



**SAVOY ON PALM
CONDOMINIUM ASSOCIATION, INC.**

**RULES & REGULATIONS
FOR OWNERS AND GUESTS**

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BICYCLES, MOPEDS & MOTORCYCLES

When not in use, all bicycles must be placed in the owner's unit, garage or storage area. Mopeds, motorcycles and motorized scooters are to be operated only on the main access road for ingress and egress to the parking garage. Motorcycle engines must be operated with a muffler system in good operating condition to minimize the noise factor.

BOARD MEETINGS

All notices of membership, directors and committee meetings at which Owners are entitled to participate will be posted in a conspicuous location as provided by law.

CAR WASHING ON PROPERTY

There is no car washing area, commercial or otherwise, provided for at the Savoy.

CATERERS

Caterers are permitted to park one truck inside the building during the catered event. A parking space inside the building will be assigned to the caterer during the event. If the truck does not clear the garage entrance, it should be assigned to the parking area designated as the loading zone at the Northwest side of the building. Should more than one owner be having a catered event at the same time then the Savoy Concierge will determine parking arrangements.

CHILDREN

1. Children under 12 shall be under the direct control of a responsible adult. (a person 18 years of age or older) at all times and should not be allowed to run, play tag, or act boisterously on the condominium property. Skateboarding, "Big Wheels", or loud or obnoxious toys are prohibited.
2. Children under the age of 16 may use the pool or spa only when accompanied by a responsible adult.
3. Children between the age of 12 and 16 may use the fitness facility and locker rooms only when accompanied by an adult. Children under the age of 12 are not permitted in these areas at any time.

COMMON AREAS

1. Footware and shirts are required in the lobby, elevators, stairways and parking areas.
2. A cover up is required over swim suits.
3. The sidewalks, entrances, passages, elevators, lobby, halls and similar portions of common elements shall not be obstructed in any manner and are to be kept free of any objects or materials which are unsightly or hazardous, including carts, bicycles, and carriages.
4. The personal property of residents must be stored in their unit, garage, or storage unit.

CONCIERGE SERVICES

The Concierge will be available according to schedules decided by the Board of Directors. The Concierge has multiple responsibilities including management of parking for residents, vendors, and guests, reservations for guest suite and common areas, assisting with deliveries, etc.

The Concierge can be reached at 941-951-2800.

CONSTRUCTION & PENETRATIONS INTO WALLS & CONCRETE

1. Detailed rules are maintained by the Concierge and must be consulted and followed for any projects, no matter how minor they may seem.
2. Penetrations into concrete slabs, beams or columns need to be rigidly controlled, since the structural concrete slabs are post-tensioned.
3. Association or unit owners shall attach objects, fixtures, materials, or any other type or kind of item to the concrete structure **ONLY** with fasteners, inserts, nails, screws or any other similar type or kind of item to, or otherwise penetrate into the post-tensioned concrete slabs, walls, beams or columns with fasteners, inserts, nails, screws or any other items of similar type or kind to, a maximum depth of 1/2 inch.
4. Any deeper penetrations or any other kind of type of penetrations through any existing concrete structures throughout the Condominium building are strictly prohibited without detailed, signed and sealed engineering drawings, express written instructions, express installation and quality control procedures, written and approved by a licensed Florida structural engineer.
5. Owners may fasten light fixtures, shelving, pictures, mirrors, objects or art, and similar household items to the interior walls of a unit, provided they can be removed without substantial damage to the common wall structure. Care should be taken by unit owners to ascertain those walls which are party or common walls prior to affixing any object or element to those walls. No electronic devices or equipment may be installed or permitted in any unit which interferes with the television or radio reception of another unit.

CONTRACTORS, SERVICE WORKERS, & DECORATORS

Contractors, service workers, and decorators are required to register with the Concierge or other persons as designated by the Board. All work should be scheduled between 8:00 am and 5:00 pm, Monday through Friday and Saturdays from 9:00 am to 4:00 pm. The Association cannot assume responsibility for admitting trades people to any unit in the absence of the resident.

