

PRSII Rules and Regulations

January 2024

Table of Contents

- A. Sale, Lease and Occupancy of Units
- B. Architecture and Buildings
- C. Grounds and Common Elements
- D. Behavior at the Swimming Pool
- E. Shuffleboard and Bocce Court
- F. Keeping of Pets and Animals
- G. Parking and Operation of Motor Vehicles
- H. Guest Use of Condominium Units
- I. Administration and Office
- J. Finance
- K. Use of Clubhouse
- L. Committees
- M. Fees, Fines and Other Charges

THE FOLLOWING REQUIRED FORMS ARE AVAILABLE IN THE ASSOCIATION MANAGER'S OFFICE (561-439-6949) OR ON THE ASSOCIATION WEBSITE AT WWW.PINERIDGESOUTHII.COM

1. Purchase Application Form
2. Lease Application Form
3. Rental Renewal Form
4. Overnight Guest Form, with Guest Restrictions
5. Architectural Change Request Form

Section A

RULES GOVERNING SALE, LEASE AND OCCUPANCY OF UNITS

1. False information on Association documents will result in fines, loss of community privileges, and/or termination of residency.
2. All application forms submitted for the sale or lease of any Unit must be complete and have all the required documentation, including all required fees, before any action will be taken by the Screening Committee.
3. Effective 06/9/2021, new owners may not lease their Unit(s) on an annual basis. All seasonal lease periods shall be for a minimum of three (3) consecutive months and a maximum of six (6) consecutive months. Annual leasing of twelve months (12) is permitted only to those holding ownership prior to 06/09/2021 who previously voted NO, or abstained from voting, to the annual leasing amendment.
4. Subleasing of a Unit or part of a Unit is prohibited.
5. At least one (1) person occupying a Unit on a permanent basis must be fifty-five (55) years of age or older. Other occupants must be eighteen (18) years of age or older. *See documents for exceptions.*
6. All new prospective owners or lessees are required to be screened in person or by any PRSII approved electronic means of communication. All screenings are scheduled as required. Written proof of condominium property insurance is mandatory and will be held within the owner's file at the property manager's office. **PROOF OF INSURANCE RENEWAL IS REQUIRED ANNUALLY.**
7. For all yearly rentals only, a security deposit to cover the cost of repairs to the common elements must be provided by the owner or the tenant to be held by the Association in a non-interest-bearing account for the duration of the lease. All rental agreements must include the Pine Ridge South II Lease Addendum. All expenses will be charged to the Unit owner. *See Section M for fees, fines and other charges. All fees are non-refundable.*
8. Occupancy of a Unit prior to screening and Board approval can result in legal action to remove the applicant and the towing of the applicant's vehicle(s).
9. A new and complete application is required for each new seasonal occupancy. If a seasonal renter was a renter in our Village the previous year,

and there are no violation letters in the file, the owner may submit a "Request for Renewal of Approval of Lease Application" for each unmarried person, at least thirty (30) days prior to the start of the new lease. The Unit owner will be notified if approved within fifteen (15) days and no personal screening will be required. *See Section M for fees*

10. For renewal of a twelve (12) month lease with no change of occupants, see *Renewal Procedures*.
11. Owners are responsible for informing their tenants and guests about the rules and regulations that govern Pine Ridge South II.
12. Owners intending to sell, or in any way change ownership or to lease their Units, must give twenty (20) business days' notice of intent to the Board of Directors.
13. Owners are responsible for supplying all of the condominium documents to the buyer or renters. If lost or misplaced, they can be purchased in the PRSII office. Owners are also responsible to supply two (2) pool/clubhouse keys and one (1) postal box key to buyers and/or seasonal renters. Keys to the clubhouse and pool area may be given to guests of residents only for the duration of the visit.
14. For owners who rent their units, the right of dual usage of the Association facilities is prohibited per chapter 718.106(4) Florida Statutes (The Condominium Act) "when a unit is leased, a tenant shall have all use rights in the Association property and those common elements otherwise readily available for use generally by unit owners and the unit owner shall not have such rights except as a guest, unless such rights are waived in writing by the tenant. Owners and/or renters cannot give a pool/clubhouse key to any NON-resident for use of pool or clubhouse. Exception: Visiting guests.
15. Unapproved seasonal/annual permanent occupants in a Unit have five (5) business days to submit all paperwork and fees required for screening or they will be evicted. All costs will be charged to the Unit owner.
16. The Unit owner must designate someone living within one (1) hour's drive of the condominium that is authorized to make all final decisions in any emergency, including but not limited to, the repair or replacement of any component in the rented Unit, such as plumbing and electrical work, doors, windows, or screens. This can be another owner, a friend or neighbor, or a

