

PARK LAKE TOWNHOUSES PHASE II

RULES AND REGULATIONS

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I. GENERAL RULES

The Rules and Regulations hereinafter enumerated as to the condominium property, the common elements, the limited common elements and the condominium units shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said initial Rules and Regulations are as follows:

1. The sidewalk, entrances, passages and all of the common elements, shall not be obstructed or encumbered or used for any purpose other than ingress and egress, to and from the premises; nor shall any carts, carriages, bicycles, tricycles, chairs, tables, nor any other similar object be stored therein. Garage doors shall be kept closed except for ingress or egress.
2. The personal property of all unit owners shall be stored in their respective units.
3. No linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind, or other articles shall be shaken or hung from any of the fences, windows, doors, or balconies, or exposed on any part of the common elements. The common elements shall be kept free and clear of rubbish, debris, and other unsightly material.
4. No unit owner shall allow anything whatsoever to fall from the windows, or balconies of the premises, nor shall he sweep or throw from the premises any dirt or other substance upon the grounds.
5. All garbage must be placed in bags and deposited with all other refuse only in the dumpster. Large items must be broken down and fit within the dumpster. The garbage men will not clean up the area or pick-up any large items.
6. No cooking shall be permitted on any balcony. No fire of any kind, cooking grills and other fire receptacles, may be used under the roof of any garage. All fire related receptacles must be used in the open area of the patio.
7. No flammable, combustible, or explosive fluids, chemicals or substances shall be kept in any unit or storage area; except, such as required for normal household use.
8. Maintenance: All requests for maintenance or repairs must be in writing or telephoned to the management firm.

9. No unit owner shall make or permit any disturbing noises in the buildings or in the common areas by himself, his family, servants, employees, agents, visitors, and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts, or conveniences of the unit owners. No unit owner shall play upon or allow to be played upon any musical instrument, or operate or allow to be operated, a phonograph, television, radio or sound amplifier, in his unit or in the common areas in such a manner as to disturb or annoy other occupants of the condominium.
10. No radio, television, or computer installation may be permitted in a condominium unit, which interferes with the television or radio reception of another condominium unit. No antenna or aerial may be erected or installed on the roof or exterior walls of the building. Any such installation may be repaired at the cost of the unit owner installing same.
11. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the condominium property except "For Sale" or "For Lease" signs no longer than 20" x 28" which will be permitted on the gate only.
12. Name signs, house numbers are permitted within reason; however, when it comes to maintenance such as painting, the owner is responsible for removing same or they will be painted over. The owner is responsible for repair.
13. No unit owner or resident will direct, supervise, or in any manner attempt to assert control over any employee of the Association, Management, unless authorized by the Board.
14. Boats may be tied at the dock. Canoes or boats, which do not use motors, can be placed on shore as long as they do not interfere with the maintenance or use of the common areas.
15. The dock is restricted for the use by the residents between the hours of 6:00 AM till 11:00 PM during weekdays and 6:00 PM till 12:00 PM on weekends.
16. No resident may operate a business from their unit.
17. No skate boarding is allowed on the property, except for the sidewalk on Grove Street. No ramps are allowed. Police department will be called concerning violations.
18. Children are not permitted to play in the streets or parking lots. The courtyards are available for this purpose.
19. Sporting equipment can be stored inside fenced area of patio of unit, only if not visible from the street.
20. No sitting member of the Park Lake Townhouses Phase II Board of Directors shall distribute letters or other written communication to the owners and residents of Park Lake Townhouses Phase II except with the approval of a

majority of the remaining Board of Directors.

21. Nothing can be hung from the gutters or roofs. This includes clothes on coat hangers, plants, Christmas lights, or any other decorations. There will be no climbing on roofs for any reason unless authorized by the manufacturer and/or association. Should any resident cause damages to the roof, they will be held liable for any warranty problems.

II. SWIMMING

Because the PLTH swimming pool is in the same classification as an apartment pool, that is, used by a number of people and is not a private pool for the use of a single family, it is governed by certain state and county laws which govern and control its use for the common good of all residents. Listed below are rules and regulations, which will keep our pool in operation within the law. Your cooperation is requested.

1. Pool hours are from 6:00 AM until 11:00 PM weekdays, and 6:00 AM until 12:00 PM weekends.
2. Absolutely no glass in the pool areas. Please use plastic or metal containers for your food, drink, lotions, etc.
3. No pets in pool area.
4. Underwater jets to be left alone. They are set for proper pool circulation.
5. Life rings and Sheppard hooks are not for use as playthings. They should be kept on racks and in usable condition for emergency use only.
6. Proper swimming apparel must be worn. No street clothes or cutoffs are permitted in the pool. No diapers.
7. No running, horseplay, or general improper behavior.
8. No children under the age of 12 will be able to use the pool at any time without an adult at least 18 years of age present and responsible. No guests under 18 years old are allowed unless a PLTH II resident over 18 years is present.
9. Radios and general noise should be kept to a reasonable level. Respect your pool neighbor's comfort. Sound travels very easily of the water, particularly in the evenings.
10. Bathers must shower before entering the pool. Suntan lotion causes a cleaning and maintenance problem.
11. Depth warning rope with floats must be across the pool at all times.
12. Help us keep your pool area clean. Use the garbage pails for trash, cigarette butts, newspapers, etc. Don't forget to take your sunglasses, cigarettes, towels, etc. when you leave. They will be disposed of after 48 hours.