1. All contractors and sub-contractors must have Type "B" licenses in Sarasota County and submit proof of same for the Association's file.
2. No work shall be permitted within a unit by unlicensed persons.
3. Prior to authorization for access, decorators, contractors, and sub-contractors must provide:
 - From their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence, and no less than \$500,000 aggregate.
 - Proof of Worker's Compensation coverage for the Association's file.
 - Decorators, contractors, and sub-contractors, and are on the condominium property at their own risk and agree in writing to indemnify and hold harmless the Condominium Association for any liability or damages that might arise in connection with their activities on the condominium property.
4. All vendors must use public parking. Any parking on Savoy property will be supervised by the Concierge.
5. Work preparations, such as mixing of paints, mud, grout, etc., will not be allowed in the garage or stairwells.
6. Grout, paint, wall mud, or any other material may not be poured down building drains, sinks, toilets, or bathtubs. The Concierge can designate cleaning areas.
7. Do not tamper with or hang extension cords from any of the sprinkler heads.
8. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work that generates heavy airborne particles, such as sanding and painting.
9. Breaks and lunches, if taken inside the building, should be confined to the owner's unit.
10. Smoking, while discouraged, will only be allowed in the individual units with the owner's permission.
11. Each owner is responsible for his decorators, contractors, and sub-contractors actions and inactions while on the condominium property.
12. Should a decorator, contractor or sub-contractor discover a defect in a unit, they must notify the building manager immediately so the defect may be verified and corrected prior to doing any work that might be impacted by the defect.

DELIVERIES

Express delivery service and other small packages are held at the Concierge Desk, or in the mail room, depending upon size. Owners, tenants and guests will be notified by the Concierge when a package has arrived. The Concierge will sign for your packages only if you so instruct. Deliveries of large items, packages, furniture, etc., should be arranged in advance through the Concierge. Residents must make arrangements with the Concierge for directing the delivery people in and out of the building.

DESTRUCTION OF PROPERTY

Residents will be held financially responsible for destruction, damage, or defacement of buildings, elevators, facilities, or equipment caused through their own acts or the acts of their tenants, guests, contractors, suppliers or other persons acting on their behalf.

EMERGENCIES

A. MEDICAL & POLICE

Owners, guests or tenants should call 911 in the event of a medical or police emergency. Defibrillators have been placed for emergency use. One is located at the front desk and one in the third floor Fitness Center. Owners are strongly encouraged to attend an instructional session regarding emergency assistance and use of a defibrillator.

B. FIRE

DO NOT USE THE ELEVATORS! Proceed immediately to the stair well, descend to the ground floor, then out of the building.

In case of emergencies, the Association has the duty to access an individual unit and override the alarm system.

EXTERIOR APPEARANCE

Residents are not permitted to:

1. Paint or otherwise change the appearance of the exterior of the unit, building, wall, door, window, screen, patio, balcony, terrace or any other exterior surface.
2. Place any sunscreen, blinds or awning on any terrace or exterior surface or opening, without prior, written permission from the Board of Directors.
3. Place any draperies, blinds or curtains at or over the windows or doors of any unit without a solid, color exterior liner acceptable to the Board of Directors.
4. Tint, color or otherwise treat or apply anything to any window or door which will adversely or materially change or affect the uniform exterior appearance of the building in the sole opinion of the Board of Directors.
5. Erect or install any exterior lights, decorations or signs.
6. Keep or expose to view any laundry, bathing apparel, beach or porch accessories outside the units, limited common element balconies, or terraces.
7. Owners may place items such as art, sculpture, plants, flowers or furnishings on the deck of any balcony provided the height of such items do not extend above the balcony railings.
8. External antennae must conform to the Federal Communications Commission provisions. Board approval is required before installation.
9. Owners who installed balcony fans prior to May 3, 2007 may keep those fans until replaced. After May 3, 2007 owners may install only the Cirrus Hugger, gloss white fans made by Modern Fan Company, with or without lights and in any of the current sizes of 36", 42" or 52".
10. Unit owners are responsible for all plantings on their terraces as well as their maintenance. No plantings should distract from the architectural design or visual aesthetics of the building.