management company. If the owner does not designate someone, as stated in the Second Amended and Restated Declaration of Condominium, Section 11.6, the Board is authorized to make the final decision.

17. Unit owners, at their expense, are responsible for having all sunshades and hurricane shutters closed during weather-related emergencies. The City of Greenacres requires all shutters, clamshells and other protective devices to remain open at all times, unless a hurricane event is imminent. Such devices must be re-opened no later than fourteen (14) days after the event, unless another event is predicted to occur within this time frame. **Fines will be imposed by the City of Greenacres.**
18. Rowdy or offensive behavior or the use of coarse language is prohibited in any area of the common elements.

Section B

RULES GOVERNING ARCHITECTURE AND BUILDINGS

1. Unit owners or occupants cannot alter any part of the exterior of the building, including tile floors in screened lanais, or the common elements, without the written approval from the Board of Directors.
2. All modifications of existing air conditioner units, storm awnings, security doors or glass siding lanai doors must be approved by the Board of Directors. **(An Architectural Change Form must be submitted and approved prior to modifications.)**
3. Direct replacement of the second-floor air conditioning unit must occupy the same space as the original unit and must not alter the color or appearance of the building. A replacement unit for the second-floor air conditioner may also be installed on the first floor outside the building near the first-floor Unit. The Board must approve each request. The Unit owner is financially responsible for all costs including restoration of the appearance of the building. All building stuccoing must be done by a professional mason and must match building color and finish. Anything attached to the side of the building must be painted the color of the building. **(An Architectural Change Form must be submitted and approved prior to modifications.)**

4. No alteration of the interior walls in any Unit shall be made without written approval of the Board of Directors. **(An *Architectural Change Form* must be submitted and approved prior to modifications.**
5. Explosives or flammable material cannot be stored anywhere in the building - i.e., gasoline, propane tanks, etc. Nothing may be kept on the entry way walls, steps and landings. No items may be placed under the stairwell that violates the City of Greenacres Fire Rescue Ordinances.
6. Unauthorized signs are not permitted if they are visible from outside the building.
7. Except for the American flag, which can be displayed per the federal flag display standards, no Unit owner shall cause anything to be attached, hung, displayed or placed on the exterior walls, doors, balconies or windows of the building without the written consent of the Board of Directors. Exception: Wreaths or decorative door hangers may be displayed on doors only. Seasonal residents must remove wreaths or door decorations when they leave.
8. Owners must provide appropriate window treatment for all windows in their condominium. The exterior surface of all windows and glass door coverings must be solid white or beige.
9. Nothing shall be attached to the outside of the buildings. One hose, color must be green or beige, on a small portable reel may be stored behind the hedge near the building faucet. It cannot be visible from the front of the hedge. All hoses and reels belonging to seasonal occupants must be placed in their Units before leaving. If not, items will be discarded.
10. All stairways and landing carpeting will be the sole responsibility of the Association to maintain, replace, repair and install.
 - a. Carpeting must be inspected by Board prior to replacement.
 - b. Painting of stairways and landings in the entryway is not permitted.
 - c. All metal strips must be silver in color.
11. Enclosed and screened lanais must contain neatly arranged furnishings designed for that purpose. Screened patios are part of the limited common element and must not be unsightly.
12. No clothesline or similar devices shall be permitted anywhere in the common or limited common element.

