

Cordova Square Owners Association

Association Handbook



**“Your Business
Center”**

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WELCOME TO CORDOVA SQUARE

It is with pleasure the Board of Directors of Cordova Square Owners Association welcomes you to Cordova Square, a mixed-use planned unit development consisting of retail shops and professionals with approximately 100,000 square feet of space.

The concept of Cordova Square was the investment partnership of Builder Jim Cronley, Realtor John Connell and Designer William Parks, III. Cordova Square was the winner of the 1985 Golden Aurora Award. The Golden Aurora competition is open to builders in 11 states in the southeast and winners are selected by a nationwide panel of judges representing building, planning, architecture, marketing and the media.

The architecture of Cordova Square is "contemporary Victorian" and was designed to integrate some 60 client designs - boutiques, shops, eateries, office, residential lofts, etc. - into one overall plan oriented around an amenity package. That package consists of a 50,000 square foot plaza, a clock tower, fountain area, covered walkways and an 800 seat amphitheater.

This handbook contains general information that will assist you in the many questions you might have regarding day-to-day operations.

At Cordova Square, each unit owner is responsible for maintaining and repairing his building, which includes painting, roofing and exterior building surfaces. This also includes any other exterior building surfaces. No building, fence, sign, wall, mailbox or other structure or improvement shall be commenced or built without approval of the Architectural Control Committee or the Board of Directors.

The Board of Directors continually faces the responsibility of maintaining the delicate balance between individual rights of unit owners and preserving the common scheme for the benefit of all owners.

Your Board of Directors meets on a monthly basis. Owners and Tenants are welcome to attend these meetings. You may contact J Stewart Realty Company, cordovasquare@gmail.com or 850 434 7747, to determine the time and date of each meeting.

ADMINISTRATION MANAGEMENT

OFFICE INFORMATION

All powers and duties of the Association existing under the Declaration of Covenants, Conditions, and Restrictions, the Articles of Incorporation, and the By-Laws shall be exercised exclusively by the Board of Directors, through its agents, contractors or employees, subject only to approval by unit owners when such is specifically required.

The administration of these Policies and Regulations shall be the duty of the manager. All complaints and suggestions shall be made through written and signed letters addressed to the Board of Directors and mailed to the management company.

The Management shall be contacted at:

J Stewart Realty Company

220 S. Palafox Street

Pensacola, FL 32502

or call at 434-7747, between the hours of 8:00 AM and 5:00 PM, Monday through Friday, to report or discuss any matter relating to administration of the complex.

Amphitheater

The 800-seat amphitheater exists for the purpose of hosting various events and attractions for the benefit of an owner or owners within Cordova Square.

Please contact J Stewart Realty Company to reserve the use of the amphitheater. The amphitheater may be used by an owner or lessee of an owner on a reservation basis and subject to such rules and regulations as the Board of Directors may determine.

"Special expenses" related to the usage of a particular event or activity to an owner or third party, such as, without limitation, additional insurance requirements, janitorial, set-up or clean up charges and the like, shall be paid to the Association by the party using the amphitheater.

DISTURBANCES

All buildings/business at Cordova Square are individually owned and operated, any disturbance (shoplifting, theft, accident, fire, etc.) should be reported to the governing authorities -i.e. City of Pensacola Police Department and not the Association or the Management Company. After reports have been filed with the proper authorities, then the board/management company may be notified for informational purposes but not for resolution.

Any activities of Owners or their Tenants or Tenants clients, may not interfere with the other Owners/Tenants use and enjoyment or safety of their properties.

INSURANCE

All Lot Owners and its Tenants are required to obtain public liability insurance in the amount of \$1 million with Cordova Square Owner's Association, ENDORSED as an Additional Insured on the policy. It is the responsibility of each Owner to make sure their Tenant's have the required insurance and each Owner is responsible for supplying the Tenant's Certificate of Insurance to the Association's Management Co.

If any Owners or Tenants serve alcoholic beverages, whether as part of the business or simply on occasion, the insurance must include coverage for "Host Liquor" liability as well.

