

Twelve Oaks Villas Condominium Association

Rules and Regulations

Effective June 20, 2010

Adopted and Issued by:

The Twelve Oaks Villas Condominium Association Inc., Board of Directors on June 20, 2010

Amended and Revised ~~06/21/09~~, ~~06/20/10~~, ~~07/20/10~~, 02/16/16+

All persons entering the Twelve Oaks Villas Condominium Association, including unit owners, tenants, all guests and invitees, shall abide by these Rules and Regulations. The TOVCA* Rules and Regulations is an amending document due to the yearly changes by the FL State Statutes governing the TOVCA by-laws and to update additional mandates approved and added by TOVCA's governing body.+ All homeowners and tenants will be held liable to "current and forthcoming" changes with the original owner signatures on file.

Included in this package is the Sale/Lease Application for residency.

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*Twelve Oaks Villas Condominium Association; henceforth as addressed under its legal name descriptor will be identified in the remaining document under the initials of TOVCA.

The TOVCA Board of Directors (BOD) may, at its discretion, suspend an Owner, resident or invitee's use of the condominium facilities upon a finding that the Owner, resident or invitee has damaged Association property, engaged in conduct which is dangerous to other persons, or has committed repeated violation of these Rules and Regulations or is past due with their monthly Dues, Assessments, late fees or unpaid fines.

All associated costs with the enforcement of these Rules and Regulations including costs for any mailed notices, fines or costs incurred by any disciplinary action(s) from the TOVCA BOD will be assessed to the resident(s) or homeowner under violation.

GENERAL

Unit owners are fully responsible for the actions of their tenants, family members, guests and pets when in violation of these rules and regulations and shall be held accountable for any damage to buildings, grounds or other common elements or property of the Association.

All persons shall use the condominium facilities at their own risk.

SECTION A – VEHICLES AND PARKING

1. All persons operating vehicles within the common elements of the condominium must operate those vehicles safely and with due consideration for prevailing conditions and the rights of others. All vehicles parked or operated within the Condominium common elements must comply with all Florida statutes.

2. A vehicle speed limit of 15 MPH or such lower speed as may be required for safe operation of the vehicle given consideration to the prevailing conditions and the presence of persons or property shall be observed by all drivers at all times within the Condominium Property. All vehicles must yield the right-of-way to pedestrians.

3. Residents must utilize their own driveways or garages for parking for themselves or their guests. Only personal transportation may be parked in the driveway spaces. Any commercial work vehicle with or without business logos must be parked in the unit's garage. Maximum gross vehicle weight is not to exceed 6000lbs.

4. Guest/Residential Parking:

a. Overflow parking labeled "GUEST" is provided as overflow for visiting guests when the resident's driveway is full or for commercial vehicles that are actively servicing a unit. Overnight usage of the guest parking spaces by a visitor is limited to a maximum of three nights. If more than five nights are required, the Unit owner must obtain a parking permit from the Board of Directors(BOD) to be placed on the driver side dash of the guest vehicle. Guest airport parking is prohibited and any unidentified vehicle left on the premises without a permit will be subject to towing.

b. When a "GUEST" space is available, it is open for limited residential use on a first come first serve basis (one resident vehicle per household) for car jockeying, home repairs or garage work up to but not exceeding

four daytime hours and one evening hour after 5 p.m. The daytime and evening hours may not be combined. Exceptions may be requested of the BOD for extenuating circumstances. **Overnight residential parking in the "GUEST" spaces is prohibited.** Parking abuse with any of the overflow spaces by a resident will be subject to a warning, then a fine, then towing.

c. Guest/Residential parking locations will be clearly marked; there are 3 GUEST spots on Amaretto Ct., 3 GUEST spots on Daiquiri Ln. and 3 GUEST spots on Pina Colada Court. **No vehicle shall be parked as to prevent or impede ready access to a unit's driveway, parking space or access to other common areas.** Owners or guests may not park in the driveway of another unit without permission of that unit owner.

d. **Parking on grass areas is prohibited.** Owners will be responsible for any and all damages including, but not limited to, damage to the grass, sprinkler system and underground wiring caused by improper parking of a vehicle operated by a family member, employee, lessee, contracted services or guest(s) of the unit. Homeowners are responsible to advise all guests or contractors servicing their unit of all parking requirements.

5. Parking & Other Violations Committee (VC) & Fines:

a. Any resident wishing to report a parking violation may do so in person or by phone to a member of the VC within reasonable hours, see the current TOVCA Member Roster for VC member names. The identity of any resident reporting a violation with the Parking & Other Violations Committee will be kept confidential. The violation **must** be verified by a VC member before any action will be taken.