FITNESS & EXERCISE FACILITY

1. Before the first use of any of the fitness or exercise equipment, owners and their guests must sign a **WAIVER FORM** available from the Concierge or downloadable from the Savoy Web Site.
2. Each user of the equipment is advised to consult a physician to determine if he/she is healthy enough to safely use the equipment.
3. The Association will not be responsible for any injury as a result of the use of the exercise equipment.
4. The exercise equipment has been and will periodically be professionally cleaned. However, as a courtesy, everyone using the equipment is asked to leave the equipment in a clean condition.
5. Saunas are located in both the men's and women's locker rooms. Care should be taken in using them.
6. Children between the age of 12 and 16 may use the fitness center and locker rooms only when accompanied by an adult. Children under the age of 12 are not permitted in these areas.
7. Due to the limited space in the fitness area, no one other than overnight guests either in an owner's unit or in the guest suite, shall use the fitness center at any time.
8. There is a time limit of 30 minutes for use of equipment in the fitness center if someone else is waiting to use that equipment.
9. The proper clothing (styled to permit safe use of the machinery) and proper footwear must be worn in the Fitness Room. Exercise equipment must be returned to its proper location after use.
10. Personal trainers are the sole responsibility of the owner or tenant, and must register and submit proof of current liability insurance coverage to the Concierge.
11. Owners wishing to purchase, donate, or place equipment or other items in the exercise room must first obtain approval of the Board.

FLOORING

- A. Since the structural concrete slabs are post-tensioned, any penetration into post-tensioned slabs, needs to be rigidly controlled.
- B. Sound insulation is also required.

All work on flooring must conform to the Construction Rules available from the Concierge, and must be approved in writing by the Board of Directors before any work is begun.

FOOD & BEVERAGES

1. Food and beverages may be consumed only in those parts of the common and limited common areas that are specifically designated for such purposes. This does not apply to owners' balconies. Exceptions must be specifically authorized by the Association.
2. Drinks in plastic containers and dry snacks are permitted around the pool.
3. All types of food and drink are permitted in the covered area adjacent to the pool where tables and chairs are provided.
4. Users are responsible for removing the trash and leaving the area in a clean condition.

GRILL USE

Except for the summer kitchens in the penthouse units and unit 301, charcoal grills and other cooking devices cannot, under any circumstances, be used on terraces, balconies or any common element, except in designated areas as authorized by the Board of Directors of the Association and the City of Sarasota. Persons using the grills are responsible for cleaning them after they have finishing cooking. Cleaning implements are located under the sink.

