reported immediately to the to authorities (if required) as well as the Laguna Vista Condominium Association
14. All Common Areas shall be always kept clean. Storage of loose gear and water accessories on the Common Area is not permitted. Hoses and electrical power lines shall not cross docks or walkways.
15. A dock box can be installed on the common walkway. All dock boxes must conform to the specifications provided by the Condo Association. Specifications are available at the office of the property manager.
16. No crab pots are permitted from any common area or from boats at the dock. Crabbing and fishing are permitted from the dock by Laguna Vista residents only and small children must be **monitored and accompanied by an adult at all times.**
17. Cleaning of fish, shellfish and game is permitted in the cleaning station area at the west end of the dock. The cleaning station area should be cleaned after each use. Those who want to clean fish on a regular basis should ask Condo Association Board of Directors for permission. The cleaning station area will be maintained by the Owners with dock slips.
18. Swimming from vessels, docks or the bulkhead **is strictly prohibited.**
19. Open fires are strictly prohibited on any vessel moored at the dock and on any common area in the docking area.
20. No trash (including cigarette butts) shall be thrown overboard or in the common areas. All garbage shall be disposed of by the owner of vessel.

21. All persons shall reduce noise levels between the hours of 10:00 pm and 7:00 am. Unnecessary noise shall be always avoided.
22. No advertising or soliciting is permitted on any vessel or any of the common area.
23. A sign of reasonable size, pre-approved by the Condo Association may be used to advertise the vessel for sale.
24. Pets on dock.
 1. Only domestic pets shall be permitted.
 2. All pets shall be always kept under control and leashed at all times so that they will not become a nuisance to the owners or occupants of other slips.
 3. All pets must be licensed and vaccinated as may be required by law.
 4. All pet owners shall be responsible to immediately clean up any mess created by their pet in any portion of the common area.
25. Motorcycles and bicycles shall not be ridden or parked on docks at any time. Motorcycles and bicycles shall be parked in designed parking areas only. There shall be no boat trailers, campers, or recreational vehicles in the parking lot.
26. No boat lifts can be installed unless the owner has submitted an Architectural Variance Request form and has received permission from the Board of Directors. Boat lifts must be installed by licensed and insured contractors and a permit for the installation of the lift must be provided to the property manager prior to installation.

FITNESS ROOM RULES

These rules and regulations shall apply to each owner and the respective families and guests, employees, contractors, agents and invitees of any owner.

1. Fitness Room hours are 8:00 AM until 8:00 PM. No owner or guest may enter the fitness room when the fitness room is closed.
2. Use of the Fitness Room is restricted to owners and their guests. Fitness Room keys shall not be given to anyone not who is not an Owner at Laguna Vista.
3. You must be 21 years or older to use the Fitness room unattended. Anyone between the ages of 15-20 years of age must be supervised by an adult (21 years or older). No one under the age of 15 is permitted to use the fitness room equipment.
4. Owners and guests are prohibited from opening the Fitness Room entrance door for others.
5. The Fitness Room entrance door may not be wedged or propped open for any reason.
6. Children under the age of 15 are not permitted in the Fitness Room at any time. This includes children in strollers or sitting in the room while parents or guardians are exercising.
7. Rubber-soled shoes that cover the entire foot must be worn during the use of the fitness equipment for health and safety reasons. Sandals, spiked shoes, boots, and flip-flops are not permitted.
8. Shirts must be worn at all times.
9. Food is not permitted, but capped beverage containers are allowed.
10. Please be considerate of others and wipe down equipment after each use.
11. Plan your program to move from equipment to equipment as soon as you complete your routine. Cardiovascular equipment use is limited to 30 minutes when people are waiting.
12. The Laguna Vista Condominium Association is not responsible for personal items that are lost or stolen from the Fitness Center. Lost items (if found) will be stored in the maintenance supply closets. Owners may contact the Management Company to see if their items were placed in the maintenance closets.
13. Equipment problems should be reported to Laguna Vista property manager.
14. Do not adjust the thermostat controls. Turning the controls too low will cause malfunction of the air conditioning system.
15. Please turn out the lights, turn off the fans, turn off the television and close the windows upon completion of the use of the Fitness Center. Lock sliding doors and lock entrance doors.

