An Exclusive Year-Round Private Residence
OCEAN
CLUB
CONDOMINIUM

1***WELCOME TO OCEAN CLUB!***

As a resident of Ocean Club, you have selected one of the finest condominiums in the State of New Jersey in which to live and enjoy yourself. If you are a renter, you are a guest of every owner of the community whose financial contribution has made this facility possible.

To protect our interests we have established rules and regulations and posted various signs throughout the facility regarding personal conduct. During your residency or visit here the Board of Trustees and Management would like you to feel at home and comfortable in a safe, clean and secure building.

Enclosed is a copy of the updated and amended Rules and Regulations, Violations Procedures and Fire Safety Procedures. They have been written for your safety and security. In this small city of 725 residential units, they are necessary so that all residents (owners, renters, and guests) may enjoy their permanent or temporary residence in harmony.

Please read these Rules and Procedures and familiarize yourself with them. The Management Office is open to assist you in any way they can.

Sincerely,

OCCA BOARD OF TRUSTEES

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RULES AND REGULATIONS

COMMON ELEMENTS AND LIMITED COMMON AREAS

1. Nothing may be stored in the halls, or on the balconies or on the staircase landing or other public areas, nor shall anything be shaken, hung or thrown from any of the windows, doors or terraces.

2. There shall be no playing, skating, parking of unattended baby carriages or playpens or bicycles, etc., in any part of the common area (see pool area rules for exception).

3. Any furniture used on the terraces must be of a substantial weight. Terraces are not to be used as open storage areas.

4. No resident shall make or permit any disturbing noises in the building or on the terraces nor permit anything that will interfere with the rights, comfort or conveniences of the residents.

5. No flammable, combustible, explosive fluid, or chemical substance shall be kept in any unit or storage room, except such as required for normal household use.

6. Ball playing is not permitted in any area of the building.

7. No public area shall be decorated or furnished in any manner without written consent of the Board of Trustees.

8. Bicycles and similar vehicles are to be stored in the bicycle room as provided by Management. The serial number, make and color of the bicycle must be registered with the Management Office. There will be an annual fee per bike stored. Riding a bicycle in the common areas is prohibited. The Association is not responsible for theft or vandalism of bicycles or any article left in common areas.

9. Beach chairs to be stored in bike room in cubbies along walls. Cubbies are not assigned. Please share.

10. All persons passing through the public area, must be in proper attire, including shoes and shirt. No sitting on lobby or loggia furniture in wet bathing suits.

11. No one is permitted to remove equipment belonging to the Association.

12. All damages to any common element or limited common element caused by any resident,

tenant or lessee, his family, guests, employees or pets shall be paid for by the owner and person who caused the damages.

13. Lounging and sunbathing outside the pool area is restricted to Association installed pool furniture only.

14. No resident may make any structural alterations or improvements inside the unit or terrace without prior written consent of the Board of Trustees.

15. Distribution of Materials to Condominium Units: The distribution of literature to any person within the condominium is prohibited without the written consent of the Board.

16. The Condominium Association shall not be responsible for the loss or damage of any property delivered to or left with any concierge.

17. The Condominium Association reserves the right to control and limit entry to the building by trades, delivery and sales people.

18. Construction work to be done by an owner (or contractor for said homeowner) within a unit, is allowed only as follows: **IN SEASON:** 5/15 to 9/15 Monday through Thursday during the hours of 8:00 am through 5:00 pm; Fridays 8:00 am through 2:00 pm **OFF SEASON:** 9/16 to 5/14 Monday through Friday during the hours of 8:00 a.m. through 5:00 p.m. This rule is strictly enforced to protect other unit owners.

19. Smoking is NOT permitted in common areas.

PET POLICY

All unit owners shall comply with Chapter 121 of the Code of the City of Atlantic City, entitled dogs and other animals, and with all other applicable laws, ordinances, rules and regulations.

1. Pets may exit the building using the back hall and either the Chelsea or Montpelier exit doors.* All pets must reenter the building properly restrained through the front entrance.

