

Water Street Hotel and Marina Home Owners Association

Unit Policies

Rentals:

- I. Unit owners are entitled to rent their units on a transient basis when not in use by Owner.
- II. Long term (non-transient) or permanent rentals are not permitted under City code.
- III. Owners may participate in the management program offered by the Association's in-house management company or select their own "third-party" management company.
- IV. Third-party management companies must be licensed rental companies and be approved, in advance, by the Home Owners Association.
- V. Owners choosing to manage their own rental program or the services of a third party management company must insure that their rentals do not interfere with the operation of the in house hotel rental program.
- VI. Independent arrangements to utilize common areas under lease with the in house management company should be made directly between Owners and the Water Street Hotel management company.
- VII. The Water Street Hotel management company will prepare a list of charges for Owner use of common facilities which are consistently applied to all owners. Such areas include meeting facilities, catering kitchen, pool, boardwalk and yard areas.
- VIII. The Water Street Hotel management company will prepare a list of charges for services available to Owners that do not participate in the Hotel management rental pool. Such services include: episodic housekeeping services, reception and key management, guest request services for wake-up, maintenance, concierge, etc.
- IX. Owners not participating in the Hotel management program will maintain a deposit on account in favor of the Association in the amount of \$1,000 to cover the cost of utilities, maintenance and incidental services provided by the Hotel management. Funds will be replenished by Owners when accounts fall below \$1,000. Such costs will be charged against the Owners account and be the subject of collection procedures identified in the condominium documents.
- X. Owners utilizing third party management services will insure that their guests utilize parking facilities identified by the hotel and will keep obstructions from the approaches to the building units.
- XI. Owners using third part management companies must notify the Association, through the in house management company, when occupants will be in residence in their units. Such notification can occur by calling 850-653-3700 and notifying the desk of dates when the unit will be in use.

General:

- I. Owners must use designated parking spaces in the two lots bordering Ave. I. Covered and handicapped parking is to be used for short term purposes.
- II. Walkways must be kept clean of all owner possessions.
- III. Owners may obtain keys for their unit by checking with the front desk upon arrival. Owners and third party managers should notify the front desk in advance when their unit will be occupied. Owners and their guests will be provided two key cards for use in unit. Additional cards may be acquired from the hotel desk for a charge of \$5.00 per card.
- IV. Pool hours are from 8:00 A.M. to 10:00 P.M. Owners are responsible for insuring tenants abide by pool hour rules.
- V. Individual unit storage must be maintained within units. Porches may not be used for storage.
- VI. The exterior of the building must retain a visual consistency. Owners may not modify the exterior of their units or install permanent items within the porch areas.
- VII. Window treatments must be consistent with hotel standards.
- VIII. No signs may be placed on the property not approved by the Home Owners Association.
- IX. Owners will receive invoices from the in house management company for utilities, home owners fees and other incidentals. Bills not paid within 30 days will be subject to late fees and collection activities identified in condominium documents.
- X. Report maintenance issues to the hotel management company.
- XI. Boat slips are available for rental on both a short and long term basis. Proceeds from rentals accrue to the benefit of the Home Owners Association and help reduce costs of building maintenance. Arrangements should be made with the hotel staff.
- XII. Unit phones are wired into a master phone system which allows for call accounting and takes advantage of bulk phone rates. Each phone has a discrete phone number in area code 850 beginning with the prefix 653 which allows for direct calls to the unit. In addition, the system is equipped with mailbox, wake up and other services. When wishing to make an outside call, it is necessary to dial 9 to access the local phone service. When trying to reach the hotel operator it is necessary only to dial 0. After 11:00 P.M. the hotel operator calls will be handled by the overnight security staff for emergencies. Other units may be reached by dialing the room number directly. The hotel reception desk can answer any other questions you may have.
- XIII. Internet services are provided by the Home Owners Association centralized internet service. Each room has access points for hard wire connection to the internet that share outlets with the in room phone service. In addition, wireless services are available in most locations throughout the building. Because of the cinder block and steel construction of the building there are some locations where the wireless service is less than optimal. Owners may purchase a wireless router connection that will enhance the signal available in your unit.
- XIV. Trash receptacles are located throughout the building. The major trash dumpster is located at the end of the I street parking lot. Garbage disposals are designed for light use. Owners and

- tenants should be encouraged to dispose of large quantities of garbage in the trash dumpster.
- XV. Public rest rooms are available in the lobby building on the second floor and across from the dock masters entrance on the first floor.
- XVI. Public vending is available pool side at the entrance to unit 106.
- XVII. Owners must notify the Home Owners Association of any repairs and interior renovations that will be performed in their unit and coordinate such work with Hotel management staff. Contractors must be instructed to respect the comfort of surrounding guests and should confine any noise to the hours between 10:00 A.M. and 7:00 P.M. Work should be designed to be done on Sunday, Monday, Tuesday and Wednesdays to avoid high traffic periods. Owners are responsible for any damage to building common facilities. Contractors must coordinate their parking with hotel staff.
- XVIII. All contractors working on units in the building must be licensed in Franklin County and approved by the Home Owners Association. A list of approved contractors is available from the management firm.
- XIX. Owners may make advanced arrangements for deliveries to be accepted by front desk staff, however, the hotel management cannot accept responsibility for items left in the lobby or for messages that are delivered to the hotel.
- XX. Pest Control. The Home Owners Association has contracted with a pest control company to regularly service the facility. Periodically the building is troubled with Argentinean ants. While harmless the ants are attracted to food and are particularly prevalent following periods of rain. When parking, Owners and Guests should park back from grassy areas. Report any pest problems to the front desk.