13. For any absence longer than three (3) days, it is MANDATORY that the MAIN WATER SUPPLY BE TURNED OFF AT THE WATER METER to avoid the possibility of flooding. All faucets must be turned off and sinks left unplugged.
14. The names of all occupants must be firmly attached to the mail box within seven (7) days of occupancy unless such disclosure is prohibited by law.
15. Occupant or owner must grant right of entry to the Unit for emergencies or repairs. A duplicate Unit key must be on file in the office for emergency entrance. A fine will be imposed for non-compliance.
16. Television, radio and stereo sound levels must be regulated so that sound cannot be heard more than twenty-five (25) feet from the Unit. From 10 pm to 8 am, sound must be regulated so that it cannot be heard outside the Unit.
17. Rowdy or offensive behavior or the use of coarse language is prohibited in any area of the common element.
18. Any kind of damage to a Unit must be inspected by the Property Manager and one Board member before the Association takes action, if any.
19. The Lighting Committee shall be responsible for all community holiday lighting.
20. *An Architectural Change Form* must be submitted and approved before any additions, changes and/or modification to any Unit that requires Board approval can be started.
21. Tinted windows on the glass enclosed patio: Color - Bronze or Gray.
22. Security door specifications: Color- Semi or Hi Gloss color of the building; material - 6 panel, steel or fiberglass.
23. Jalousie door specifications: Color - bronze. Material - steel or aluminum.
24. Storm and/or screen door specifications: Color - bronze. Material - aluminum or steel. Configuration - full screen with kick plate; two (2) panels with kick plate; three (3) panels with kick plate; glass or Plexiglass allowed. *(An Architectural Change Form* must be submitted and approved prior to installation. Installed storm and/or screen doors that have not been previously approved may be subject to removal.
25. Protective polypropylene panels may be used for hurricane protection on the porch windows and inner door only.

26. Glass inserts, plain or with movable mini-blinds in between the glass, are allowed only on the steel door located at the entrance to the living room and only if the porch has steel roll downs or a glass enclosure and an approved security door located at the stairway.
27. Hurricane Shutters: Color - Beige or Ivory; material - aluminum or steel; configurations - Accordion style. Clamshell Sunshades: Color of the building with brown stripes; must be uniform with existing installations; material- aluminum. Clamshell shutters must be level.
28. Corrugated aluminum shutters are allowed on the lanai only and must be the color of the building.
29. All second-floor interior floors except the lanai must have approved sound deadening cork or foam under the tile and must be approved by the Board. *(An Architectural Change Form must be submitted and approved prior to modifications).*
30. All laminated flooring on second floor Units must use the sound deadening material specified by the flooring manufacturer and installed per their instructions. Samples must be submitted for Board approval before installation. *(An Architectural Change Form must be submitted and approved prior to modifications).*
31. PERSONAL BBQ GRILLS ARE NO LONGER PERMITTED TO BE STORED UNDER THE STAIRWELLS DUE TO THE CITY OF GREENACRES FIRE RESCUE ORDINANCES.
32. Outdoor cooking or grilling is strictly prohibited on lanais and balconies.
33. Leak detectors for water heaters are mandatory. Owners are responsible to ensure the leak detectors are in working condition. If the leak detector is missing or non-functioning, and if damage occurs, THE OWNER WILL BE RESPONSIBLE FOR ANY AND ALL DAMAGES.
34. Steel braided hoses for washing machines are mandatory. If damage occurs because these updates were not performed, THE OWNER WILL BE RESPONSIBLE FOR ANY AND ALL DAMAGES.