2. All pets must be registered with the management office and have the mandatory inoculations as prescribed by the City of Atlantic City. Copies of proofs of these inoculations must be provided at the time of initial pet registration and each year thereafter.

3. At the time of pet registration, the pet owner will be issued a collar or lead that must be visible at all times when the pet exits the unit. The collar may be hand held. Residents

may choose a picture fob in lieu of a collar or leash.

4. Leads may not be extended longer than five feet (5') at any time the pet is in the common areas to include garages, walkways and porte-cochere.

5. At no time may pets be permitted in the sixth floor common areas; including but not limited to the Health Club, Pool area, Sun Deck, Loggia, Green Room, library, sauna, etc.

**AMENDED 12/20/2015*

6. An exercise area is provided outside the Chelsea Ave. entry. This is the only area where pets can relieve themselves. All pet droppings must be picked up and properly disposed of whenever and wherever they occur. Pet cleanup bags are generally provided at the Chelsea Ave and Montpelier Ave exit doors. Failure of Management to provide cleanup bags is not an excuse for failure of an owner to clean up pet droppings. Pets are not permitted in any planting areas that includes raised beds except in the pet exercise area adjacent to Chelsea Ave. Pets may not be permitted to void against any Ocean Club building surface.

7. It is Ocean Club policy to prohibit guests' pets from residing and visiting the Ocean Club Condominium.

8. Pets are not to be permitted to have direct personal contact with other residents when the other resident has expressed a desire not to interface with the pet. Therefore control your pet so that the pet is not licking or sniffing or having physical contact with a resident who does not want and has expressed a desire not to have this interaction.

9. If your pet has territorial or turf protection issues, it is the owner's responsibility to ensure the pet is either contained in a carrier or has a muzzle affixed before entering the lobby. Pets that have exhibited violent or aggressive tendencies may be prohibited from the Ocean Club Condominium by the Management.

10. If injunction proceedings are required to enforce this Resolution, the owner or tenant will be responsible for all legal fees incurred by the Association.

11. Pets are not to be left unattended at any time in the lobby area. Pets may not enter the lobby unless properly attached to an acceptable lead, held, or in a suitable container.

12. Pet owners are responsible to ensure pets do not vocalize excessively either in a residence or common area. Any continual vocalization over 5 minutes will be considered excessive.

13. Service animals may only relieve themselves in the Chelsea Ave location. Federal and State and Fair Housing Act service/assistance animal requirements supersede any areas of the Ocean Club Condominium Policy if a conflict arises.

14. All pet owners will be required to show proof of homeowner's insurance (or a rider or renter's insurance) covering any damage or injury caused by their pet with the aforementioned proof containing the name of the insurance carrier along with the policy number.

15. Sanctions. To the extent that a pet owner violates the provisions set forth above, then the following sanctions will be imposed by Management (subject to an appeal as set forth within the Resolution adopted on July 20, 2014):
    1. First offense – a warning
    2. Second offense – the suspension of all privileges for one (1) week
    3. Third offense – the suspension of all privileges for thirty (30) days

4. Fourth offense – the suspension of all privileges for ninety 90 days
5. Fifth and Subsequent offenses – the suspension of all privileges for one (1) year.

16. In the event that a pet owner has been deemed to violate any provision contained herein for a second time then the sanctions as set forth within paragraph 15 (2) through (5) shall also include a suspension of the use of any and all common elements including but not limited to the health club, parking, the swimming pool, the library, the sauna, etc. In addition thereto, the unit owner will lose his/her voting privileges and will no longer be permitted to serve for the period of suspension on committees. A pet owner deemed to be in violation of this Resolution shall be liable for all quantifiable damages.

BEACH CHAIRS

1. No beach chairs are allowed in the lobby

2. All beach chairs go out and in through the side entrance.

3. Beach cubbies are shared.

4. Please make sure your lock does not block other from using cubbies or getting to their beach chair.

GYM

1. Enter by key fob

2. Residents and renters are not to give key fobs out to friends to use the Gym. Penalty for this rule is loss of gym privileges.

