

InBack Office Park Condominium Association, Inc.

RULES AND REGULATIONS

InBack Office Park Condominium Association reserves the right, without the approval of Tenant, to rescind, add to and amend any rules or regulations, to add new reasonable rules or regulations and to waive any rules or regulations with respect to Unit Owners/Unit Owner's Tenants. Unit Owner/ Tenant shall provide a copy of these rules and regulations to each of its employees to facilitate compliance with these standards.

The normal Operating Hours for the Office Park are **7:00am until 5:30pm** – Monday through Friday with occasional use after hours and weekends.

The entry drive, parking lot other than marked parking spaces and sidewalks of the Office Park shall not be obstructed, and shall not be used by **Owner/Tenant**, or the employees, agents, servants, visitors or invitees Tenant, for any purpose other than ingress and egress to and from the Premises. None of the **Owner/Tenant's** merchandise is to be displayed on the sidewalks or any exterior areas of the Office Park. No skateboards, roller skates, roller blades or similar equipment shall be used in or about the Office Park.

No freight, furniture or other large or bulky merchandise or equipment of any description will be received into the Office Park except in such a manner during such hours and passageways as may be approved or designated by Landlord, and then only upon having been scheduled in advance. Any hand trucks, carryalls, or similar equipment used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as the Association shall reasonably require. Although Landlord or its personnel may participate or assist in the supervision of such movement, Tenant assumes financial responsibility for all risks as to damage to articles moved and injury to persons or public engaged or not engaged in such movement, including any equipment, property or personnel of Landlord damaged or injured in connection with carrying out this service for Tenant.

The Unit Owner/ Landlord shall have the right to prescribe the weight, position and manner of installation of safes or other heavy equipment which shall, if considered necessary by Landlord, be installed in a manner which shall insure satisfactory weight distribution. All damage done to the Office Park by reason of a safe or any other article of Tenant's equipment being on the Premises shall be repaired at the expense of Tenant. The time, routing and manner of moving safes or other heavy equipment shall be subject to **prior approval by Landlord and the Association.**

Tenant, or the employees, agents, servants, visitors or invitees of Tenant, shall not at any time place, leave or discard any rubbish, paper, articles or object of any kind whatsoever outside the doors of the Premises or passageways of the Office Park.

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Owner/Tenant shall not place, or cause to allow to be placed, any sign, placard, picture, advertisement, notice or lettering whatsoever, in, about or on the interior glass or exterior of the Premises or Office park except in and at such places as may be designated by the Association and consented to by the Association **in writing**. Any such sign, placard, advertisement, picture, notice or lettering so placed without such consent may be removed by the **Association** without notice to and at the expense of the **Owner/Tenant**. All lettering and graphics on doors and windows of the buildings must be approved by the Association.

Owner/Tenant shall not place, or cause or allow to be placed, any satellite dish, communications equipment or microwave receiving equipment, antennae or other similar equipment about or on the exterior of the Premises, Building or Office Park. Any such equipment so placed may be removed by the Association with notice to and at the expense of **Owner/Tenant**.

Canvassing, soliciting or peddling in the Office Park is prohibited and **Owner/Tenant** shall cooperate reasonably to prevent same.

If Tenant desires additional security service for the Premises, Tenant shall have the right (with advance written consent of Landlord) to obtain such additional service at Tenant's sole cost and reasonable precautions to protect property from theft, loss or damage. The Association shall not be responsible for the theft, loss or damage of any property or for any error with regard to the exclusion from or admission to the Office park of any person. In case of invasion, mob, riot, or public incitement, the Association reserves the right to prevent access to the Office Park during the continuance of same by taking measures for the safety of the Tenants and protection of the Office Park and property or persons therein.

Only workmen designated and/or approved by Landlord may be employed by Tenant for repairs, installations, alterations, paint in, material moving and other similar work that may be done in or on the Office Park.

Owner/Tenant shall not bring or permit to be brought or kept in or on the Premises or Office Park any flammable, combustible, corrosive, caustic, poisonous, or explosive substance, or firearms, or cause or permit any odors to permeate in or emulate from the Premises, or permit or suffer the Office Park to be occupied or used in a manner offensive or objectionable to the **Association** or other occupants of the Office Park by reason of light, radiation, magnetism, noise, odors and/or vibrations.