SECTION C

RULES GOVERNING GROUNDS AND COMMON ELEMENTS

1. No person shall feed, or in any way contribute to feeding, either by hand or distribution of food in any form or in any manner whatsoever, fish, ducks, pigeons, birds, squirrels or any stray domesticated or non-domesticated animals at anytime, anywhere on the grounds.
2. Bird feeders are not permitted anywhere in the Village.
3. Planting of trees or shrubs by residents anywhere in the common element is prohibited. Seasonal residents may plant selected annuals and herbs only along the lanai and these plantings must be removed by the resident before they leave or when the flowers die. Full-time residents may plant and maintain herbs, annuals and/or perennials along the lanai. Nothing is permitted to be planted or left alongside the hedgerows between the Villages.
4. No more than two (2) potted plants can be placed either:
 - a) next to the hedge at entrance to the Unit, or
 - b) in front of the Unit lanai next to the hedge, or
 - c) hung outside of the Unit on shepherd's hooks on each corner of the building outside living room window, not to exceed four (4) feet in height. Plants must not impede landscaper trimmers. Seasonal residents must remove these items when they leave.
5. Subject to Board approval, ornamental figures that meet the following requirements may be placed outside the building.
 - a) Height: 18 inches maximum
 - b) Width: 12 inches maximum
 - c) Length: 18 inches maximumOrnamental figures are not to exceed two (2) per side of each entrance or eight (8) per building. Ornamental figures belonging to seasonal residents must be placed in their Units before leaving. If not, items will be discarded.
6. Approved solar lighting maintained by residents is allowed at the porch/lanai. Lighting must not exceed six (6) total per side. Seasonal residents must remove lighting when they leave.
7. Barbequing is allowed fifteen (15) feet from the buildings. All reasonable

precautions must be taken to insure ensure safety. Our clubhouse barbeque is available for residents to use. Fines and restrictions may be imposed if you have not cleaned the barbeque. Gas/propane cans cannot be brought into the building at any time, or stored under the stairwell of the buildings.

8. Lawn games are allowed on the grassy areas, away from buildings, EXCLUDING lawn darts, and must be removed promptly after use.
- 9 No resident (Unit owners, renters or guests) may interfere with or prevent any contractor, subcontractor or any person authorized by the Board or manager from performing any task necessary for the maintenance of Association property.
10. Garbage and rubbish must be placed in plastic bags and tied shut before it is put in the Dumpster. No paint or other hazardous materials may be put in the Dumpsters or the recycling bins.
11. Cans, plastic, and glass recyclable containers must be placed in the BLUE designated recycle bins. **DO NOT PUT PLASTIC BAGS IN RECYCLING BINS.** Newspapers, magazines, and cardboard cartons, which must be flattened first, must be placed in the YELLOW designated recycle bin. Large, oversized objects must be placed next to the Dumpster for weekly pickup, and the Office informed to ensure its removal.
12. The safety and behavior of visiting guests is the responsibility OF THE HOST. Rowdy or offensive behavior or the use of coarse language is prohibited on the grounds and in the common elements, including the pool, shuffleboard and bocce area, and the clubhouse.
13. No one is permitted to play, swim, or boat in the lake.
14. The sitting area adjacent to the shuffleboard/bocce courts is limited to three (3) benches and six (6) chairs. Personal seating may be brought to the area and must be returned to source after gathering.
15. Holiday lighting is allowed ten (10) days prior to the holiday and ten (10) days following the holiday. Exception: Christmas holiday season from Thanksgiving Day to January 6.
16. There shall be no solicitation by any person anywhere in or on the Association property for any cause, charity or any other purpose whatsoever.

17. Thirty (30) days after formal notification, if an owner fails to properly discharge his/her maintenance, repair and/or replacement obligation to correct a violation, the Association has the right to rectify the condition and bill the cost of the work to the Unit owner. Failure to follow up will result in fines and owner will be responsible for any damages caused to roadway, sidewalks and property.

SECTION D

RULES GOVERNING BEHAVIOR AT THE SWIMMING POOL

Note: All persons using the pool do so at their own risk. Owners and the Association are not responsible for accidents or injuries. The Association reserves the right to deny the use of the pool to anyone who does not observe the rules and regulations. Anyone in arrears of any kind, including assessments and maintenance, will be denied access to use of the pool and clubhouse.