3. Equipment that is used has to be put back.

4. Equipment must be wiped down after use.

5. All owners, renters, lessees, or other guests must wear proper workout attire. Any infractions of the above will be dealt with according to the violation procedures.

6. The Association is not responsible for any accidents occurring while using Gym equipment.

SPA AREA

1. All owners, renters, lessees or their guests must comply with all the applicable rules and regulations as related to the swimming and deck areas.

2. All owners, renters, lessees or their guests must wear appropriate workout attire.

3. Use of these facilities by any child under twelve (12) years of age is prohibited unless accompanied by a responsible adult eighteen (18) years or older.

4. Residents and their guests are cautioned to follow prescribed use of the equipment.

TERRACES

1. Use of barbecue equipment on the terrace is prohibited.

2. No one shall paint the exterior surfaces of the windows, doors, walls or ceilings (except for the authorized color) on his or her terrace without the written consent of the Board of Trustees.

3. Any and all terrace surface coverings must be approved by the Board of Trustees.

4. No permanent structure is to be built on the terrace without written consent of the Board of Directors.

5. Feeding of birds is NOT permitted from the terrace area.

6. Furniture must be secured at all times, especially before a storm and winter months.

7. No awnings, canopies, shutters, etc. shall be hung over from the exterior building.

LOBBY

Moving and Delivery Procedures

1. All items to be moved and nonfood deliveries must go through the loading dock.

2. During the summer season of May15th through September 15th moves and deliveries will be permitted Monday through Thursday from 8 a.m. to 5 p.m. For the remaining months they may be also scheduled on Fridays from 8 a.m. to 2 p.m.

3. An elevator permit must be obtained from the Management office at least 2 days in advance of a delivery.

4. Food deliveries must be picked up at the Security Desk. Delivery people will not be permitted to roam the building. In the event a resident is unable to come to the Security Desk, a valet will be available for delivery.

5. When entering and exiting the building, all residents, without exception, must show their key fob when entering through the main door, at the security desk.

6. Food and beverages are not permitted in the Lobby. Shoes and shirts must be worn at all times.

7. Pets must exit through the back hallway and enter through the main door. Pets are not permitted in the Mail Room or by the Concierge=s Desk. All pets must be registered with the Management Office. Owners are responsible for the actions of and damage caused by their pets. (See pages 3 through 5 of these rules for more information regarding pets)

8. Beach chairs, beach umbrellas and other beach paraphernalia may not be brought in or through the lobby area, nor will anyone carrying same be allowed to enter or exit the main door. Anyone with beach items must use the Montpelier Avenue entrance and go through the back hall to the bike room and place their items in the storage bins provided.

9. Bikes, roller blades or skateboards are prohibited in the lobby area, nor will anyone wearing same be allowed to enter or exit the main door.

Guest Procedure

10. Security is to be advised of all expected guests. The log book information will include the name of the guest(s), date of arrival and time, if known.

11. At the time of arrival, the resident will be called in his/her apartment. If the resident is in the apartment, then his/her guest(s) maybe sent up to the resident=s apartment. If the resident is on the 6th Floor or at the pool, the resident must come down to the Security Desk to meet their guest without exception. Guests will not be sent to the 6th Floor or the Pool.

12. Residents will notify Management or Security when they are giving their guests permission to use their apartment in their absence. All such authorizations must be in writing and left at the Management Office. All persons found in possession of non authorized cards will be refused access to the building.

13. The home entry authorization will include the unit number, name of guest(s), date of arrival, and estimated length of stay.

14. Housekeeping and healthcare-givers fall under the same restrictions that apply to guests.

Contractor Procedures

15. The Management Office and Security must be notified in advance of the arrival of all contractors. The home entry authorization will include the name of contractor, date of arrival, time if known, and estimated length of job.