GUEST SUITE PROCEDURES & RULES

- 1. The Guest Suite is for the use and convenience of owners and their guests while the host owner is actually in residence. Guest Suite is not for extended or public use.**
- 2. Reservations should be made through the Concierge along with a completed reservation form and deposit.**
- 3. With the exception of holidays, requests for reservations will be handled on a first-come, first-served basis. Holidays include Rosh Hashanah, Yom Kippur, Thanksgiving, Chanukah, Christmas, New Year, Ramadan, Easter, and Passover.**
- 4. If more than one owner wants the guest suite for a holiday, a lottery will be held. The Concierge will conduct all lotteries. The Concierge will notify the members of the dates for all lottery submissions and the dates for all drawings for the year. Two names shall be drawn for each lottery. The person whose name is drawn first has three days from the drawing date to confirm the reservation and submit the \$250 deposit. If the lottery winner does not cancel the reservation within 3 days and does not use the facility, the \$250 deposit will be forfeited. If the first name does not use the reservation, the second name has first refusal for the facility. The three day window will then apply to the second name.**
- 5. Any owner who used the guest suite as the result of winning the lottery will not be able to enter another lottery for the coming 12 months. This stipulation will not apply to those who have signed up for the guest suite when no lottery was required. Applications for holiday lotteries will be required at least ninety days in advance and a holiday lottery will be held at least ninety days in advance.**
- 6. The maximum stay for guests is seven days, unless an extension has been specifically authorized by the Association.**
- 7. The Guest Suite fee is \$125 per day plus all applicable taxes and fees.**
- 8. Daily maid service is not provided for the guest suite. Maid service may be arranged through the Concierge desk for an additional hourly fee.**
- 9. A \$250 deposit is required upon successful reservation of the suite.**
- 10. The Concierge will assign a guest suite occupant a parking space if requested.**
- 11. There is absolutely NO SMOKING in the guest suite or on the adjoining balcony. In the event that a guest violates the NO SMOKING rule a fine of \$1000 will be charged to the owner who sponsored the guest for any violation of this policy.**
- 12. Upon check-in all guests are required to sign an Exercise Room Waiver before they receive the keys to the suite.**
- 13. Guests are entitled to use the facilities of the Savoy subject to the same rules and regulations as the owners, but may not reserve the use of the party & meeting room.**
- 14. The host unit owner will be responsible for any damage to the Guest Suite, the common elements or to other Association property caused by the guest, as well as for the guest's compliance with all applicable Condominium Rules and Regulations.**

HURRICANE & STORM PREPARATIONS

1. Hurricane season runs from June 1 through November 30.
2. Unit owners or tenants who plan to be absent from their units during hurricane season must prepare their unit prior to departure by removing all furniture, decorations, fan blades, screens, and any other moveable items from the balconies and terraces.
3. In the event of a hurricane evacuation or similar emergency, all additional security procedures listed under **TRAVEL & EXTENDED ABSENCE** should be followed.
4. Owners are responsible for assuring that these are accomplished, even if they are away from the building at the time.
5. Association employees in these circumstances have the primary job of protecting the common areas, not individual units.

LEASING OF UNITS

Units may not be leased for a period of less than one year. All lessees must complete the standard rental application form available from the Concierge, and include a rental fee of \$200 payable to the Association. The application must be approved by the Board.

This form will include:

1. Name of occupants, at least one of whom is the leasee and is so designated.
2. Relationship to owner (if any).
3. Total number of occupants and ages of children, if any.
4. Number of vehicles, kind and license numbers.
5. Expected date of arrival and departure.
6. Certification that they have read and will abide by the Rules and Regulations of the Savoy on Palm Condominium.

All owners must furnish their tenants copies of the Association's current Rules and Regulations which tenants must acknowledge receiving in writing. Consistent with the provisions of the Declaration of Condominium that each unit will be used exclusively as a single family residential dwelling, any unit that is owned by a trust, corporation, partnership or other non-family entity shall designate one family or individual as the user of the unit. During the time a unit is leased the owner shall not have the right to use the common or limited common elements, or the Association property, except to enforce its rights (including access to the Unit) as landlord pursuant to Chapter 83 of the Florida Statutes.

Units may be loaned an unlimited number of times to relatives, friends, or other owners. Tenants may not loan their units to others.

LIBRARY

A self-service lending library of books is available on the third floor. Residents are encouraged to recycle books into the library.

LISTING & SHOWING SAVOY UNITS

The following rules must be given to the listing agent by the unit owner at the time of the listing:

1. Owners must register the fob given to the listing Realtor with the Concierge. Only the listing realtor will be permitted to have a fob.
2. The listing Realtor must accompany clients and other Realtors at all times.
3. All Realtors and clients must register with the Concierge.
4. No open houses are permitted.
5. No signs are to be posted on Savoy premises.
6. Broker tours must be conducted on weekdays only from 9 AM – 5PM., and be scheduled with the Concierge at least 24 hours in advance. 941-951-2800.
7. The Concierge will notify all owners of upcoming tour appointments and post notice of same in relevant elevators.
8. During broker tours there must be a Realtor in the lobby and a Realtor in the unit for sale.
9. A Realtor must accompany other Realtors to common areas at all times.

