

Village Woods Condominium Association. Inc._ Rules and Regulations Jan 2009

Village Woods Condominium Association, Inc.

Synopsis of Rules and Regulations as of January 1, 2009

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Village Woods Condominium Association. Inc.
Rules and Regulations Jan 2009

Members and residents are reminded that if we abide by the restrictions listed in the deed restrictions and the rules and regulations, as well as those rules of common courtesy with which we are all familiar, we will all be happier in our community and will maintain the appearance and value of our investment. Some of these are as follows:

Additions, Modifications, and Improvements

1. Exterior maintenance is the responsibility of the Association only. No changes of any kind may be made to the exterior of the unit. (Reference Declaration of Condominium, (DofC) section XI "Maintenance, Alteration, and Improvement", A 1 (b))
2. Any changes in adjacent grounds (i.e. planting of any kind) must be approved by the Board of Directors.
3. Unit owners will not be reimbursed if they call a contractor to work on the exterior of buildings or in common areas. Must submit a request to Board of Directors for approval. This also includes the interior of unit.
4. No structural changes, renovations, or alterations may be made to the INTERIOR of any unit without prior approval of the Board. The Board must approve Florida room renovations and work completed by a licensed and insured contractor. (See By-Laws, Article X, A (6) and minutes dated 10/28/96)
5. Installation of all rain gutters, front or back, requires approval of the Board. Unit owners will be responsible for cleaning, repairing, and any damage caused by them. (See minutes dated 1/9/07). Gutters may be installed only after permission from the Board. An ACR form supplied by the management company is needed before any work is started. (See minutes dated 3/17/97)
6. Any unit owner requesting services of a professional engineer or other such service must submit a written request to the Board. The Board will NOT pay for such services. (See minutes dated 3/18/96)
7. Scallop blocks may be installed around hedges and trees. Must be approved by the Board first. (See minutes dated 3/17/97)
8. Only licensed and insured contractors should be employed to work in your unit. Damage to your unit or other units leaves you responsible for the necessary repairs. (See minutes dated 3/15/99 and Declaration of Condominium, section XI "Damages Caused by Unit Owners, Etc." A 1 (d))
9. Patio blocks - only two or three patio blocks may be used to support a BBQ in back of a unit. No patios are to be built. (See minutes dated 3/18/96)
10. Satellite dish antennas, aerials, or antennae of any kind, or any other structure are NOT permitted on the roofs of condominium units or on common grounds. (See Declaration of Condominium, section XVI 4 (e), page 19)

Age Limitation on Permanent Residents

See the Declaration of Condominium, section XVIII, "Age Limitation on Permanent Residents", A and B, page 20.

Beacon Woods Civic Center Facilities

All owners and renters have full access to the Civic Center facilities. Owners must provide the Civic Center with the names and ages of renters. Owners lose their privileges while their units are rented. Guests of renters are NOT permitted to use the facilities.

Bulletin Board Usage

The bulletin boards may be used by both the Board, to communicate to residents, and by residents, without advance approval from the Board. (See minutes dated 3/12/07)

Car Covers

In order to ease concerns about the general condition of car covers, the issue of community safety which covered cars may engender, and the possible unsightly appearance of weather-damaged car covers, the following guidelines for those unit owners who elect to protect their vehicles with covers for an extended period of time are in place: (See minutes dated 3/12/07)

1. Purchase a good, heavy-duty cover (not plastic). Polyethylene or high-tech multilayered fabrics are also available.
2. Car covers should be breathable, high density - UV resistant, water and tear resistant, have double-stitched seams, and have aluminum grommets for tie-down and/or roping inside an elastic hem for added protection in securing the cover at the bottom.
3. Vehicle license plate MUST NOT be removed.
4. The vehicle owner MUST furnish our management company (Management and Associates, Inc.) with a contact telephone number to be used in the event the cover becomes unsightly or severely damaged. The owner will be called to notify them that the Association will remove the cover because of its condition.