16. An Elevator permit must be obtained by the resident at least 2 days in advance if equipment is being brought into the building. No equipment of any kind will be permitted through the lobby. (See Elevators)

17. All contractors must be prepared to show proof of adequate insurance prior to entering the building or entrance will be denied.

18. Residents are responsible for the actions of their guests/contractors, parents are responsible for the actions of their children. All infractions of the above will be dealt with according to the violation procedures.

GARBAGE

1. Refuse, garbage and empty non-aluminum objects such as tin and cans, must be deposited in the compactor chutes. Boxes and all other large materials shall be placed in the trash room and never deposited in the chutes. We have a recycling program. All other recyclable materials must be disposed of per the guidelines posted over each chute door.

2. All wet debris is to be securely wrapped or bagged. Debris must be completely drip free before it leaves the apartment.

3. Any resident who deposits his/her garbage other than in the proper receptacle in the compactor room is subject to a penalty pursuant to violation procedures.

4. Do not place lighted cigarettes, cigars, aerosol containers or leave aerosol containers or any other flammable materials in the chute.

RECREATIONAL FACILITIES

1. The recreational facilities of the Condominium are for the exclusive use of the residents, their guests, renters and lessees. The aforementioned may use these facilities in compliance with allthe rules and regulations of all areas as contained herein. Residents are responsible for the conduct of their guest(s).

LOGGIA – 6th FLOOR

1. Children under 16 are not permitted after 8:00 p.m., unless accompanied by an adult who assumes responsibility for them.

2. Food or beverages are not permitted with the exception of special events approved by the Board of Trustees.

3. No persons may move or alter the furniture setting without written permission from Management.

4. The Television may not be tampered with or modified in any way and must be kept at an audio level that will not interfere with the activities in the Loggia.

5. TV viewers must turn off the television after use.

6. Any dispute concerning to which program the television set should be tuned shall be decided by a majority vote of the members of the audience (one vote per person). No vote shall be taken, however, except between programs. Whenever a vote is called for, the television shall be turned off while the vote is taken, and until the audience has reached a decision.

TENNIS ETIQUETTE AND REGULATIONS

1. Proper tennis attire and tennis shoes must be worn on the courts at all times, including tops. Bathing suits are not permitted.

2. Loud talk, abusive or foul language will not be tolerated and can lead to loss of court privileges.

3. No food is permitted in the tennis area.

ELEVATORS

1. The use of any elevator to play or loiter is prohibited.

2. The undue holding and delaying of any elevator at any floor is prohibited.

3. Carrying, eating or drinking uncovered food or beverages is prohibited.

4. During the summer season of May15th through September 15th moves and deliveries will be permitted Monday through Thursday from 8 a.m. to 5 p.m. For the remaining months

(September 16thMay 14th) they may also be scheduled on Fridays from 8 a.m. to 2 p.m.

5. An elevator permit must be obtained from the Management office at least 2 days in advance of a delivery. Deliveries are not permitted on holidays.

PARKING PROCEDURES

1. Unauthorized cars will be towed at the expense of the automobile owner or driver.

2. When parking space is available, guests will be parked by the valet.

3. Parking on the ramps, driveways, or other unauthorized areas is prohibited. Violators will be towed away at the automobile owner's expense.

4. Drivers are required to comply with all safety precaution rules pertaining to speed limits as posted and to follow the flow of traffic. Horns must be sounded when entering ramps, up and down, and headlights should be on.

5. No resident shall store or leave boats, travel trailers or mobile homes on the condominium property. Vehicles other than standardsized sedans must be checked in at Security for clearance.

6. No one may enter into our garage and remove a car for washing, etc., without complying with security procedures.

7. The use of any flammable, combustible, explosive or unstable mixture of chemical substance in the garage, for any reason whatsoever is forbidden.

8. Jacking up any vehicle for any maintenance work or for any purpose whatever, is forbidden with the exception of emergency repairs.

9. Any and all garage parking privileges are subject to cancellation and termination, upon breach of any rule or regulation.