MASSAGE & PERSONAL TREATMENTS

All massage, nail appointments, facials, etc., to be performed in the spa treatment room must be scheduled beforehand with the Concierge. People performing these services need to register with the Concierge by submitting a copy of their occupational license.

MOVING

Persons moving furniture and other property into and out of units must notify the Association in advance and use the designated elevator access to the units. All moves will take place under the supervision of the Concierge. All moves will be scheduled with the Concierge, and the Concierge will control which elevator is to be used for the move. Only the designated elevator may be utilized for moving furniture and other property into and out of units. All such moving must be performed Mondays through Fridays between the hours of 8:00 am and 5:00 pm and Saturdays from 9:00 am to 4:00 pm. Moving vans and trucks used for this purpose shall use the designated loading/unloading area at the direction of the Concierge and shall remain on condominium property only when actually loading or unloading.

NOISE

- 1. Radios, stereos, amplifiers, television receivers and musical instruments must be played at a minimum volume, so as not to be audible from the other units or common areas, between the hours of 11:00 pm and 8:00 am.**
- 2. No loud music or electronically amplified musical instruments may be used without the written consent of the Board of Directors.**
- 3. Owners and guests using the pool must be sensitive to their neighbors residing on the south side of the building and keep the noise level to a minimum.**

PARKING

- 1. All guest, service, and delivery vehicle parking will be assigned and controlled by the Concierge.**
- 2. The north side of the circular driveway may be used for service and delivery loading or unloading under Concierge supervision.**
- 3. A guest parking space shall be assigned as a Guest Suite space when an owner requests a space for a guest suite visitor.**
- 4. In general, all guest spaces are designated for guests and not service or delivery vehicles. However, at the Concierge's discretion, guest parking may be assigned to a service or delivery vehicle for a short period of time (3 to 4 hours) under certain circumstances.**
- 5. Owners should only use the Guest Parking spaces for their own cars for brief times (such as loading or unloading). The Guest Parking spaces are not intended for prolonged use by owners. The Concierge will confirm availability of overnight or multi-day use of a guest parking space by an owner on a temporary basis. In the event the space is needed by a guest, the owner will be requested to move his vehicle.**
- 6. Only owners or overnight guests of owners may park in Guest Parking spaces overnight. Exceptions to these rules are subject to approval by the Board.**
- 7. Parking in the driveway directly in front of the entrance to the building Monday through Friday, 8:00 A.M. to 5:00 P.M is limited to 30 minutes. Parking around the circular driveway is unrestricted for owners, visitors and guests after 5:00 P.M. Monday through Friday and on weekends and holidays.**
- 8. Commercial vehicles, trucks, campers, trailers, mobile homes, motor homes, boats, or similar vehicles may not be parked on common areas of the condominium property. Non-commercial trucks, small sailboats, windsurfers and similar water-oriented recreational equipment may be stored in the owner's garage or storage area. If parking is required elsewhere, written approval from the Association is required.**
- 9. Vehicles and equipment which are essential and necessary to transport handicapped persons, such as their wheelchairs or other similar devices, are exempt from the restrictions.**