Clothes Lines

Clothes lines are NOT permitted in Village Woods. (Ref. Declaration of Condominium, section XVI "Use Restrictions", A 4 (b))

Condominium Usage

Condominium units shall be used for RESIDENTIAL purposes only. Owners, their guests, invitees, servants, or lessees shall not use or permit to the use of their premises in any manner which would be disturbing, or be a nuisance to other owners or renters, or in such a way as to be injurious to the reputation of the property. (Reference the By-Laws, Article X, A; and the Declaration of Condominium, section XVI "Use Restrictions")

Commercial Vehicles

No commercial vehicle, nor any truck, van, or other vehicle of the type commonly used for business purposes, nor any vehicle that is oversized and/or extended in length, shall be parked within Village Woods without prior, written approval of the Board of Directors. (See Village Woods Declaration of Condominium section XVI, 4 (f) page 19 and minutes dated 11/15/99)

Common Area Usage

Since Village Woods is occupied by a majority of elderly persons and we have no designated areas for playgrounds and/or sports, nor any room for same (except that offered by the Beacon Woods Civic Center), none of the following are permitted to be used on any of the common areas: balls, bats, volleyballs, basketballs, golf clubs, tricycles, kiddy cars, roller skates, motor bikes, skateboards, Frisbees, etc.. They must be confined to your personal property. Residents and guests who use canes, walkers, wheelchairs, etc. may be placed in jeopardy by such activity. (Reference minutes of 3/15/90)

Common Grounds, Fences, Hedges, and Bird Feeders

1. No flags, birdhouses, or decorations to be placed on the common areas or hung in trees.
2. No bird feeders permitted. (See minutes dated 11/18/96)
3. Lawn ornaments, figurines, statues, signs, wooden flowers, flower pots, etc. are NOT permitted in front of hedges. (See minutes dated 4/9/01)
4. Unauthorized additions to the common areas are not permitted. These include, but are not limited to, statues, bird feeders, clotheslines, and lamp posts. If in doubt, contact your Board of Directors BEFORE you spend your money.

Damages Caused by Unit Owners or Their Contractors

See the Declaration of Condominium, section XI, A, 1 (d) "Damages Caused by Unit Owners, Etc." and minutes dated 3/15/99.

Flags

1. No flags shall be flown or displayed on the common areas or hung in trees. (3/18/96)
2. Flag must not be larger than three (3) feet by five (5) feet. (See minutes dated 3/18/96)
3. Flag pole length shall not exceed 6.5 feet. (See minutes dated 10/15/07)
4. Only an American flag may be flown or displayed, except on Flag Day when flags of other nations or countries may be flown. (See minutes dated 10/15/07)

Flowers Displayed in Front of Unit

1. Because of drought conditions which occur frequently in Florida, four (4) plants or flowers (artificial or real) in pots no larger than ten inches (10") in top diameter are allowed in front of a unit. (See minutes dated 3/12/01 and 4/9/01)

2. Hanging flower pots with live flowers, flower baskets, wind chimes, thermometers, and decorative wreaths are permitted. (See minutes dated 3/18/96)

Insurance

1. Our insurance carriers follow Florida statutes. Insurance on items not covered by our Association policies, plus insurance on contents and personal effects is the responsibility of the unit owner. (See Declaration of Condominium, section XIV "Insurance", parts A, B, and C on page 17)

2. The Association's insurance carrier recommends that each unit have at least one (1) smoke detector and at least one (1) fire extinguisher. (See minutes dated 10/3/84)

3. Effective 01/01/2009, each condo owner must obtain a policy of hazard and liability insurance in an amount as determined by the BOD, with a deductible no more than that specified by the BOD. The policy must also contain coverage for a special assessment of at least \$2,000.00 per occurrence, and ensure that it provides excess coverage over the amount recovered under any other policy covering the same property. The policy must also cover all improvements and additions to the unit owner's individual unit. The policy should cover all those items excluded from coverage in the association policy. The policy has to name the association as an additional named insured and loss payee on the policy. A "proof of insurance" document must be obtained by each condo owner from their insurance company on an ANNUAL basis and sent to Village Woods Condominium Association via our management company.

