

CORDOVA SQUARE OWNERS' ASSOCIATION

RULES AND REGULATIONS with revisions

RULE 1

Each building Owner has the temporary use of two designated parking spaces numbered with their building number. Location of spaces to be determined by the Board of Directors. These designated parking spaces are not conveyed to the Owners.

The spaces may not be used for parking storage facilities, trailers, or construction work, unless during approved construction. Construction work for interior construction: equipment cannot be set up and used in parking spaces.

RULE 2

Cordova Square Owners Association reserves the right to TOW VEHICLES. Vehicles that do not have a current license plate, or are not in working order, shall not be allowed to be parked on the property. Vehicles in violation will be towed at the Owner's expense.

Cordova Square has all the entrances to the complex marked with Tow Away signs per Florida Statute. From time to time these signs may be stolen and be down for more than 24 hrs. The rules of towing within the complex still apply and notice is hereby given with all costs of towing to be at the expense of the Owner of the vehicle. CSOA and Cordova Square Management are not responsible for any damage done to the vehicle during the towing.

RULE 3

No campers, RV's, trailers of any kind (except for temporary approved construction trailers), boats, mobile homes, storage containers/pods, or food trucks shall be allowed to park in the Complex.

No Owner or Tenant shall park business vehicles for more than 12 hours in one space without Approval from CSOA management. No business vehicles may park in the spaces facing 12th Ave. or Market Place Dr. for advertisement purposes.

If a business has a business trailer, a request for temporary approval may be presented to the Board of Director's for consideration of parking in the complex. Please email this request to cordovasquare@gmail.com. (This will be a case-to-case basis)

No hitch shall Impede over any portion of a sidewalk. Owners shall be responsible for making sure all employees and tenants know this rule as it is a safety hazard. Vehicles that receive more than one warning of this violation are subject to be towed at Owners expense.

RULE 4

Owners shall be responsible at all times for maintaining and repairing any and all improvements within the perimeter of their lot or portion thereof; including but not limited to; paint, repair, replacement and care for roofs, exterior buildings surfaces and structures, gutters and downspouts, windows, signage, HVAC, lattice fencing, lighting, and awnings (existing and approved), walkways, covered walkways, and all other exterior improvements.

In the event an Owner receives a violation letter and does not adhere to the demands or time frame stated in the letter, the Owner shall be fined \$500 for the first violation and \$1000 for each violation thereafter.

In the event an Owner begins exterior repairs without submitting an application and required documents for approval, the Owner shall be fined \$500 for the first violation and \$1000 for each violation thereafter.

All fines are to be paid in full within 30 days of invoice. Owners are responsible for reimbursement to the CSOA for the incurred attorney fees regarding the violations. The invoice for reimbursement shall be paid to the Association within 30 days of receiving the invoice.

RULE 5

No building, fence, storage room, sign, decorations, planters, wall, sidewalk or other structures or improvements shall be constructed upon any lot or any portion of the Common Area. Nor shall any exterior addition to, or change or alteration thereof, be made until the plans, and specification of same in relation to surrounding structures are approved in writing by the Associations Board of Director's also known as 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 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 the written consent of the Board of Directors.

RULE 7

No noxious or offensive trade or activity upon shall occur on 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 inside dumpsters provided by the Association. These dumpsters are in the gated area behind the employee parking lot on the north side of the complex. Any "raw" garbage must be placed in plastic bags and tied securely prior to placing in the dumpster. No construction materials, appliances, TV's furniture, yard trash, chemicals, paint cans, pallets, medical waste, or sharp medical supplies are allowed in the dumpsters. All BOXES MUST BE BROKEN DOWN.

Items left on the ground inside of the dumpster area and items left on the ground outside of the dumpster area are violations. It is the responsibility of the Owner to assure the tenant and any cleaning services have the code to the dumpsters and a copy of the CSOA Rules.

In the event the code does not work, your trash must be disposed of at another location. Please email cordovasquare@gmail.com to report the code not working. The Association may assess a fine to any Owner who they; their employees, their Tenants or any cleaning service of Owner or Tenant, do not adhere to the rules and the Owner Shall be responsible for any fines against their Tenants. The fines must be paid within 30 days of notice.

Restaurants must submit a waste disposal plan to the Board of Directors for approval prior to a restaurant operating on the premises.

RULE 9

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on the lots, except for dogs or cats owned by an Owner of a Lot. (However, any breed that is excluded in the Owner's insurance policy, is not allowed.) Dogs and cats kept by OWNER'S, when outside the enclosed portion of each owner's building shall be fully under the control and supervision of such Owner by means of a leash. Voice commands are not acceptable. No noise disturbance is allowed from pets. NO TENANTS OR GUESTS are allowed to have any animals on the property at any time. All Owners must have their pets vaccinated and covered under their general liability insurance policy. All pets waste must be removed by pets Owner immediately. A fine may be assessed by the Association for violations of waste pickup. In the event an Owner has a dog or a cat, the Owner must provide the Association with a copy of their insurance policy with the coverage terms highlighted. Owners are responsible for all liability caused by a dog or cat. In the event a tenant has a dog or cat (which is not allowed) the Owner shall be responsible for any and all damage caused by the pet.