UNIT OWNER RESPONSIBILITIES - EMERGENCIES

All non-life-threatening emergencies should be reported to Braniff Property Management at 410.524.03390

Dial 911 in the event of fire or other life-threatening emergencies.

The physical location of Laguna Vista is:

**301 14th Street,
Ocean City, Maryland 21842.**

1. Owners and guests are prohibited from tampering with fire alarm equipment. Fire alarm systems must not be shut down, or turned off, until the proper authorization is received.
2. If a fire alarm is sounding, owners and guests must exit the building and wait for clearance to return to units from on-site emergency personnel. In the event of a fire inside your unit, pull the emergency fire activation system handle located inside a pull station on each floor.
3. In the event of a water emergency, turn off the water main located inside your unit. If the water is originating from the unit above you, go up to the unit above to determine if someone is present in the unit. If the unit is occupied, ask the occupant to turn off the water supply at the water main inside the unit. Then contact Braniff Property Management, 410.524.0390, for further assistance.
4. Maintaining Interior of Unit
 - Unit owners are responsible for maintaining the interior of their units so as to NOT present property damage to units above or below. This means that all appliances and plumbing fixtures must be maintained in a condition that prevents the accidental flow of water into adjacent units. Owners who fail to do so are responsible for damage to their own units and to any and all adjacent units if a failure occurs.
 - All owners are required to turn off the water supply, at the water main located inside their unit, when they anticipate being away from the unit for any period of time exceeding 24 hours. Owners who fail to do so are responsible for water damage to adjacent units if a failure occurs
 - All owners are required to maintain an interior unit temperature of **between 55 degrees and 78 degrees Fahrenheit at all times.**
 - Unit owners are responsible for the actions and behaviors of the renters and guests who visit or reside in the unit. Unit owners who rent their units are required to post, in a prominent location inside their units, a copy of the Rules and Regulations and Sanctions.

- Unit owners are responsible for obtaining written approval from the Architectural Committee before attempting any exterior alteration, with the exception of the replacement of the HVAC system.

Emergency Services

Braniff Property Management:

24/7 Answering Service: 410.524.0390

P.O. Box 799

Ocean City Maryland 21843

One Stop Property Watch:

410-213-0313

DIAL 911 for Life Threatening Emergencies

Sanctions

1. Unit owners are required to read all Rules and Regulations and Sanctions. All Unit owners will be provided with two (2) copies of the Rules and Regulations and Sanctions. Unit owners will be required to acknowledge receipt and acceptance of the Rules and Regulations by signing one copy and returning that copy to the manager for inclusion in the association's files. Owners who do not comply will be mailed an additional copy, certified mail, return receipt requested, at the unit owner's expense.
2. Unit owners are responsible for the payment of sanctions imposed due to the violations of their tenants and guests.
3. **Sanctions will be imposed for violations of the adopted and published Rules and Regulations of the Laguna Vista Condominium.** The following procedures will be followed:
 - a. The Rules and Regulations as adopted by the membership are enforced by the imposition of fines for violations.
 - b. Any unit owner, or the manager, may prepare a written notice of violation. The violation notice must contain the following information: the date of the occurrence, the witness of the occurrence, a digital photo (If possible) the time of the occurrence, a description of the violation, the signature of the person preparing the notice.
 - c. There is no guarantee of anonymity for those submitting violation notices.
 - d. The violation notice must be submitted to the manager within five (5) days of the violation 's occurrence.
 - e. The violation notice will be reviewed by the Board of Directors.
 - f. The Board of Directors will review the violation notice, and at its sole discretion may act in the following manner:
 - 1st violation - written notice to violating unit owner and the scheduling of a hearing before the Rules Enforcement Committee.
 - 2nd violation (same offense) - \$100.00 fine.
 - 3rd repeated violations (same offense) - \$200.00 fine.
 - 4th and repeated violations (same offense) - \$500.00 fine
 - g. Fines will be subject to collection as defined in the Laguna Vista Condominium By-Laws and Declaration and any amendments thereof
 - h. The Rules Enforcement Committee shall have the authority to impose fines, arrange for towing of vehicles through its agent, waive fines or reduce fines.
 - i. A unit owner who disputes the imposition of a fine or the towing of a vehicle may appeal the sanction to the Board of Directors for further consideration