Lighting, Exterior

1. No lamp posts permitted. (See minutes dated 10/5/83)

2. Decorative motion sensor front porch lights are permitted.

3. Any rear motion sensor light must use a bulb of 75 watts maximum, with a maximum of 150 watts per fixture. They must be set at the minimum time-on setting and pointed toward the ground, not in the air. (See minutes dated 11/16/92 and 4/9/01)

4. "Malibu" lights are permitted only where sidewalk steps exist and only with the approval of the Board.

Maintenance Fee Payments

These are due on the first day of each month. If payment is not received by the tenth (10th) of the month, a delinquency notice will be mailed out. There is a ten percent (10%) per annum interest charge after the 10th of the month, in addition to a twenty-five dollar (\$25.00) late fee. (See minutes dated 11/16/92)

The monthly maintenance fee includes exterior building maintenance (including repairs, roofing, painting, etc.), building insurance, sanitary sewer system, water, garbage collection, basic cable TV, street lighting, grounds maintenance (including lawn mowing, edging, fertilization, and pest management, and shrub and tree trimming), street and parking area maintenance, fire hydrants, and the use of the Beacon Woods facilities.

Maintenance of Property

See the Declaration of Condominium, section XI "Maintenance, Alteration, and Improvement", A, 1a-f and 2 a-b on pages 10-12.

Noxious, Noisy, or Offensive Activity

1. See By-Laws, Article X "Miscellaneous Rules", A, 2 and 3 and Declaration of Condominium, section XVI "Use Restrictions", A, 2 and 3
2. As a courtesy, please lower volume of TV, radio, CD, etc. after 10:00 PM

Notice Regarding the Sale, Lease, Rental or Transfer of Condominium

See the Declaration of Condominium, section XIII "Sale, Rental, or Other Alienation or Mortgaging of Condominium Units", A, 2 on page 14.

Parking - Unit, Visitor, and Overnight

1. See Declaration of Condominium, section XVI "Use Restrictions", A, 4 (f).
2. Please use your assigned parking space (one designated per unit) and advise visitors to park only in the unassigned, "V"-marked spaces.
3. Permanent parking of recreational vehicles is NOT permitted. However, such vehicles may be allowed to park for one day only while the operator locates suitable parking facilities outside of Village Woods. (Reference Declaration of Condominium, section XVI "Use Restrictions", A, 4(f))
4. Overnight and/or permanent parking of business service vehicles is prohibited.
5. Driving or parking on grassy areas is STRICTLY PROHIBITED. We maintain an expensive lawn irrigation system which can be easily damaged by such activity.

Pets

1. Village Woods has a NO PETS rule. (See minutes dated 4/4/97)
2. A resident who was "grandfathered" when the rule was put in place may petition the Board of Directors to obtain a pet.
3. Dogs must be leashed at all times outside and are not permitted on the common areas.
4. Pet owners must remove any defecation and keep dogs away from mailboxes and Dumpsters.
5. Weight limit for a dog is approximately fifteen (15) pounds.
6. No pet may be tied up outside anyplace without the owner being present at all times.
7. The management company or a Board member MUST be notified of the presence of any pet being kept in a condominium unit.
8. All pets must be licensed and have the shots and/or vaccinations required by Pasco County and the State of Florida.
9. No pets are permitted as overnight guests without the permission of the Board of Directors.
10. Absolutely NO PETS for renters.

Portable Storage Units (e.g. PODS)