In the event alcohol will be served at an event in the Amphitheater, the Owner shall provide proof of general liability insurance that includes "Host Liquor Liability" for the Owner having the event or their tenant having an event. **NO ALCOHOLIC BEVERAGE CAN BE SERVED IN THE AMPHITHEATER WITHOUT SATISFACTORY PROOF OF ADEQUATE LIABILITY INSURANCE COVERAGE PRIOR TO THE EVENT.**

Any Owner or Tenant that uses the common area to offer any portion of their business services, is required to have their insurance policy have **COVERAGE FOR THE ASSOCIATION'S COMMON AREA** on their general liability policy

Certificates of Insurance must be provided to the Association's Management Company at cordovasquare@gmail.com The Certificate Holder shall be :

Cordova Square Owner's Association
c/o J STEWART REALTY CO
220 S. PALAFOX STREET
PENSACOLA, FL 32502

In the event any Owner or its Tenants do not obtain the required insurance the Association reserves the right to obtain an Insurance Policy and lien the Owners building for the costs.

LAWN MAINTENANCE

Lawn maintenance is provided through the Association and the landscape firm currently visits the property weekly during the growing season and twice monthly during the non-growing season. Shrubs are cut to maintain proper height and not during the blooming seasons. Shrubs/trees will be trimmed so as not to block building/business identification signs.

Individual plantings is not allowed without Board approval.

MARQUEE MESSAGE BOARDS

There are two (2) marquee message boards for Cordova Square. One is located at each entrance. Message posting is managed by J Stewart Realty Company, to have your message displayed please call them at 434-7747 for more information.

PARKING

Cordova Square has two parking areas. The parking areas in the immediate vicinity of the building entrances provide your customers easy access to your office/store/restaurant.

It is mandatory that employee's and tenant's park in the large employee parking area located in the North West corner of Cordova Square.

PEST CONTROL

Pest control of common area buildings is provided by the Association. Pest control for individual buildings is the responsibility of each owner.

RESTROOMS

Restrooms are located in the Clock Tower and are designed to support activities in the amphitheater. These bathrooms will be unlocked whenever the amphitheater is in use.

SECURITY

Cordova Square does not provide on-site security. Security is provided by the City of Pensacola Police Department. Building owners, business owners & employees should contact the Police Department, City of Pensacola should they experience problems.

SIGNAGE

For signs to be erected within Cordova Square, each application must be approved by the Architectural Review Committee prior to fabrication and erection. Each application shall be accompanied by a scaled drawing of the sign, including the location of the sign on the building or other structure, or on the lot, and including such designation of the copy as is needed to determine that the location, area and other provisions of this guideline are met. Style of lettering, materials used method of illumination (if any) and colors to be used are to be submitted to the Architectural Review Committee.

No sign shall have or consist of any moving, rotating, or otherwise automated part or any flashing, blinking, fluctuating or otherwise animated light.

No roof sign, wind sign, or general advertising sign shall be permitted.

No sign shall extend above the eave line of a building to which it is attached, or above a height of 80 feet, whichever is the lesser, or extend beyond property line.

No directly illuminated sign (light source within or behind sign) shall be permitted.

No portable sign shall be permitted.

All signs affixed to a building shall be parallel or perpendicular to the wall to which they are attached with a sign projecting no more than 18 inches and bracket no longer than 24 inches.

Any lettering on doors or windows must have the approval of the Association's Board of Directors.

Lettering Size Permitted

Old English, Roman and Period lettering shall be permitted. Size of signs permitted shall be in keeping with the size, location and purpose of the building and in no case greater than 12 square feet.

Background Materials Permitted

In general, wood like materials are preferred for background. In some instances, other materials shall be allowed. All signs need to be approved by the Architectural Review Committee or the Board of Directors.

Lettering Materials Permitted

Wood, metal, paint and in some instances, plastic shall be permitted for lettering.

General

The above serves only as a guide and the Architectural Review Committee reserves the right to review each application on its own merit and to permit deviations from the above guide when it is deemed in the best interest of the Cordova Square Development.

SPRINKLERS (Lawn)

The sprinkler system is maintained through contract services. Should you see any problem with the sprinkler system, please contact the management office. At most times, the sprinkler system is operated during non-working hours; however, there could be times when the system will be running during working hours and "overspray" could occur.

TRASH DISPOSAL

Fenced areas containing dumpsters are located in the rear of the Employees Parking Area. Trash should be placed inside these dumpsters and boxes should be flattened prior to placing in the dumpster reserved for cardboard. It is requested that the gate to the fenced area be closed and latched shut after trash has been placed inside the dumpster.

Web Site

Cordova Square has a Web site: www.CordovaSquareBiz.com

If you have any questions regarding the website, you may contact Kara Lockett at 850-232-8186 or email ArtDesignGirl@iCloud.com

Rules & Regulations

Rule 1

In order to provide parking for guests and customers of the square, building owners, business owners and employees are required to park in the employee parking area on the northwest corner of the Cordova Square property.