1. Smoking or vaping is not allowed within twenty (20) feet of the recreation area.
2. All pool lounges must remain on the wooden deck in the pool area. Removal of furniture from the pool area is prohibited.
3. All pool chairs and lounges must be covered with towels when being used by persons wearing swimwear or using tanning lotions, sunscreen/sprays.
4. All chairs and lounges will be available on a first come basis. No chairs or lounges may be reserved at any time.
5. No towels or articles of clothing can be hung on fences or any other equipment in the pool area.
6. Poolside use of all sound emitting devices is permitted only with the use of earphones.
7. **FOOD** of any kind is **PROHIBITED** in the pool area.
8. Alcoholic beverages are permitted in the recreational area and pool area, but not in the pool water. All beverages must be in cans or plastic containers. **NO GLASS CONTAINERS ARE ALLOWED**. Individuals are responsible for cleaning any spills. Disorderly conduct will result in loss of privileges in all recreational areas.
9. Running, ball playing and boisterous conduct of any kind is prohibited in the

pool area.

10. No child under the age of twelve (12) is permitted on the deck or in the pool area without proper adult supervision.
11. Proper swimwear (no cut-offs) is required in the pool. Babies/children not potty trained must wear leak-proof diaper swimmers or swimmates. This applies to any incontinent swimmer, regardless of age.
12. Swimming aids for babies/small children are allowed in the pool only with adult supervision.
13. Pool float noodles for adults and swimming aids for small children are permitted. Air mattresses, beach balls and other similar devices are forbidden in the pool or pool area. Exception: small pool floats are allowed seasonally May 1st to October 31st for residents if pool space allows.
14. All persons wearing tanning lotion/oil/spray must shower each time before entering the pool.
15. No soap, shampoo or any cleaning material is to be used at the pool shower or in the pool.
16. Persons with infections or contagious health conditions CANNOT use the pool facilities.
17. All bathers must enter the pool via the steps at the shallow end or the ladders at the deep end. **DIVING OR JUMPING** into the pool is strictly **FORBIDDEN**.
18. No kiddy pools are allowed in the pool area. Kiddy pools are allowed near the Units and must be emptied daily by dusk, and stored in Unit - ONLY.
19. Each owner was given two (2) keys to the pool area. See Section "M" for replacement cost. Keys cannot be given to people who are not residents or guests.
20. Rowdy or offensive behavior or the use of coarse language is prohibited in the pool area. Offenders will be asked to leave. Privileges will be revoked until reinstated by the Board.
21. Capacity for the swimming pool is not to exceed thirty-nine (39) persons.
22. The Association does not provide lifeguard or attendant services.
23. The Association is not responsible for personal injury or loss/damage to personal property at the recreational area regardless of where such property is kept, left or stored on the premises.

24. Use of the pool is a privilege and right of every resident. Misuse of the pool area may result in a fine.
25. Pool railings and stairs must be kept clear at all times. Sitting or standing on the pool steps is not allowed when it prohibits pool entry.
26. No footwear can be left on or near the pool steps where it may cause a trip or slip hazard.
27. Pool hours are from 8:30 am to 10 pm. Pool area lights will be on until 10 pm all year.