1. Use of a portable on-site storage container (e.g. PODS) must be preceded by owner submission of a request in writing to the Village Woods Board of Directors, with the BOD providing a response to such request within five (5) business days from receipt of such request. No container may be moved on-site without an approved request. (See minutes dated 10/13/08)
2. With an approved request, the storage unit will be allowed on-site for a period not to exceed seventy-two (72) hours. For any time longer than this limit, the unit/condo owner must provide for off-site storage at their expense. (10/13/08)
3. Only a storage unit obtained from a licensed and insured company will be allowed and proof of such license and insurance must be submitted along with the unit owner's original request. (10/13/08)
4. The storage container must not exceed fifteen (15) feet in length and may be parked only within the unit/condo owner's designated parking space and not be moved on to, over, or around the sidewalk. (10/13/08)
5. Any damages to the association's common grounds must be repaired within a maximum period often (10) days at the condo owner's expense. Any necessary repair work must be approved by the Board of Directors prior to commencement of work. (10/13/08)
6. Any request by a renting tenant must be submitted via the owner-landlord, reflecting said owner's full acceptance of responsibility for compliance of these rules and responsibility for payment of any incurred repairs and expenses. (10/13/08)

Ramps

1. Wheelchair ramps for curb and doorway will be governed by federal rules. (10/15/07)
2. Ramps shall be painted yellow. (10/15/07)

Rodent Control

1. Rodent extermination in the attic is the responsibility of the Association. (3/10/08)
2. Rodent extermination in the interior of a condo unit is the responsibility of the unit owner. (3/10/08)

Sale, Rental, or Lease of a Unit

1. Since the sale or rental of a unit requires the advance approval of the Board, owners are required to submit an application for sale or rental for the Board's approval along with a fifty dollar (\$50.00) fee. (See minutes dated 7/6/83, 3/18/96, 2/11/02, and 1/9/07)
2. Buyers and/or realtors are to forward the necessary, properly completed forms (available from the management company) to the Board as quickly as possible. At least a three (3) week notice must be given to the Board for review and approval of an application for sale, rental, or lease of a unit. If less than three (3) weeks notice prior to closing or occupancy is given, then an extra twenty-five dollar (\$25.00) fee may be added to the fifty dollar (\$50.00) fee for a total fee of seventy-five dollars (\$75.00).

3. In the case of a sale, please ensure that your monthly condominium maintenance fee payment book (with coupons) and a copy of the deed restrictions are passed along to the new owner. (7/6/83)
4. The Association has an exemption to the Fair Housing Act permitting Village Woods the authority to restrict the sale, rental, or lease of your unit so that at least one member of the household is at least fifty-five (55) years of age.

Signs

1. With only one exception, no signs are to be affixed to any building, displayed in front of or behind any building, or displayed in any window. The one exception is for small "FOR SALE" or "FOR RENT" signs which may be displayed in a window only, not on a building nor on or in the ground. (See Declaration of Condominium, section XVI "Use Restrictions", A, 4 (d) and minutes dated 5/4/83 and 3/18/96)
2. Nameplates, if used, must be brass and must be placed only on the front door. (See minutes dated 3/18/96)

Termites and Ants

1. Subterranean termites and carpenter ants are the responsibility of the Association.
2. Ants, airborne termites, and other pests inside the unit are the owner's responsibility.

Trash, Garbage, Rubbish, Dumpsters, and Recyclable Material

1. All garbage, trash, rubbish, and newspapers must be bagged, and fluorescent light bulbs wrapped, prior to being discarded in the Dumpsters. Cardboard boxes must be flattened to conserve space.
2. No Dumpster is to be overloaded - Please walk to another.
3. Pick up any trash you may drop on the way to the Dumpster.
4. Don't throw cigarette butts on the ground. Put them in a proper receptacle.

Trees

1. No fruit trees are to be planted since the dropped fruit attracts rats. (Minutes 5/14/83)
2. Board approval is required if a unit owner desires to plant additional trees, shrubs, flowers, or any type of plant. A sketch of the planting area and a description of the desired plant or tree must accompany the request. (See minutes dated 10/13/94)
3. The Board will provide an Epsom Salt treatment to the palm trees in Village Woods two times a year. (See minutes dated 3/12/07)

Watering of Common Elements

1. A well water irrigation sprinkler system is provided to all Village Woods areas for necessary watering. System timers provide watering as permitted by County and South West Florida Water Management (SWIFTMUD) regulations.