PARTY, MEETING, & MEDIA ROOM

- 1. It is requested that the Concierge be notified in writing at least three days in advance of any event or party to be attended by 15 or more guests (other than owners, tenants, and their house guests). The Community Room is for the use and convenience of unit owners and their guests while the host unit owner is actually in residence and is not for extended use or for public use.**
- 2. Reservations for using this room for holiday dinners will be selected by a lottery similar to that used for the guest suite reservations.**
- 3. With the exception of holidays, requests for reservations will be handled on a first-come, first-served basis. Holidays include Rosh Hashanah, Yom Kippur, Thanksgiving, Chanukah, Christmas, New Year, Ramadan, Easter, and Passover.**
- 4. If more than one owner wants to use the facility for a holiday, a lottery will be held. The Concierge will conduct all lotteries. The Concierge will notify the members of the dates for all lottery submissions and the dates for all drawings for the year. Two names shall be drawn for each lottery. The person whose name is drawn first has three days from the drawing date to confirm the reservation and submit the \$250 deposit. If the lottery winner does not cancel the reservation within 3 days and does not use the facility, the \$250 deposit will be forfeited. If the first name does not use the reservation, the second name has first refusal for the facility. The three day window will then apply to the second name.**
- 5. Any owner who used the facility as the result of winning the party room lottery will not be able to enter another party room lottery for the coming 12 months. This stipulation will not apply to those who have signed up when no lottery was required.**
- 6. Reservations for lotteries will be required at least ninety days in advance and a holiday lottery will be held at least ninety days in advance.**
- 7. There is absolutely NO SMOKING in the facility or on the adjoining balcony. If a guest violates the NO SMOKING rule a fine of \$1000 will be charged to the sponsoring owner.**

A deposit of \$250 is required to hold the reservation which will be used to cover any cleaning that is not completed by the owner. If no cleaning is required, the deposit will be returned. Damage to furniture, accessories, art work or equipment is the financial responsibility of the owner.

PERSONNEL

- 1. Savoy personnel are employees of the condominium management company and are assigned duties and supervised by the management company in consultation with the Savoy Board.**
- 2. Residents must not interrupt or interfere with the performance of their regular duties. Requests for maintenance or repairs should be in writing to the Concierge. Forms are available at the front desk.**
- 3. Any arrangement between an owner and an Association's employee to perform any service including monitoring an owner's unit in the owner's absence will not be permitted during normally scheduled working hours.**

PETS

1. No dog shall weigh more than 50 lbs. Total number of pets shall be limited to 2.
2. No pets shall be permitted in the pool area or fitness center, leashed or unleashed. On all other portions of the Savoy common elements or common property, pets shall be under hand-held leash or carried at all times.
3. Messes made by pets must be removed by owners or handlers immediately.
4. The Board shall designate the portions of the Savoy property which shall be used to accommodate the reasonable requirements of owners who keep pets.
5. Pets that are vicious, noisy or otherwise unpleasant, (including, without limitation, Pit Bulls, Doberman Pinschers, Rottweilers, German Shepherds, and similar breeds) will not be permitted in the Savoy Condominium.
6. In the event a pet has become a nuisance or unreasonably disturbing in the opinion of the Board, written notice shall be given to the owner or other person responsible for the pet and the pet must be removed from the Savoy property within 3 days.
7. Guests and tenants are not permitted to bring pets onto Savoy property.

POOL & POOL SPA

1. All persons using the pool & spa **DO SO AT THEIR OWN RISK.**
2. Lifeguards are **NOT** provided.
3. All owners and their guests must sign a **WAIVER FORM** available from the Concierge or downloadable from the Savoy Web Site before using the Pool and Spa.
4. Children under 16 years of age must be accompanied at all times by a responsible adult, defined as a person 18 years of age or older, regardless of the child's ability to swim.
5. Children under the age of 16 may use the pool & spa only between 8 AM and 10 PM.
6. No socializing before 8 AM and after 10 PM in order to keep noise levels down for owners on the south side of the building and neighbors.
7. Persons using the pool must be sensitive to residents and neighbors and keep the noise level to a minimum. Amplified live or loud music at the pool is prohibited.
8. Radios may be played only through headphones or at a low volume level.
9. Skateboarding, "Big Wheels", and loud or obnoxious toys are prohibited.
10. Do not remove pool furniture from the pool deck.
11. Chairs, lounges, or tables may not be reserved.
12. Return all chairs, lounges, or tables to their original place.
13. No running, unnecessary noise, or disturbances, including ball playing, which interfere with the normal use of the pool or pool area, is permitted.
14. No oversized rafts or floats are allowed in the pool. Play equipment is permitted.
15. Maximum temperature of the pool is 85 degrees.
16. Maximum temperature of the spa is 104 degrees.
17. Only drinks in plastic or paper containers, and dry snacks are permitted around the pool & spa. Spilled liquids or dropped food must be cleaned up before leaving.
18. Glass containers are specifically prohibited around the pool & spa.
19. No food, drink, glass, or animals are allowed in the pool or spa.