The **first offense** will be a warning. The **second offense** will incur a fifty (\$50) parking fine. Repeated violations can be subject to an additional \$50 fine up to a maximum of \$1000. A **third parking violation** will allow any Board Member, at their discretion, to have the violator's vehicle towed from the premises. All towing will be carried out by an independent contractor and TOVCA accepts no responsibility or liability for the actions of the towing contractor. Towing fees incurred will be at the vehicle owner's expense. Any unpaid fines will be subject to legal recourse at the expense of the unit owner in violation.

b. Residents Right to Appeal

A unit owner's right to appeal a fine shall be scheduled with the Chairman the VC. The appeal must be made within 30 days from the fine certified postmarked date. The VC's decision to waive or uphold the fine will be final. One board member must be present at the meeting but shall not provide input or make a decision in the matter. The VC Chairman will report the decision to the BOD either in writing or in person within 10 days.

6. Miscellaneous Vehicles, Storage and Repairs

a. Recreational vehicles, motor homes, campers, large commercial vehicles or boats of any type are prohibited from being parked on the premises. Moving trucks or trailers are allowed on property for loading or unloading purposes only. Overnight parking of moving trucks or trailers are upon approval of the BOD. Commercial work trailers are allowed on the property for contracted business arrangements only. Overnight parking of a

commercial trailer is prohibited. Personally owned trailers must be stored in the garage or off site. Storage of trailers or vehicles on the neighboring property must obtain permission from the property owner and shall be stored out of view of any TOVCA street.

b. Inoperative or unregistered vehicles shall not be stored within the common elements of the condominium or on driveways.

c. Performing repairs to vehicles parked within the common elements or driveways of the condominium will not be permitted. For purposes of this section a repair includes but is not limited to body work, removing or replacing auto parts, or engine, or transmission or any other mechanical part or changing fluids. Normal maintenance is permitted. For purposes of this section, normal maintenance includes but is not limited to: jump starting a battery, changing a flat tire, or topping off fluids.

7. Bicycles may be ridden only on the street and within the owner's own driveway and must yield the right-of-way to pedestrians at all times. Bicycles will not be ridden on the grassy areas of the condominium. Bicycles shall not be permitted on the pool deck or obstruct the entrance to the pool area. Bicycles and kids toys must be stored out of site when not in use.

8. No trampolines are allowed within the common areas or unit backyards.

9. No Mini-bikes or three and four wheeled ATVs are permitted in the community.

10. Unit Owners shall be liable for any and all damages resulting from improper operation of vehicles on the property. All the above rules regarding vehicles shall apply to vehicles owned and/or operated by unit Owners, their families, employees, lessees, guests, etc. Any vehicle that is parked in violation of these rules may be towed from the common elements of the Condominium at the Owner's expense.

SECTION B – UNITS, GARBAGE, DUES & ASSESSMENTS

UNITS

Each unit Owner shall maintain their unit in good condition and repair, including but not limited to the front door, garage doors, windows, screens and frames and any shrubbery or plants added along the side of the garage, window boxes or front courtyard area. All areas around each unit and front doorways shall be kept free of paper solicitations, telephone books, trash, debris or discarded items.

Tools, buckets or items used in maintenance or repairs must be removed after use. Garden hoses shall be mounted neatly on a wall rack or put away when not in use.

The common elements are also to be kept clean and free of trash, litter and cigarette debris. Smokers must dispose of their cigarette debris at their residence and not on the street.

Violators will be subject to a \$10 fine.

2. The following unit maintenance and repairs are the responsibility of the owner: *Exterior*: from the water meter to the unit. *Interior*: building repairs not covered under the TOVCA insurance policy, the backyard, backyard fence (When facing the unit from the backyard, the fence on the left and back is the owner's responsibility) and any added fencing; All three sides are the owner's responsibility with some end units.
3. Any damage to the interior of a Unit shall be the Unit Owner's responsibility.
4. All unit owners are required to provide proof of their internal condo insurance policy within 30 days of a request by the BOD. Failure to comply will allow the BOD to purchase insurance for the uninsured residence at the unit owner's expense.
5. Any alteration(s) or modification(s) made to the internal or external structure of a unit must be pre-approved by the BOD (Example: Skylight) . Any damage to the unit or common elements of the condominium caused during alterations or modifications, whether approved or unapproved, will be the responsibility of the unit owner to repair.
6. There will be no additions or alterations made to the backyard of a unit that would include but not be limited to room additions and decks, or fences (unless approved by the association). In addition, any TV dish or antenna must be mounted at or below the fence line and not be visible from any street or neighboring yard. Window a/c units and awnings are prohibited. Holiday decorations are permitted but must be removed within two weeks after the holiday. Removal by the Association would result in a \$10 fine.
7. Exterior hanging of laundry, rugs, bedding or towels is prohibited except when placed on racks specifically designed for drying such items and only for the duration required for drying. Such drying unit may not be visible from the street or from a neighbors' property.
8. Each unit owner shall maintain his or her unit in a clean and sanitary manner.
9. Each unit shall be used only for residential occupancy; any other purposes such as a home business would require approval by the TOVCA BOD. For purposes of this section, business approval will stipulate that the business not generate excessive incoming or outgoing traffic and the business will require a license and zoning permit.
10. No unit owner, resident, or guest shall make or permit any noise, sound or other disturbance in his/her unit or on the common elements, which unreasonably interferes with another owner's rights, comfort and enjoyment of their unit or the common elements. For purposes of this section, this includes: loud music, TV, voices or loud noises coming from any unit. Work in a unit's driveway, garage or bright lights emitting from a garage, driveway or yard and any work to the outer building or yard is not allowed before 8am or after 9pm 7days a week.