Owner/Tenant shall not mark, paint, drill into, or in any way deface any part of the Office Park or the Premises. No boring, driving of nails or screws, cutting or stringing of wires shall be permitted, except with the **prior written consent** of the Association which consent shall not be unreasonably withheld or delayed.

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Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior approval of the **Landlord**, which approval shall not be unreasonably withheld or delayed.

No additional locks or bolts of any kind shall be placed on any door in the Premises and no lock on any door therein shall be changed or altered without first informing the **Landlord** of Tenant's intent to do so. All keys shall be returned to Landlord upon the termination of this Lease and Tenant shall give to Landlord the explanations of the combinations of all safes, vaults and combination locks remaining with the Premises. All entrance doors to the premises shall be left closed at all times and left locked when the premises are not in use.

Owner/Tenant shall give immediate notice to the Association in case of known theft, unauthorized solicitation or accident in the premises or in the Office Park, or of known defects therein or in any fixtures or equipment, or of any known emergency in the Office Park.

Tenant shall not use the Premises or permit the Premises to be used for photographic reproductions, except in connection with its own business and not as a service for others without the Association's prior written permission.

No animals or birds shall be brought or kept in or about the Office Park with the exception of service animal accompanying visually handicapped persons.

No awnings, draperies, shutters or other interior or exterior window coverings that are visible from the exterior of the Premises may be installed by **Owner/Tenant** without the Association's prior written consent.

Owner/Tenant shall not place, install or operate within the Premises or any other part of the Office Park any engine, stove, or machinery, or conduct mechanical operations therein, without the written consent of the Association. No vehicles, equipment or other apparatus is to be cleaned and/or washed nor machinery oil be changed anywhere in the Common Areas of the Office Park including the areas at the rear of the buildings.

No portion of the Premises or any other part of the Office Park shall at any time be used or occupied as sleeping or lodging quarters.

Owner/Tenant shall at all times keep the premises neat and orderly.

The bathrooms, ~~urinals, wash bowls~~ and ~~there~~ **their** apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein. The expenses of any

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breakage, stoppage or damage, resulting from the violation of this rule shall be borne by the **Owner**/Tenant who (or whose employees or invitees) shall have caused such damage.

All tenant modifications resulting from alterations or physical additions in or to the Premises must conform to all applicable building and fire codes. Tenant shall obtain written approval from the **Unit owner and the management** office prior to commencement of any such modifications and shall deliver "As Built" plans to the management office upon completion.

Tenant agrees to place all indoor potted plants requiring water within a container capable of collecting water overflow, such containers to be approved and/or supplied by Landlord, at Tenant's sole expense. Tenant agrees to use caution so that indoor plants do not damage or soil the Premises.

Owner/Tenant shall not park (and shall insure that ~~Tenant's~~ employees, agents, and invitees do not park) in any reserved parking space other than those reserved parking spaces, if any, specifically assigned to **Owner/Tenant**. All employees are to park in the **upper lot** of Outback Steakhouse during normal business hours. Any vehicle improperly parked, or parked in any unauthorized parking area in the Office Park, shall be towed at the vehicle owner's expense and without further or additional notice.

Persons using the **parking areas**, do so at their own risk. The Association specifically disclaims all liability, except when caused solely by its gross negligence or willful misconduct, for any personal injury incurred by users of the **parking areas**, their agents, employees, family, friends, guests or invitees, or as a result of damage to, theft of, or destruction of any vehicle or any contents thereof as a result of the operation or parking of vehicles in the **parking areas**.

Please notify the Association to report any infractions or requests:

Property Manager Jen Quick – 727-642-0084, Email flajena72@yahoo.com

or in writing at

InBack Office Park Office Condominium Association, Inc.

2231 HWY 44 West **Box 205**

Property Manager

Inverness, Florida 34453

Signed: _____

Owner/Tenant
(Circle one)

Company Name

Print: _____ Date: _____