

SEA CASTLE CONDOMINIUM

POLICIES AND PROCEDURES (Ratified on 4/24/2014)

Tables of contents – POLICY AND PROCEDURES REGARDING:

- #1: ASSISTANCE ANIMAL**
- #2: SECURITY CAMERAS**
- #3: RENTERS/NON-OWNERS CONCERNS AND THEIR LANDLORD**
- #4: GENERAL SECURITY ISSUES WITHIN THE BUILDING OR ON THE CONDO GROUNDS**

#1: POLICY AND PROCEDURES REGARDING ASSISTANCE ANIMAL

Castle Council Inc., ("Sea Castle Condos") has a pet restriction in place that limits owners to maintaining one (1) domestic cat per unit. The restriction is contained in the Association's Rules and Regulations. However, we recognize the growing need for assistance animals for qualified residents, and that the individual requiring the animal may require an animal that otherwise would violate the Association's pet restriction. Accordingly, we have made reasonable accommodations for those residents to keep assistance animals in their unit by adopting the following Policy/Rules and Regulations governing same. It is the Association's goal to balance the need for an assistance animal with the needs of all of the other residents who have purchased condominium units at Sea Castle Condos expressly because of the limitations on pets.

Admission Policy

1. A request for an accommodation to keep an assistance animal in your unit must be made in writing to the office by registered mail, return receipt requested, or by hand delivery.
2. A reasonable accommodation is granted only as to the particular animal currently owned by the resident or to be obtained by the resident after the need for the animal has been confirmed either by the apparentness of the need or sufficient medical documentation is obtained. A separate request, documentation, and registration form will be required for any replacement animal.
3. The accommodation is made only to the resident who qualifies for the exemption under Federal and State Fair Housing Laws and to no other resident of the unit. When the resident entitled to the reasonable accommodation is no longer in residence in the unit, the animal shall be removed.
4. Where the need for the animal is not apparent, the application must include written documentation from a medical professional, qualified in the State of Florida to dispense assistance animal prescriptions, that confirms that the resident suffers from a disability, and that the assistance animal is being medically prescribed to treat that disability and how said animal will ameliorate the effects or symptoms of the disability. The application should further describe the treating medical professional's qualifications to diagnose a disability and prescribe an assistance animal.
5. Application must include a completed Animal Registration Form as same may be adopted by the Board of Directors from time to time.

When the above requirements are met, approval must be obtained in writing from the Board of Directors and same will be noted on the bottom of the Animal Registration Form, a copy of which will be kept in the resident's sealed file in the office. Medical documentation will not be accessible to anyone other than Board Members, management, and their advisors.

#2: POLICY AND PROCEDURES REGARDING SECURITY CAMERA

Security cameras have been installed on the premises and are in use at all times. Since the security cameras have been installed, the following standard has been followed:

1. The camera has a limited memory of 7 to 10 days.
2. If the Sheriff requests a copy of the video, our technician will search the video for the event and provide a copy to the law enforcement, free of charge.
3. If a resident shows us a copy of the police report, and we are able to find the event on the video, we will provide a copy free of charge. The resident must provide us with a zip drive.
4. If the resident does not have a police report and wants to review the camera videos, the resident can sit with the technician. The resident must supply the date and the approximate time the event took place. The resident is responsible to pay the technician directly \$25 per hour.

#3: POLICY AND PROCEDURES REGARDING RENTERS/NON-OWNERS CONCERNS AND THEIR LANDLORD

Renters/non-owners who have any concerns with their condos or the premises/common areas are to call their landlord/owner of the condo and NOT a member of the Association's Board of Directors. It is the responsibility of the landlord/owner to remedy these concerns either through their own actions or by calling the condo's representative at the management company.

#4: POLICY AND PROCEDURES REGARDING GENERAL SECURITY ISSUES WITHIN THE BUILDING OR ON THE CONDO GROUNDS

1. Anyone using an entry door should make sure that the door closes after their use.
2. Residents should not let anyone into the building who they do not know.
3. Residents should take care to keep control of their fob keys at all time to insure that unauthorized others will not find and use them.
4. Any potential criminal activity in the building or on the grounds should be reported directly to the police at all times.