2. Unit perimeter water (outside hose bibs) is County supplied drinking water for which the Association pays both water and sewer charges. Your cooperation is required to keep our water and sewer costs within budget constraints and is very much appreciated.
3. The perimeter water may only be used for shrub or grass watering when the sprinkler system is inoperative for reported repairs.
4. Notify a Board member if the system malfunctions.
5. Please observe all applicable water restrictions. Anyone who washes their sidewalk or roadway, or in any way misuses the water will be notified. If that notification does not stop the violations, SWIFTMUD and/or the sheriff's office will be notified.

Water Softeners and Conditioners

1. Before installing a water softener / conditioner, a unit owner must secure approval from the Board of Directors, as it is a change to the common area.
2. The unit must be installed by a licensed and insured contractor who must adhere to the Village Woods specifications regarding installation. (Minutes 3/18/96)
3. The softener / conditioner must be hidden from view behind the front hedges, thus the top of the unit should be no higher than the top of the hedges. (Minutes 10/7/84)
4. Salt solution discharge must NOT be discharged on to the grass. (Minutes 10/7/84)

Windows

Subsequent to a motion adopted 1/14/08, the Board adopted an ACR form to be used for windows containing the following guidelines. These window replacement guidelines replace all previous window guidelines.

1. No shutters of any type are allowed in Village Woods.
2. The "Window and Rear Door Architectural Change Request" form MUST be submitted and approved BEFORE the job starting date.
3. A Pasco County permit MUST be obtained and displayed BEFORE starting work.
4. A copy of contractor license and insurance MUST be submitted to our property management company (Management and Associates, 720 Brooker Creek Blvd. #206, Oldsmar, FL 34677) BEFORE approval can be granted.
5. All work and materials MUST meet existing State and Pasco County codes.
6. Windows MUST be aluminum or vinyl material and white in color.
7. Windows MUST be double or single hung.
8. Front windows MUST have the colonial grid design.
9. Contractor MUST remove ALL debris, including old windows and doors, from Village Woods. This material may NOT be put in Village Woods Dumpsters.

Motion Index of Approved Motions Related to the Rules and Reelulations
Date of Village Woods Condominium Association, Inc. - From 1983 through 2008

- 5/4/1983 Sign Restriction a small "For Rent" sign could be placed in a window.
- 9/7/1983 Window Film of Non-Reflective Type only this type of window film is permitted
- 10/05/1983 No lamp posts permitted.
- 10/03/1984 Each unit must have at least one Smoke Detector and one Fire Extinguisher per Association's insurance carrier's recommendation
- 10/07/1984 Water Softener must be shielded from view and hidden below the hedge line. The salt solution may not be discharged on to the grass.
- 2/10/1988 Late Charge on overdue assessments
- 4/12/1989 Delinquent Accounts That all appropriate steps be taken to recover outstanding interest and late charges
- I
- 10/20/1989 Lease/Rental Agreement Form That no sale or rental agreements (applications) be approved until all the questions therein be answered satisfactorily
- 10/20/1989 Shrubbery Replacement -Replacement of shrubbery by owners (utilizing the \$8.00 per shrub reimbursement decision made earlier) must conform to the existing landscape design
- 4/16/1990 Fair Housing Act reference
- 12/16/1991 Licensed Repairmen Repairs to be done by licensed repairman
- 10/19/1992 Malibu Lights Not allowed at 12374 Dearborn
- 11/16/1992 Motion Detector Light may use a 75 watt bulb, up to a maximum of 150 watts. They must be set at the MINIMUM TIME. If adjustable, they must be pointed to the ground, not in the air.
- 2/19/1996 Flags Nationality flags only on Flag Day June 14th; maximum size 3' x 5'; American flag flown any day; Only a United States of America flag (or a Canadian flag) [See later revisions]
- 2/19/1996 Signs Owner may, at their expense, add a NAME SIGN directly below the street address board. Limited to 3.5" x 17.5", same color as and beneath numbers board, and 3.5" black, wrought iron letters.
- 3/18/1996 Requesting Services of Engineers, Surveyors submit written request to Board. If not "required" per Board, any expense will be responsibility of unit owner.
- 3/18/1996 Fees - Twenty-five dollar (\$25.00) fee is to be charged for application of sale, rental, or leasing of unit. At least a three (3) week notice must be given to Board for approval of this transaction. If less than three weeks prior to closing or occupancy, then a Fifty dollar (\$50.00) fee may be imposed.
- 3/18/1996 Patio Blocks Only two or three patio blocks may be used to support a BBQ in back of condo. This may be done only in the rear. No patios may be built.
- 3/18/1996 Flags - No flags to be flown or displayed in trees; Must not be larger than 3' x 5'.
- 3/18/1996 No signs permitted or placed on the building, nor in front of the condo. Exceptions are For Sale and For Rent signs which must be placed in a window only.
- 3/18/1996 Name Plates If used, must be brass and placed only on the front door.
- 3/18/1996 Artificial flowers not allowed. [See later revision]