10. Unauthorized activities, painting furniture, ball playing, etc., are not allowed.

11. If a lien filed against a resident has not been satisfied, written notice maybe given to the said owner canceling his garage privileges.

12. In the event a unit owner leases their apartment, they then relinquish all garage privileges to said lessee for the duration of the lease.

13. The garage gate may only be opened with a bar code which must be purchased through the Management Office.

14. Management will not be responsible for any damage or theft to any vehicle while parked in our garage. Management is not responsible for radios, tape players, radar detectors or personal property left in cars.

15. When, in the opinion of the valet or security, a driver is intoxicated or otherwise impaired, Management reserves the right to refuse entry into the garage or delivery of a vehicle or its keys to the intoxicated driver.

SWIMMING POOL & OUTSIDE DECK AREAS

1. All owners, renters, lessees or their guests must comply with all the applicable rules and regulations as related to the swimming and deck areas with no exception.

2. The published Rules and Regulations of the Ocean Club Condominium Association pertaining to personal conduct shall apply to all owners, renters and guests utilizing the Pool Facility. It should be understood that the use of the Pool Area is a privilege that can and will be withheld for conduct judged to be in violation of this code. Pool operating hours will be posted.

3. Pool Attendants will be indoctrinated in and are responsible for the enforcement of these Rules and Regulations. If, in the judgement of the Attendant, persons using the Pool display such conduct which negatively affects the comfort and safety of others, Security will be called to escort such persons from the Pool Area. Security will write a report of such an incident which promptly will fall under violation procedures.

4. The Pool Facility is for the exclusive use of owners/renters and their guests; and residents shall in every case be responsible for the conduct of their guests. At certain times, The Association does not employ a lifeguard pursuant to the operation of this pool. **The act of providing these Pool Facilities for the use of owners/renters and their guests, with or without the employment of a lifeguard *does not* create a duty of care on the part of Ocean Club Condominium Association, nor does Ocean Club Condominium Association assume any responsibility for the safety of any resident and/or guest in their use of the Pool.** All residents and guests utilize the Pool at their own risk. Ocean Club Condominium Association does not maintain any insurance coverage pursuant to acts or omissions alleged on behalf of Ocean Club Condominium Association pertaining to the safety of residents or guests of residents who utilize the Pool Facilities. **Any use of the Pool Facilities is done at the resident's and/or guests of resident's own risk.**

5. To maintain proper security within the Facility, the entrance door to the Pool shall be secured at all times. This door can be opened only with a registered key fob. No one is allowed entrance to the Pool Area outside of posted hours.

6. Pool activities are scheduled to satisfy the needs of the majority of the Ocean Club bathers for exercise and relaxation. An activity will be cancelled if it becomes

problematic and/or proves not to be beneficial to the general population. The Pool will be open in accordance with the hours posted. During the Summer Season, the Pool will be available for use by all ages during the posted hours.

7. Children under 10 years of age must be accompanied by an adult 18 years or older when entering the Facility. Children in diapers are not allowed in the Pool at any time and will use the provided AKiddie Pools@ under the direct supervision of the parent or a delegated caretaker.

8. A professional study commissioned by the Board has determined the optimum Pool and Jacuzzi temperatures for effective exercise and for the general health of the overall Ocean Club population. We have installed digital controls to maintain the following temperatures:

Pool Facility:	84 degrees
Swimming Pool:	83 degrees
Jacuzzi:	104 degrees

9. The Pool Attendants are responsible for utilizing overhead fans and opening/closing doors to maintain these standards when the Pool Facility temperature rises above 84 degrees during the summer.

10. Before entering the Pool or Jacuzzi <u>all persons must shower,</u> using the warm water shower to rinse only. No soaping in the shower is permitted.

11. Persons showing evidence of skin disorders, bodily discharges, excessive sunburn, cuts, communicable diseases, nasal or ear discharge or bandages will not be admitted to the Pool Area. Proper cover-up clothing and footwear must be worn when entering and leaving the Pool.

12. Proper bathing attire is required for swimming/bathing suits only (gym trunks, shorts, cutoffs, etc. are not permitted).