- and a hearing on the subject matter. After final appeal and the consideration of additional information the Board will render its decision.
- j. Matters unresolved by the hearing with the Board of Directors may be appealed to the general membership at its regularly scheduled Annual Meeting of Members and may be brought to vote on that date. The decision of the membership at its regularly scheduled Annual Meeting of Members shall be binding and final.
 - k. Fines will continue to be imposed for the duration of the violation and penalties and interest will continue to accrue until the matter is resolved if the violation is appealed. If the decision is not overturned, the violating unit owner will remain responsible for the payment of all fines and interest that accrues in the interim period.

Unit: _____

Signature of Owner

Date

Rules for Renters

General Rules

Violation of the following rules or violation of the rental agreement shall be cause of immediate eviction, and in addition to the imposition of fines payable to the Laguna Vista Condominium Association.

1. The Laguna Vista Management can be reached by contacting BRANIFF PROPERTY MANAGEMENT (Taylor@BraniffPropertyManagement.com/410.524.0390) or One Stop Property Watch (410.2 13.0313).
2. Excessive noise is prohibited at all times. From 10:00pm to 9:00 am all Laguna Vista residents will comply with quiet time and any disruptive, loud or obnoxious noise, or loud music will not be tolerated.
3. Units have a permitted occupancy of eight (8) individuals. Any renter wishing to have visitors or guests in the unit of more than (8) individuals MUST first get authorization and approval from the **Laguna Vista Management.**
4. **Smoking of any tobacco products to include vaping within any general or limited common areas of the condominium is strictly prohibited.** This includes the garage, all balconies, elevators, walkways, stairwells, and the dock area. Cigarettes cannot be extinguished on the siding, railings, walkways or balconies. Smoking is permissible inside the units.
5. Skate boarding, in-line skating and the use of scooters are prohibited anywhere on Laguna Vista Property.
6. Nothing shall be hung on any balcony or deck railing on any exterior walls, including towels, clothing, blankets, flowerpots, signs, banners, decorative flags or any decorative items. Clothesline cannot be hung anywhere on any balcony.
7. Decks and balconies must be kept clean, neat, orderly and free from trash at all times. Only deck furniture can be kept on balconies, no coolers, bikes, strollers, or beach accessories are permitted at any time.
8. No deck furniture is permitted on balconies from **November 1 through March 1**, and during this time all furniture must be stored inside the unit.
9. Throwing anything off of balconies and common walkways is **strictly prohibited.**
10. Nothing can be swept or allowed to flow or fall off the balcony or any walkway.

11. All trash or debris must be promptly disposed of in the dumpsters located on 14th street. No rubbish or trash may be left outside units at the unit entrances or on balconies for any period of time.
12. The use of kerosene heaters, barbeque grills, and any other items that create a fire hazard are strictly prohibited within 20 Feet of the Laguna Vista Property; this includes private decks/balconies/walkways/parking garage. Flammable materials of any kind cannot be stored upon the premises, either in common areas, on balconies or inside units.
13. The feeding of birds or waterfowl is prohibited at all times.
14. Pets are PROHIBITED in rental units.
15. No crab pots or fishing is permitted from any common area including the Dock Area.
16. Lobby doors are not allowed to be wedged open and must remain closed and locked at all times.