SECTION E

RULES GOVERNING THE USE OF THE SHUFFLEBOARD AND BOCCE COURT

1. Smoking or vaping is not allowed within twenty (20) feet of the recreation area.
2. Shuffleboard and bocce courts shall only be used between 9:00 am and 10:00 pm.
3. Shuffleboard and bocce equipment must not be mishandled or removed from the court area, and must be returned to its storage bin after each use.
4. No one is permitted to walk on the shuffleboard and bocce courts except as required during games.
5. Children under twelve (12) years of age are not permitted to use the shuffleboard and bocce courts without adult supervision.
6. **FOOD** of any kind is **PROHIBITED** in the shuffleboard and bocce court area.
7. Alcoholic beverages are permitted in the recreational area. All beverages must be in cans or plastic containers. **NO GLASS CONTAINERS ARE ALLOWED.** Individuals are responsible for cleaning any spills. Disorderly conduct will result in loss of privileges in all recreational areas.
8. Use of all sound emitting devices is permitted only with the use of earphones.
9. Rowdy or offensive behavior or the use of coarse language is prohibited in the shuffleboard and bocce court area. Offenders will be asked to leave. Privileges will be revoked until reinstated by the Board.
10. Players shall play at their own risk.

11. Use of the courts will be limited to two (2) hours of continuous play by the same individuals. Play may continue past these restrictions providing no other players are waiting.
12. All belongings must be removed from shuffleboard and bocce courts when play is complete.
13. The Association will not be responsible for lost, stolen or damaged personal belongings.

SECTION F

RULES GOVERNING THE KEEPING OF PETS AND ANIMALS

1. No pets or animals are allowed in the PRSII community, as defined in our governing documents. Exception: Service and Emotional Support animals, upon prior approval of the Board of Directors.
2. No occupant can permit a visitor to bring an animal into the Village without proper documentation, which includes the Pine Ridge South II paperwork.
3. Animal owners and/or Unit owners are personally liable for any damages caused by approved and/or unapproved animals on the premises.
4. Without exception, all occupants and visitors are responsible for their animal's droppings. Failure to remove animal waste from the common elements will result in fines, and possible removal of a prior-approved animal.

SECTION G

RULES GOVERNING THE PARKING AND OPERATION OF MOTOR VEHICLES

1. Trucks and pickup trucks approved by the Board as stated in the amended bylaws are permitted to park in the condominium property. The following vehicles are not permitted to park or drive in any area of the condominium property: motorcycles, mopeds, electric bikes, electric scooters, boats, recreational vehicles, mobile homes, trailers, certain types of vans and all types of commercial vehicles.
2. Exceptions to Rule 1: Vehicles necessary for the maintenance care and/or protection of the property during the time the service is being performed;

service and delivery vehicles during regular business hours; vehicles for the handicapped.

3. No more than three (3) resident's automobiles per unit may be parked on condominium property by a Unit owner or renter without the written consent of the Board of Directors. There must be available guest parking to accommodate the additional vehicles, and approved additional vehicles must park in guest parking spots or at such other location(s) as determined by the Board.
4. All automobiles parked on condominium property must have the current year registration and be properly insured.
5. All resident vehicles should park in the space designated for that Unit. Guests must park in guest parking spots ONLY.
6. No mechanical repairs of any type, including changing or adding of oil to a vehicle, and painting, are permitted on Association property. Any repairs to the Village roadway made necessary because of oil leaks or other defects to a vehicle will be assessed against the owner.
7. All vehicles must be parked facing the buildings.
8. All vehicles must observe the fifteen (15) mile per hour speed limit and come to a complete stop at all STOP signs.
9. No vehicles will traverse or park on any portion of the grass area for any purpose other than service or repairs authorized by the Board of Directors.
10. Car washing is permitted unless drought conditions cause the county to curtail the use of water.
11. Every resident must have a sticker displayed in the lower driver's side of the rear window of their vehicle(s). Any vehicle without a proper parking tag will be subject to fines and towing.
12. The Property Manager will verify the registration of all vehicles and attach the parking sticker in the proper place on the vehicle.
13. All towing costs by the towing company will be billed to the owner of the vehicle.
14. Vehicles which cannot operate under their own power and/or which remain within the Village for more than seventy-two (72) hours shall be fined and towed.
15. No owner will keep any vehicle in the Village which is deemed to be a

nuisance by the Board.