13. Flotation devices are not permitted in the pool unless prescribed in writing by a physician for health reasons. Ball playing is forbidden in all areas.

14. Smoking is not permitted in the Pool Area.

15. Food and beverages are not allowed to be brought in for consumption within the Pool enclosure. Food and beverages may be brought to the outside Pool Deck if in disposable containers except glass. **Glass containers are prohibited**. All trash must be deposited in the proper receptacles.

16. In the event of an injury or any circumstance where first aid may become necessary pursuant to a resident's or a guest of a resident's use of the Pool Facilities, such services will be provided by the lifeguard on duty, if any. It is strictly assumed that the resident or guest of the resident is authorizing the lifeguard to perform any CPR or other first aid

techniques to assist the resident or guest of the resident. The act of performing any first aid techniques shall not create a responsibility on the part of the lifeguard or the Ocean Club Condominium Association for the act of commission or the omission of any first aid techniques utilized by the lifeguard.

17. You may not bring furniture into the Pool area, nor may you remove any of the furniture already there. Baby carriages, playpens, wagons, highchairs, etc., are not permitted inside the Pool area, but may be used on the outer decks.

18. Radios or other soundemitting devices are not allowed in the Pool Area unless used with headphones.

19. Diving is forbidden; and nonswimmers must remain in the shallow end of the Pool.

20. When, in the opinion of the lifeguard a rest period is necessary, younger swimmers shall be required to exit the Pool for a reasonable time period.

21. No more than 12 people are permitted in the Jacuzzi at one time. Children under 16 years of age are not permitted in the Jacuzzi.

22. In the case of high winds or a sudden heavy storm, residents are required to evacuate the Pool Area without delay. Security will supervise all shutdowns of the Facility.

23. Potentially harmful physical contact between residents, guests and/or staff is strictly prohibited. If Security is of the opinion that any situation is hazardous to safety and/or has grown beyond their control, the appropriate city officials will be called.

24. No congregating will be permitted on the deck after 9:00 p.m.

SAUNA AND STEAM ROOMS

1. All owners, renters, or their guests must comply with all the applicable rules as related the swimming and deck areas.

2. The sauna should be turned on twenty (20) minutes prior to use. Heat for the sauna is provided through an electrical unit. THIS IS A DRY SAUNA. Water should not be used on or near the electrical unit.

3. Residents and guests must restrict their use of the sauna and steam rooms to the sauna provided for their respective sexes.

4. Sauna and Steam Rooms as well as all other facilities at Ocean Club shall be used at the risk of the owner, tenant, guest, renter, or the like.

5. Paper products, cups, alcoholic drinks or any beverages should not be brought into the

Sauna or Steam Rooms.

LOCKER ROOMS

1. The Association will not be responsible for any articles stolen from locker rooms.

2. Use of the lockers rooms is extended to owners, renters, and their guests while using the facilities of the pool and spa.

3. No clothing or equipment may be stored or locked in these lockers when not using above facilities of the pool and spa.

SECURITY

1. Owners, renters, guests, or the like shall present suitable identification material to authorized security personnel or building Management when asked to do so.

2. All guests must be announced upon entering the building. Owners will be responsible for their guests'(whether they are renting or leasing said residence) conduct and for any damages sustained to any of the condominiums' property by their guests and lessees.

3. Guests staying with owners or renters who wish to enter the building while the owner or renter is not at home must be preregistered with Management by the owner or renter. Cleaning personnel must also be preregistered to gain access to the building when the owner is not at home. Proper I.D. will be required.

4. It is recommended that every owner carry liability insurance that includes payment for damages caused by guests, tenants, contractors, delivery persons, etc.

5. If a card holder fails to follow the procedure as outlined in this document or ignores the guard=s instructions or is disruptive in allowing the guard to carry out his/her duties, then that individual will be subject to disciplinary action. Such action will be determined by the Alternate Disputes Resolution Committee (ADR) Committee.