11. No unit owner, resident, or guest shall discharge or allow to be discharged for recreational purposes any firearm or other projectile weapon, including but not limited to handguns, rifles, automatic weapons, air guns, sling-shots, bow or crossbows, within or out from a unit or on common elements. This is a violation of the Law.

12. **Garage sales, yard sales, estate sales, tag sales etc., are not permitted.**

13. "For Sale", "For Rent" or "Open House" signs may be posted in a unit window during daylight hours when the owner is present. All window signs are to be removed by sundown on the same day - i.e. no signs may be left overnight. "For Sale", "For Rent" or "Open House", signs are allowed only at the entrance to the complex on the right-of-way area. All signs must be made from retail or commercial quality materials.

Garbage, Vegetation Refuse and Recycling Pickup

1. Garbage day is on Wednesday & Saturday mornings. Plants, tree and grass refuse shall be placed in 30 gal. plastic bags (limit 12 per pick-up) and placed out with the garbage on Friday evenings or early Saturday morning prior to pick up. The Recycling bins shall be placed out on Tuesday evenings or early Wednesday morning.

2. All garbage must be kept in closed containers and kept inside the unit's garage till the evening before or day of trash pick-up. All garbage cans and recycling bins must be returned to the interior of the garage the same day as pick-up. Containers left out at the end of the garbage day will be collected by a Board member and the unit owner will be fined \$10.

3. Debris left by the Sanitation Department on a Unit's common area, road, grass or the driveway will be the responsibility of that Unit owner to pick up and dispose of.

4. Unit owners hiring a commercial company to perform backyard or gutter maintenance must assure that the plant or tree debris is removed from the premises by the company. Any debris left on Association property or dumped in the common areas, surrounding fields or ravine, will be cleaned up by the Association and charged to the unit owner.

Assessment Payments:

Pursuant to Section 718.116 of the Florida Statutes, as amended, the Association has the right to place a lien against a unit for non-payment of condominium dues or assessments.

1. All condominium assessments are due on the first of each month. A \$20 late penalty will be assessed for monthly assessments not received by 6:30pm of the sixth day of each month.

SECTION C – HOUSEHOLD PETS

1. No dog, cat or other animals may be kept in any Unit without the prior written consent of the TOVCA BOD. A dog may not weigh more than 35lbs. If approved, dogs shall be kept on a handheld leash and under strict control when walked on the common elements. This is a County ordinance. No pet shall be left unattended upon TOVCA property. Dog owners must curb their dog(s) along the retention pond or front grassy rise area near the pool and may not be walked across other neighbor's yards. All pet waste must be removed and disposed of in a sanitary manner at the owner's Unit. Violator's will be charged a \$ 10.00 fine. If a pet creates an offensive noise, is allowed outdoors except on a leash, or in any way creates a disturbance, TOVCA BOD may revoke their consent and require that the pet be removed from the Condominium property, and the owner of the pet shall immediately comply with such requests. Each owner shall hold TOVCA, its BOD and each unit owner or their respective tenants or employees harmless against loss, liability, damage or expense resulting from any actions by his or her pet(s) within the Condominium property.

2. No pets shall be allowed in the enclosed pool area.

3. Invisible fences shall not be installed upon the common elements of the condominium property.

SECTION D – COMMON AREAS

General

1. No personal or work items, trash or debris shall be placed or stored on the common elements, except that yard waste in plastic bags may placed at designated places on the common elements for trash pickup. Limited common elements are to be kept clean and free of trash/debris at all times.

2. Anyone using the pool facilities shall see that such areas are left in the same condition as they were before such use.

3. Any costs incurred by the Association to repair damage to the common elements shall be paid by the unit owner causing the damage, whether caused through negligence or misuse of the Owner; however, if the damage is caused by the unit Owner's guests, lessee, employee or family members, the unit Owner shall be responsible for the costs of such damage.4. Any and all use of the common elements will be in such manner as to respect the rights of other unit Owners.