SECTION H

RULES GOVERNING THE GUEST USE OF CONDOMINIUM UNITS

1. All unpaid fines levied for violations by a tenant or guest will be assessed and collected from the Unit owner. All privileges (voting, use of pool and clubhouse) will be revoked until fines are paid.
2. Rowdy or offensive behavior or the use of coarse language is prohibited in any area of the common elements. Offenders will be asked to leave, and privileges will be revoked until reinstated by the Board.
3. All overnight guests must register with the Property Manager prior to or upon arrival. A registration form is posted on the Association website and on the clubhouse bulletin board.
4. Owners are required to make all guests aware of the Association rules and are personally responsible for any violation of the rules and any damage to the common elements attributed to their guests.
5. All seasonal renters are required to check into the office upon arrival.
6. SEASONAL RENTERS AND OVERNIGHT GUESTS MUST REGISTER THEIR VEHICLE WITH THE OFFICE AND OBTAIN A TEMPORARY PARKING PASS.

SECTION I

RULES GOVERNING ADMINISTRATIVE OFFICE

1. Any single item purchase in excess of \$3,000 and/or any contract for services in excess of \$4,000 per year shall be sent out for bid.
2. The Board of Directors' President, Vice President(s), Treasurer, Secretary and any Board member officer or resident approved by the Board of Directors may have a key to the office.
3. Any work done on the property must be requested by, and completion approved by, the committee chairperson and the Board of Directors.
4. The Board of Directors' President and the Vice President(s) may approve minor work up to three thousand (\$3,000) dollars without Board approval.

5. All common element projects must be approved by the Board of Directors.
6. All incoming Directors shall take the *Fiduciary Responsibility* pledge.
7. All work orders shall be properly logged and dated, and the completion date noted when finished.
8. All letters/correspondence sent by management must be dated.
9. The Property Manager's office hours shall be determined by the Board of Directors.
10. Only the President and the Vice President(s) can authorize contacting the Association attorney.
11. The Board may authorize entry of a unit by no less than two (2) Board members, if it has been unoccupied for one (1) year or more, to insure there is no mold, insect infestation or any other condition that could affect the community.
12. PRSII Board of Directors meet bi-monthly on the second Monday of the month at 10 am and the last Wednesday of the month at 7 pm in the clubhouse. Meeting agendas notices are posted in the clubhouse, by email notification, and on our website. Resident participation is encouraged and speakers are asked to limit floor time to three (3) minutes when addressing or commenting.
13. Old Business is a permanent item of regular Board meeting agendas.
14. A proxy without voting directions is counted as a proxy for attaining a quorum only.
15. All changes, additions and/or deletions to the Association documents must be compiled and mailed or hand delivered with signature receipt to all Unit owners annually.
16. Owners, lessees or guests are not permitted to directly give orders or direction to any Association contractors, staff or employees of the Association. The Board of Directors are solely responsible for directing and supervising staff and employees of the Association.
17. All concerns or complaints must be in writing with date and signature either in hard copy or email.
18. There shall be a Board appointed liaison between the Association and the Palm Beach County Sheriff's Department.
19. Any motion voted on by the Board, whether passed or failed, cannot be

brought to another vote for a period of twelve (12) months.

SECTION J

RULES GOVERNING FINANCE

1. The Social Committee must have the Board of Directors approval on expense item(s) over \$500.
2. A copy of the audit report will be mailed to Unit owners only upon request.
3. The Association will provide copies of its annual financial reporting to any member upon request.
4. The Budget Committee, the Board Treasurer and Property Management are responsible for the preparation of the annual budget for presentation to the Board.

SECTION K

RULES GOVERNING THE USE OF THE CLUBHOUSE

1. Smoking or vaping is not allowed within twenty (20) feet of the recreation area.
2. Planned community functions always take precedence over all other functions and activities.
3. Coffee, paid for by the Social Committee, will be provided for community functions in the clubhouse. Soda and popcorn will be provided at the weeknight movie.
4. A section of the clubhouse may be used for private functions by residents ONLY as specified in the scheduling procedure and approved by the Board of Directors. A \$50 non-refundable reservation fee is required. Also required is a \$100 security deposit and a \$100 cleaning deposit to be refunded if there are no violations of rules by guests and the clubhouse is properly cleaned. Reserved functions must provide their own supplies, including coffee, paper products, and garbage bags.
5. When renting the clubhouse, all appliances and counter tops must be sanitized and all trash and recyclables removed to proper Dumpsters.