6. Key fobs are purchased through the Management Office for a fee. This fee applies to newly issued fobs issued at the beginning of their purchase/lease and fobs replaced due to loss. Unit owners who rent their apartments will not be charged a fee to reactivate their fob at the end of the lease. Entry to the facility is obtained by presenting their key fob to the reader at the main entrance, whereupon their picture and status will be displayed on screen. If the guard verifies that the card holder and picture are the same, and that the individual=s status is OK, then the guard will allow access to the building.

7. Key fobs used by persons other than to whom issued is considered a violation of the

Rules and Regulations. Such key fobs will be confiscated by the guard and the incident will be reported to the Management Office for appropriate action.

COMMERCIAL UNITS

1. Employees of commercial units may be granted a key fob provided that their employers acknowledge in writing that they will be responsible for the actions of their employees. Employers must immediately notify OCCA of any terminated employee. Barcodes expire on January 1 of the succeeding year they are issued.

2. Authorized fob holders are permitted access to and from the commercial units and the storage rooms with specially designated access cards. Cards are obtained at the guard=s desk. A security deposit is required which may consist of a valid driver=s license.

GENERAL

1. All violations of rules and regulations should be reported to the Security Department as soon as possible after the violation occurs. Include all pertinent information so that the violation can be properly filed.

2. Employees of the Association shall not be sent out of the building by any resident, at any time for any purpose. No resident shall direct, supervise or, in anyway, attempt to assert any control over the employees of the Association. No employee shall be solicited or employed to do any work for any resident during said employee's normal working hours.

3. All commercial deliveries will be made in accordance with Security procedures.

4. All apartment doors and stairwell exit doors shall be kept closed at all times when not being used for ingress and egress.

Keys

1. The Management Office retains either one (1) key master or keycard for each unit to be used in the event of an emergency, maintenance and security purposes only. Should you prefer to have Management or its employees enter your unit for delivery of packages, to complete service requests, allow entry to tradesmen performing a service for you, or admit a guest in your absence, you must obtain a form from the Management Office giving written authority to the Association and its employees to deliver your unit door key and security key to your authorized agent.

2. Owner shall furnish a written authorization and a key to their units for their guests. Management and employees must abide by these procedures. Cards allowing permission

to common areas are not to be given or lent to unauthorized persons.

Deadbolt Keys

3. The Master Deed provides that deadbolt keys to units must be provided to the Condominium Association. Noncompliance will result in a One Thousand Dollar ($1,000) fine. These keys will be maintained in the OCCA Management Office and for emergency situations only.

Disturbance

4. Residents shall not permit any activity in the units or building that may disturb or interfere with the rights and comforts of others. Examples of such disturbances are the loud playing of radios and televisions, unruly parties, etc.

5. The use of nonflammable artificial Christmas or other holiday trees only is permitted. No flammable trees will be permitted.

6. Access to the building shall be through the use of OCCA issued key fobs. The minimum information provided by these fobs will be: Photo ID, areas accessible to the user, user classification (i.e., owner, renter, guest, child, etc.), and date/time for which the card is valid.

7. The fobs will not have any imprint that would identify it with the Ocean Club.

8. Entry into the building from the street level will be through the doors located in the porte cochere. Other entrances may be established as need dictates. A guard=s station will be setup at the entrances for the purpose of verifying a card holder=s right to access the building.

9. Commercial unit owners who have their residence in the building will be provided with special access codes that will allow them entry into the building through the lobby doors.

10. OCCA maintenance employees will be provided with special access codes that will allow them entry to those areas where they have a responsibility.

11. Contractors will be provided with a Acontractor badge@ with appropriate access codes that will allow them entry to those areas where they have a responsibility. Contractors should also have a visible ID card identifying them as contractors. No activation fee will apply.

12. Guests cannot bring in guests. Guest cannot authorize guests.

13. Beach chairs and beach paraphernalia are **not** permitted in the lobby or in the elevator. Those with beach chairs must enter through the Montpelier Avenue door and store their chairs in the designated area. They must leave through the Montpelier Avenue door and reenter the building through the main doors in the portecochere.