- 3/18/1996 Hanging flower pots with live flowers, flower baskets, wind chimes, thermometers, and decorative wreaths are specifically permitted.
- 3/18/1996 Water Softeners -Should be lower than the hedges. They must be installed by a licensed and insured contractor. They must comply with Board specifications.
- 10/28/1996 No renovation permitted to building. The Board must approve Florida Room renovation, and work must be completed by a licensed and insured contractor.
- 11/18/1996 Change in Board terms two year terms for board members
- 11/18/1996 Bird feeders are NOT permitted.
- 12/16/1996 Brass Door Plates OK to place on front door only at owner expense
- 2/17/1997 Board Membership Amendment, Number of Directors and Term Limits
- 3/17/1997 Scalloped Blocks (White Only) - may be installed at shrub/hedge areas and around trees. Must be approved by the Board first.
- 3/17/1997 Gutters Full rain drains can be installed by unit owners at their own expense. Must sign letter/form indicating same and assuming responsibility to clean and maintain. May be installed only after permission from the Board.
- 4/4/1997 Pet Rules adopted.
- 10/29/1999 Pet Rules amended any owner can petition board for a pet; HUD special exceptions where rules prohibit pets.
- 3/12/2001 Wood Stakes not to be used
- 3/12/2001 Artificial Flowers
- 4/9/2001 Amend Flower/Plant Pot Rule to increase number allowed from 2 to 4
- 4/9/2001 Revise Front Motion Detector Light rule to add "decorative"
- 4/9/2001 Revise "Statues" Rule Allows statues behind hedge and on front porch (patio) and not visible from the front
- 2/1 1/2002 Change Transfer Fee from \$25 to \$50
- 5/7/2003 Individual Board Members can no longer make decisions regarding approvals, they must be brought before the entire board
- 3/6/2006 Process defined for resolution of owner problems (workshop)
- 3/13/2006 Process defined for resolution of owner problems (regular board meeting)
- 3/13/2006 Unit Owners are responsible for ants, as well as the spraying of sidewalks for rust and mildew.
- 2/12/2007 Amendment to By-Laws passed regarding delineation and usage of Reserve Funds
- 3/12/2007 Approve Car Cover rules as per Memorandum of Record by A. Capeci dated 2/5/07
- 3/12/2007 Allow residents, in addition to just the BOD, to utilize the 5 bulletin boards
- 10/15/2007 Flag rules modified to allow flag pole to be maximum 6.5 feet in length and that only American flag can be flown on a daily basis, except Flag Day when flags of other countries may be flown.
- 10/15/2007 Wheelchair ramps installed by owners/residents (after approval from BOD) must meet all federal and state rules and they must be painted yellow.
- 2/11/2008 Approved change to By-Laws, Article II, Directors add at end "No person and his or her spouse may serve on the Board at the same time."
- 3/10/2008 Clarified the rodent control rules by indicating that in attic rodent extermination is the responsibility of the Association. Extermination of rodents in the interior of a condo is the responsibility of the unit owner.

3/10/2008 Approved revised window and rear door replacement requirements via the Architectural Change Request for Windows and Doors (ACR).

10/13/2008 Approved rules regarding the use of large, outside storage containers (e.g. PODS)