- Tables must be cleaned, floors must be swept, and kitchen floors must be mopped. Failure to do so will result in loss of use and deposit.
6. Food and beverages are permitted anywhere in the clubhouse. Persons eating or drinking must clean the tables and dispose of the trash after use.
 7. Juke Box, television and DVD operating procedures are available in the clubhouse.
 8. Rowdy or offensive behavior or the use of coarse language is prohibited in the clubhouse. Offenders will be asked to leave. Privileges will be revoked until reinstated by the Board.
 9. Changing of clothes, shaving or any comparable activity is not allowed in the clubhouse.
 10. Underage drinking is strictly prohibited, and all owners and their guests will comply with all applicable laws on consumption of alcoholic beverages and agree to hold our Association harmless and to defend against any and all claims arising from violations of this rule.

SECTION L

COMMITTEES

1. All Committee Chairpersons are appointed by the President with the approval of the Board of Directors.
2. All Committee members are nominated by the Committee Chairperson(s) and approved by the Board of Directors.
3. Committees are selected by the current administration.
4. Responsibility and authority of Committee Chairperson(s):
 - a. To make recommendations and advise the Board of Directors on all matters pertaining to their Committee responsibilities.
 - b. To supervise the use of these areas and regulate their use as defined in all of the applicable documents.
 - c. To act as liaison with any other Committees and/or outside entities.
 - d. To report all irregularities and any action to be taken to the Board of Directors for formal approval and action as required.
 - e. Recommend and request approval of the Board of Directors and/or the Association for any changes to the documents to better maintain the

condominium community.

5. Responsibility and authority of the Committee: *See Board approved documents.*
6. The Social Committee is a separate entity and can elect its own officers.
7. The Social Committee's yearly calendar of events must be approved by the Board of Directors.
8. Any added social events must be approved by the Board of Directors.
9. The Social Committee may spend money to support its events.
10. The Social Committee must get approval by the Board of Directors for any monies to be spent on the community.
11. The Social Committee Chair and Committee members who require them, may have keys to the clubhouse shed, Bingo and electronic closet. The Committee will create a key log and must present this log of key holders to the Board of Directors for annual approval. The Social Committee Chairperson must collect and return keys to the on-site manager when it is no longer necessary for these members to have the keys.

SECTION M

FEES, FINES AND OTHER CHARGES

1. Quarterly maintenance for 2024:

| | | |
|-------------|-------------------|------------------------------------|
| 1000 series | 2024 - \$788.00 | Building - 209, 210, 233 |
| 2000 series | 2024 - \$955.00 | Building - 205, 217, 231, 232, 237 |
| 3000 series | 2024 - \$1,058.00 | Building - all others |

2. Late maintenance fee (payment received after the 15th of the month, No Exceptions): \$25
3. Screening fees: \$150 per married couple / \$150 per single applicant. Fees for non-US citizens may be higher.
4. Seasonal rental renewal fee: \$25
5. Security deposit for **annual rental only**: \$400
 - Used to cover the cost of any damage done to the common elements. Balance returned when lease is terminated.

6. Rule violation fines:

| | |
|-------|--|
| \$50 | first imposed fine |
| \$75 | second imposed fine, same offense |
| \$100 | third imposed fine, same offense |
| \$100 | each successive imposed fine, same offense |

 - All fines for same violation may not exceed a maximum of \$1000.
7. Replacement documents: \$25
8. Replacement pool and clubhouse key: \$35
9. The charge for a *returned for insufficient funds* check is the amount charged by our bank and any other penalties permitted by law.
10. Our Property Management company will process all sales, rentals and background checks.