Those people coming in from the beach must enter through the main doors and be clean of sand, wearing shoes and wearing tops.

FIRE PROCEDURES

1. If there is a fire at Ocean Club Condominium, hand-operated fire extinguishers are located on each floor. Call the Fire Department immediately: Phone 911.

    a. Give Location of the Fire:

        1.a.i. 3101 Boardwalk, Atlantic City, NJ
        1.a.ii. Tower Number
        1.a.iii. Floor Number
        1.a.iv. Apartment Number

2. DO NOT attempt to fight the fire before calling for help, you may be wasting precious time and that could be fatal. If time permits, call the Ocean Club Security Dept. Leave your apartment with the door CLOSED AND UNLOCKED.

3. DO NOT use elevators. When there is a fire the elevators are automatically removed from service for Fire Department use. Emergency Lights are in both stairwell and in the garage.

4. When you hear the Fire Alarm, remain in your apartment.

5. Without opening the door, touch the door frame....Is it hot?

6. If it is hot fill a tub with water

7. Put wet towels against the bottom of the door to keep smoke out.

8. Open a window for air, if there is smoke close to it, hang a sheet out of your window so the Fire Department knows where you are.

9. Make sure flames from another window cannot reach it.

10. Stay near the open window, the FIRE DEPARTMENT will give instructions by intercom, by bullhorn, or by door to door.

11. **REMEMBER: smoke rises - the best air is near the floor.**

12. If there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door with wet towels and any places where smoke appears to be entering.

13. If the door frame is **not hot** and the alarm keeps ringing, stay in your apartment**.**

IMPORTANT PRECAUTIONS BEFORE A FIRE OCCURS

1. If there is an invalid or disabled person in your apartment who needs help to escape, be sure to inform the management office and complete a "Handicap Form." Management will keep the list up to date and make sure the Fire Department has the latest list.

2. Four minutes of exposure to smoke can cause irreversible brain damage.

3. Keys to all locks to your apartment must be available for emergency rescue. NJ State Supreme Court upheld the landlord's right to have keys. More important: It Could Save Your Live. If your key is not on file at our office, the Fire Department will smash down your door if entry is required.

4. Note the locations of the fire doors on your floor. If they do not close fully, notify the Office immediately.

5. NEVER USE WATER TO PUT OUT A GREASE FIRE

6. If you burn toast, open the window and let it dissipate; otherwise, it will set off the Smoke Alarms.

7. DO NOT stand under a smoke alarm when smoking cigars, pipes and cigarettes.

Emergency Phone Numbers

Report Fire	Dial 911
For Ambulance	Dial 911
For Police	Dial 911
(Non-Emergency):	609-347-5779
OCCA Security	Dial 3453616

Ambulances

If an ambulance is expected, Security should be notified to prevent elevator delays in reaching the appropriate floor. However, it is the ultimate responsibility of the resident to notify the ambulance service or emergency operators of their name, address and apartment number.

THE FOREGOING RULES AND REGULATIONS ARE IN ADDITION TO AND DO NOT SUPERSEDE ANY OF THE RULES SET FORTH IN THE BYLAWS OR MASTER DEED OR FURTHER RULES AND REGULATIONS THAT MAY BE ADOPTED BY THE BOARD OF TRUSTEES.

VIOLATIONS PROCEDURE

1. Security will report in writing all violations of the published rules and regulations. Notices of violations will be given to all offenders.

2. Non safety threatening violations:

    a. First notice: Warning
    b. Second notice: Suspension of all privileges for five (5) days
    c. Third notice: Suspension of all privileges for thirty (30) days

3. Safety threatening violations:

    a. Immediate suspension of all privileges for a period of 30 days

4. Hearing procedures:

    a. All written violation notices will include the right to a hearing.
    b. All requests for a hearing must be made in writing within seven (7) days of the violation.
    c. Notice of a hearing date and time will be provided by the ADR Committee within a reasonable time.