SAFETY

- 1. No occupant shall permit any activity or keep an item in a unit, limited common area, or common area, which could be a fire or health hazard or increase insurance rates.**
- 2. Children are not to play on the terraces, or in the corridors, garages, stairways, elevators, mechanical equipment rooms or trash chutes and should not interfere with the normal operation of elevators.**
- 3. Residents shall not allow any item or debris to fall or be thrown from windows, doors, terraces or balconies.**
- 4. In order to minimize the risk of items being blown off balconies by unexpected wind gusts, it is strongly recommended that all items be secured when an adult is not present. Of special concern are unsecured or lightweight glass table tops.**
- 5. Owners are reminded that they, and not the Savoy Condominium, are responsible for any damage caused by items deliberately or accidentally flying off their balconies.**

SALE OF UNITS

- 1. The Condominium Declaration requires Board approval of an owner's resale of a unit and provides that a transfer without Board approval is VOID.**
- 2. Application forms may be obtained from the Concierge or management company and must be submitted to the Board for approval.**
- 3. The application for resale will not be approved if the seller has any unpaid balance due the Association.**
- 4. At time of sale or vacating the unit, owners must either return all fobs or have Concierge deactivate them.**
- 5. Owner must schedule move-out times in advance with Concierge.**
- 6. An application for resale must be accompanied by a fee of \$200 payable to the Savoy Condominium Association.**

SANITATION

- 1. Owners, tenants and their guests are not to accumulate rubbish, refuse, garbage or trash in places other than the receptacles provided.**
- 2. Units and public areas shall be kept in a clean and sanitary condition at all times.**
- 3. Appropriate garbage should be disposed of through the kitchen garbage disposal.**
- 4. All other garbage, trash, or refuse is to be placed in tied waterproof plastic bags or similar containers in accordance with local codes before disposing in the trash chute. Loose trash cannot be deposited into the trash chute.**
- 5. The Concierge should be consulted before disposing of any item, such as hangers, wires, large containers, or boxes, that could cause blockage of the trash chute.**
- 6. Large cardboard cartons should be broken down before being placed in the designated trash area of the first floor garage.**
- 7. Recycled trash will be deposited in areas determined by the Board of Directors.**
- 8. Recycled glass, cans, bottles, plastic containers, etc. must be deposited in the appropriate container and tied in plastic trash bags.**
- 9. Paper items must be deposited in the appropriate container but do not need to be bagged.**
- 10. All trash accumulated by tradesmen working in Units must be removed by the tradesmen.**
- 11. Construction trash is not allowed down the trash chute, or in common areas.**

SECURITY

A. FOBS, GARAGE OPENERS, & FRONT DOOR ACCESS

1. All users of fobs & garage openers must be registered with the Concierge.
2. Each registered fob must include name of fob holder and the number of the fob.
3. The number of fobs issued to each owner shall be limited to 6.
4. The number of garage openers shall be limited to 3.
5. No fobs or garage openers may be given or loaned to a contractor.
6. Owners may loan fobs and garage openers to their permanent employees and overnight guests.

B. ELEVATOR ACCESS

Concierge will monitor visitor & contractor traffic in the elevators, requiring all non-residents to sign the visitor/contractor log before proceeding to the owner's unit.

C. KEY PADS

Gate key pad codes will not be changed since these represent secondary entrances to the building.

Garage key pad codes will be changed twice a year in October & May since these represent primary entrances to the building.

SMOKING

Smoking is prohibited in any of the interior and exterior common areas of the building. Smoking is limited to the individual owner's unit.

SOLICITATIONS

There shall be no solicitation in any common areas of the building or on the condominium grounds.