Rule 2

No camper, construction trailer, boat, mobile home or house trailer shall be parked on the property.

Rule 3

No vehicle that does not have a current license plate shall be parked on the property.

Rule 4

Owners shall be responsible for maintaining and repairing any and all improvements located within the perimeter of their lot or portion thereof; including, but not limited to; paint, repair, replacement and care for roofs, exterior building surfaces and structures, landscaping, walkways and all other exterior improvements.

Rule 5

No building, fence, sign, wall, mailbox, sidewalk or other structures or improvements shall be constructed upon any lot or any portion of the Common Area, no shall any exterior addition to, or change or alteration thereof, be made until the plans and specifications of same in relation to surrounding structures are approved in writing by the Association's Board of Directors or Architectural Review Committee.

Rule 6

All lots shall be used for business purposes only, except as hereafter provided; to include retail or service businesses or professional offices provided, however, that in all events, the intended use shall conform to applicable zoning laws, building codes and ordinances, and shall be approved in writing by the Association's Board of Directors. Each lot may contain no more than one (1) apartment or residential living unit provided that such living unit shall not consist of more than 600 hundred (600) square feet and shall not be located on the first floor level. No such living unit or apartment may be occupied by anyone other than the owner without first obtaining the written consent of the Board.

Rule 7

No noxious or offensive trade or activity shall be carried on upon any lot or within any improvement, nor shall anything be done thereon which may be or become an annoyance to other owners.

Rule 8

All garbage, trash, refuse or other waste shall be placed in dumpsters provided by the Association. These dumpsters are located in the dumpster area behind the Employee Parking Lot. Any "raw" garbage must be placed in plastic bags prior to placing in the dumpster.

Rule 9

No animals, livestock, poultry of any kind shall be raised, bred or kept on the lots with the exception of dogs, cats and other domestic pets may be kept by owners, provided they are, when outside the enclosed portion of each owner's building, fully under the control and supervision of such owner by means of a leash or other similar device. No party who leases or rents any

improvement or building shall be entitled to keep a pet on the premises.

All pet waste must be removed by its Owner

Rule 10

No portable signs are allowed. Signs shall not extend above the eave line of any building to which it is attached or above a height of 20 feet, whichever is the lesser or extend beyond the property line. Signs must be of wood like material with defined letters. All signs indicating that a building/lot is for sale or for lease must be placed within the confines of said building unless written consent for different placement is given by the Association's Board of Directors.

Rule 11

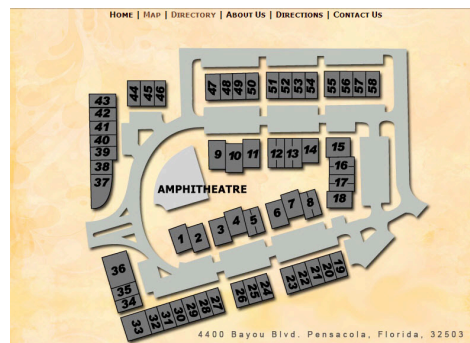
Building/lot owners are responsible for advising their tenants, employees, invitees and guests of applicable Rules and Regulations and ensuring that said Rules and Regulations are followed. Any consent of approval given by the Association under these Rules and Regulations may be revocable at any time.

Cordova Square Website!

Visit the website at www.CordovaSquareBiz.com



The banner features the Cordova Square logo at the top, followed by a navigation menu: HOME | MAP | DIRECTORY | ABOUT US | DIRECTIONS | CONTACT US. Below this is the text "OUR Business CENTER" with a large, stylized "B". A central photograph shows the exterior of the business center building. At the bottom of the banner, the address "4400 Bayou Blvd. Pensacola, Florida, 32503" is displayed. Below the banner are three categories: "RETAIL SHOPS" (with an image of women shopping), "RESTAURANTS" (with an image of sandwiches), and "PROFESSIONAL SERVICES" (with an image of a man and woman in business attire). At the very bottom, it says "Cordova Square 'Your Business Center' Hours vary by shop. Please see directory listing for shop hours." and "FREE PARKING ~ DIRECTIONS".



The directory map shows a layout of numbered units. The units are arranged in a grid-like pattern with an "AMPHITHEATRE" located in the center. The units are numbered as follows: 43, 42, 41, 40, 39, 38, 37, 36, 35, 34, 33, 32, 31, 30, 29, 28, 27, 26, 25, 24, 23, 22, 21, 20, 19, 18, 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. The address "4400 Bayou Blvd. Pensacola, Florida, 32503" is printed at the bottom of the map.