Restaurants must present a waste disposal plan to the Board of Directors for approval before any restaurants operations on the premises.

RULE 10

No portable signs are allowed. Approved signs shall not extend above the eave line of any building to which it is attached and must be in compliance with the Exterior Signage Rules and Requirements and be approved by the Association. See the website for the documentation.

All signs indicating that a building/lot is for sale or for lease must be placed within the confines of said building.

RULE 11

All vendors working on exteriors of any building must have workman's compensation coverage. Workman's compensation exempt status with the county or state is not accepted by CSOA.

The workman's compensation insurance must have the correct workman's comp code for a commercial two-story building and must match the work that is being done. (i.e., siding, roofing, etc.) Other insurance requirements apply; see CSOA Exterior Specifications Requirement documentation. See the website for the documentation.

NO WORK SHALL BEGIN ON EXTERIORS WITHOUT AN APPROVED APPLICATION
FROM THE BOARD OF DIRECTORS OF CSOA.

Only AT&T has an existing easement for utility installation within the common areas of the complex. Owners must submit an application (on the Owners' behalf OR the behalf of one of their Tenants) to the Board of Directors for approval of any install including UNDERGROUND install. This is a requirement of AT&T also. All details of install, exact location of the path of install, and all insurance certificates for general liability and workmen's compensation shall be attached prior to any work commencing.

The Owner shall be responsible for any damage caused by the installation including payment to the Association for re-landscaping any damaged plants, grass, concrete and attorney fees. The Owner shall pay the invoice within 30 days of receipt of the invoice.

RULE 12 (Restaurants with OUTDOOR SEATING)

Outdoor seating is only allowed on property that the Owner of the building is operating a full service restaurant and preapproved by the Board of Directors for dining purposes.

The following apply to the outdoor seating areas. The Association reserves the right to restrict the number of seats and the configuration to ensure no encroachment by customers, furniture, or equipment, (including air space) encroaches onto common areas. This restriction shall apply to umbrellas. Sail Coverings are not allowed. Umbrellas must be taken down daily upon close and during any storms, including hurricanes. All furniture must be moved inside during hurricanes. String lighting is not allowed. No live music or speakers will be allowed outside. No pets allowed.

RULE 13

Any existing structure, including a stand-alone wall, built on common area that houses electrical wiring going to an individual building is the sole responsibility of the Owner of the lot in which the power lines go to. This shall include making sure it is of sound construction and meets all building codes and fire codes. The Owner of the building is responsible for all damage to property and persons, caused by the condition of the structure, wiring, and any damage caused by high winds, hurricanes or tornados.

RULE 14

Owners are responsible for the expense and removal of all unused HVAC units, cable wiring, etc. from the common area within 15 days of not using the equipment.

RULE 15

No events shall take place nor shall the common area be used without obtaining prior approval from the Board of Directors. An application must be submitted detailing the event, dates, times, parking instructions, estimated number of guests, insurance policy for general liability with CSOA endorsed as additional insured for consideration of approval.

Liquor host coverage must be shown as an endorsement to the policy in the event beer, wine, or liquor is being served. In the event a service truck is used, the company that owns the truck, to include those renting the truck, must submit at least 3 business days prior to the event, a certificate of insurance for general liability insurance with CSOA endorsed as additional insured and have a liquor license if required, and have host liquor coverage under the general liability.

RULE 16

All Owners are responsible for providing the CSOA a copy of their general liability and property coverage policies as required in the Declaration of Covenants of Cordova Square no later than 15 days after each renewal term. Digital documents may be sent via email to cordovasquare@gmail.com or sent to Cordova Square c/o J Stewart Realty 220 S. Palafox St. Pensacola, FL 32502.

RULE 17

Notices from the Cordova Square Owners Association shall be given by email or regular mail.

It is the responsibility of all Owner's to notify their employees, tenants, guests, and all vendors of the current Rules and Regulations, Covenant, By-Laws and specifications for the exterior repairs and exterior signage. It is the responsibility of all Owner's to provide CSOA management of current contact information, such as contact numbers, email addresses and mailing address.

BUILDING/LOT OWNERS ARE RESPONSIBLE FOR ADVISING THEIR EMPLOYEES, TENANTS, INVITEES, CLEANING SERVICE COMPANIES 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 due to default of compliance.

THE COVENANTS, EXTERIOR SPECIFICATIONS, AND INFORMATION ON EXTERIOR SIGNAGE ARE AVAILABLE ON THE ASSOCIATION'S WEBSITE, CORDOVASQUAREBIZ.COM