SECTION E - POOL RULES

The Board of Directors may, at its discretion, prohibit use of the pool facilities by any Owner, lessee, guest or invitee, if there is sufficient evidence of repeated violations of pool rules by that individual, evidence of intentional or negligent damage of Association property or dangerous conduct which

has caused or could cause damage to the property and/or danger to any person. Residents are responsible for the safety of their guest(s).

All persons shall use the pool at their own risk; no lifeguard is on duty at any time: TOVCA, unit Owners, and the Board of Directors will not be liable for any injury.

NO DIVING IN THE POOL AND NO RUNNING IN THE POOL AREA.

Each owner will be provided a key. A \$5.00 charge will be assessed for each lost or non returned key by a tenant or owner.

1. Use of the pool and pool area is restricted to the hours of 7:00 a.m. to 10:00 p.m.
2. All children under the age of twelve (12) years of age must be accompanied by an adult who will remain in the enclosed pool area. All children under the age of three (3) must wear or use a recommended protective safety floatation device while in the pool area. All children are the responsibility of their parents or guardians and must be under their supervision at all times.
3. Showering before swimming is required by law. No one will be allowed in the pool with excessive suntan lotion or sunscreen lotion.
4. Swimwear is required for all persons using the swimming pool.
5. No personal BBQ or gas grills are permitted on the pool deck or in the pool area.
6. Food and beverages at the pool must be in a non-glass container and disposed of by the owner or guests when leaving.
7. No smoking is allowed at the pool.
8. The pool and patio area is for use by TOVCA residents and their invited guests only. Visitors must have the unit's code or key pool pass with them at all times. Any visitor without a pool key or code will be asked to leave the premises.
9. Any person having an open wound or sore shall not enter the swimming pool.
10. The pool area may not be reserved for private parties.
11. No pushing, yelling, use of profanities or use of sound playing devices at excessive noise levels that disturbs other residents shall be permitted in the pool area.
12. Incontinent persons and children who are not toilet trained must wear plastic/rubber pants at all times while in the pool. NO DIAPERS ALLOWED IN THE POOL. This includes "swim" diapers. This is required by health codes. If you are bringing a guest with a baby or toddler, please advise them of this rule.
13. Only pool floats which do not interfere with the use of the swimming pool by others, are permitted in the pool. Any Board member may direct the removal or discontinuance of the use of any float or object, which

interferes with the normal use of the swimming pool or poses a danger to other persons using the swimming pool.

14. Pool furniture will be used only for its intended purpose. Any personal furniture used at the pool must not cause damage to the pool deck. The pool furniture shall not be dragged along the deck or be removed from the pool area.

15. No person shall climb or stand upon any pool structure or furniture. No resident shall attempt to adjust the pool equipment. Any need for adjustment of the pool equipment shall be reported to an officer of the Condominium Association.

16. Clean up of the pool area is the responsibility of the residents and their guests. All trash must be removed upon leaving the pool area and deposited in trash receptacles at the resident's home.

17. It is the responsibility of the resident or guest using the pool area to assure that the bathroom lights are off and the doors and pool gate are locked upon leaving the premises.

SECTION F – SALE, LEASE AND OCCUPANCY OF UNITS

No unit may be sold or leased without first notifying the Association BOD at least 14 days in advance, in writing, for approval as provided below:

No condominium unit shall be rented for transient or hotel purposes or for a period of less than 12 months (12) months.

If occupancy of any unit takes place before paper work approval, the tenant or owner will be asked to move immediately. All attorney fees and charges incurred will be the responsibility of the owner; and, if not paid immediately, liens can be placed against the unit owner. See Condominium Regulations and By-Laws (Article3, Item 15, A-M)

Sales/Leases:

Prior to selling a condominium unit, the Unit Owner is required to provide the Association, with the name and address of the prospective buyer/tenant, along with the following three forms: TOVCA Sale/Lease Approval form, the TOVCA Rules and Regulations signed by the applicant and a copy of the applicant's background, for approval by two or three BOD members. The potential *applicant(s) must meet with at least two BOD members to review the R&R paperwork prior to occupancy*. The unit owner shall provide these three forms at least 72 hours prior to the scheduled Buyer meeting with the applicant and the BOD. Upon paperwork approval, the Unit Owner shall provide the Buyer/Tenant with a signed copy of the TOVCA Rules and Regulations.

Any unapproved adult living with an owner or tenant more than 30 days must submit an application for approval as stated in paragraph one (1).

QUESTIONS

Direct all questions in writing to the attention of Twelve Oaks Villa’s BOD at: 7212 Daiquiri Ln., Tampa, FL 33634.

I / We _____ have read and agreed to follow the rules and regulations laid out in this document for Twelve Oaks Villas Condominium Association.

+Revision approved by the TOVCA BOD on 06/04/16

(Resident) Date

(Owner) Date

(Witness) Date