STORAGE AREAS

Residents are responsible to see that nothing is placed in their storage areas which could create a fire hazard, become infested with rodents, vermin, or insects, or be subject to spoilage. The Association accepts no liability for theft or damage to any personal items in these storage areas and will not provide cleaning maintenance to the interior of any storage area.

TRAVEL & EXTENDED ABSENCE

When leaving for an extended absence (7 days or longer) owners are required to clear all movable objects including furniture, plants, and other decorative items from the balconies. In hurricane season, also refer to **HURRICANE & STORM PREPARATIONS**.

When leaving, the following information should be given to the Concierge:

1. Phone number(s) where you or your representative may be reached.
2. Keys for any cars left in the garage.
3. Names and phone numbers of service companies, i.e. air conditioner or other appliances.

In addition it is recommended that:

1. The main water inflow valves to the unit be turned off.
2. The water heater and recirculating pump be turned off .
3. If you turn off the refrigerator, prop the refrigerator door open securely.
4. To prevent mildew set the air conditioner thermostat no higher than 85 degrees.
5. Turn off the hot and cold valves leading to your washing machine.
6. Lock all windows and doors.
7. Check all faucets, toilet bowls, lights and locks.
8. Contact the local post office at 331-4221 or www.ups.com for mail instructions.

UNIT ACCESS

1. The Association has the irrevocable right of access to each unit at any reasonable time, when necessary, for maintenance, repair, replacement of any common elements or for emergency repairs necessary to prevent damage to the common elements or to other units.
2. A phone call will be made to the owner or designated representative prior to accessing a unit.
3. Only Board members or Board appointed representatives may accompany the Association's employee into these areas.
4. If additional locks are installed on the front or service area entrance door, a key must be provided to the Association.
5. If access is necessary and a key is not provided, a locksmith may be engaged at the owner's expense to provide access to the unit.
6. In emergency circumstances, if access has not been provided to the association by the owner, it may be necessary to obtain access through a locked door. The cost of any repair will be the owner's responsibility.

UNIT OCCUPANCY

No owner, owner's tenant, owner's guest or any other occupant of a condominium unit, shall use it for any purpose other than a single-family unit.

VALET PARKING

Owners may at their own expense secure the services of a licensed valet company. The owner is responsible for insuring that the following procedures are followed without exception:

1. Valets shall not park vehicles on Savoy property
2. Cars may wait in line in the circular driveway until a valet is available, but at no time should entrances to the circular driveway or the garage be blocked by cars.
3. The valet company must provide a written assurance to the Savoy management company at least 24 hours prior to the event that they are licensed by the City of Sarasota, must provide a copy of the required insurance policies, and agree to fully comply with the rules of the Savoy.

VISITORS, GUESTS, & TENANTS

1. All guests, visitors, and tenants must adhere to the rules and regulations adopted by the Board of Directors.
2. Daytime visitors may not use the common facilities if the owner or tenant does not accompany.
3. All overnight guests must sign an Exercise Room, Pool, Spa waiver before they will be permitted to use those facilities. No daytime visitors may use the exercise facility.
4. Use of pool, spa, grill and fitness center is limited to persons who are overnight guests of an owner, registered as guests in the guest suite, or in the company of an owner.

WASHER & DRYER USAGE

Owners will be permitted to use the 3rd floor washer & dryer on a limited basis for large items and special circumstances only. In order to avoid conflict with the duties of the cleaning staff, owners should make arrangements with the Concierge.

WEB SITE

Web site: www.thesavoyonpalm.org Access requires a USER NAME and PASSWORD. (These will be changed when any unit changes ownership.)

Contains:

1. Declaration & Bylaws.
2. Emergency manual for mechanical, electrical, and emergency generator.
3. Hurricane, medical, and emergency procedures.
4. Rules and Regulations.
5. Committee roster.
6. Board meeting reports.
7. Newsletters.
8. Owner roster with phone numbers and e-mail addresses.

WINDOW CLEANING

Exterior window washing, for fixed windows only, will be provided four times a year, the cost of which will be charged as a common expense.