13. No throwing of objects is allowed; i.e. footballs, basketballs, tennis balls, Frisbees, etc. at any time in the pool area. Water polo is permitted provided it does not interfere with other swimmers activities.
14. Your guests are invited to use the pool but please make them aware of the rules and regulations.
15. Styrofoam beads from broken toys etc. can clog the filter - so please leave these items at home.
16. Floats and similar objects shall be limited in size to hold one adult only.
17. Anyone damaging chairs, tables, umbrellas and other furnishings around the pool will be charged for same. No such items should be removed from the pool area as well. Do not put any furniture or patio furniture in the pool.
18. When "POOL CLOSED" sign is posted, NO ONE is permitted in the pool area. It will only be closed for repairs and health reasons.
19. Keep washrooms clean. Use when necessary. Don't put anything in the pool you wouldn't want in your bath.
20. No food or drink is allowed closer than 4 feet from tile edge of pool.
21. All swimmers swim at their own risk.
22. Contact Margaret Schellang at (407) 629-5425 if you need a pool key or pool ID, which should be worn and made available if asked for.
23. Your dollars support this pool and you have the right to ask other residents, guests, renters, etc. to respect the rules.

III. PETS

1. No farm or wild animals are to be kept within the patio or common areas, caged or not.
2. Pet owners shall walk their pets in the following areas with respect to their fellow residents and walk their dogs in areas not utilized by the general public.
 - a. Along Grove Street between sidewalk and street curb.
 - b. Outside perimeter of Town Circle.
3. Since May 1, 1984, we have had a limit of two pets (dogs or cats) permissible per unit. Owners and/or tenants may keep pets they had prior to May 1, 1989; however, after expiration or disposition of pets, they may not be replaced if the total will be more than two.
4. No pets in pool area.

5. No pets shall be left unattended on patio or balcony of unit.

IV. EXTERIOR IMPROVEMENTS AND LANDSCAPING

1. No unit owner shall plant or grow any type of shrubbery, flower, tree, vine, grass, potted or otherwise, or other plant life outside his unit or in common areas without written permission of the Association. Our concern is the possible additional cost of maintenance, which must be borne by other homeowners as well; since once approval is given, such addition becomes a part of the common area. The Board will welcome requests for beautification of the project.
2. No painting of exterior surfaces or building parts, i.e. fences, doors, garages, which are part of the responsibility of the Association, is permitted. This includes additions, modifications, or any form of alteration to the building structure without the expressed approval of the Board of Directors in writing and a building permit obtained from the City of Maitland when applicable.
3. Enclosure of garages, patios or balconies is currently permitted within the building guidelines set up by the Board of Directors, which are available from the Management Company. However, the Board must grant permission before any work is contemplated or started.
4. Screen doors are also permitted subject to the building guidelines.
5. Additionally, no awning, canopy, shutter, window boxes or other projection shall be attached to or placed upon the outside wall or roof of the building.
6. Special requests for variances to units (enclosing garages, screening in patios, additions, satellite dishes, air conditioners, deletions and other modifications) will not be accepted or reviewed by the Board of Directors unless the unit owners and the unit occupants are in full compliance with all Park Lake Townhouses Phase II Rules and Regulations and all maintenance fees and/or assessments are timely and fully paid.

The above notwithstanding, variance and modification requests based on life sustaining or health issues from unit owners who are not in total compliance may be reviewed, provided the applicant submits a Supporting Statement setting forth (a) the nature of the illness or health condition (b) an explanation of the relevance or connection between the requested variance or modification and the health condition; and (c) attaches documentation of the health problem and the relevant recommended needs.

V. SALE OR LEASE OF UNIT

The Association, as provided in the Declaration of Condominium, must approve the sale or lease of any unit. In addition:

1. Leases
 - a. This list of Rules & Regulations is to be posted in each leasing unit.

- b. When an owner leases his property they shall give up their rights to use PLTH facilities for the term of their lease.
- c. In case of obnoxious behavior, the governing body shall have the right to deny tenants privileges of the facilities, and will notify the unit owner of their actions.
- d. The owner of the unit is responsible for all actions and damages of their tenants.
- e. Beginning May 1, 1984, no unit owner will lease any unit for a rental period of less than one year. The only exception to this rule with the written permission of the Board of Directors, will be resident owners splits his residency between the North and South on an annual basis.
- f. Beginning May 1, 1984, there will be a \$25.00 charge per unit with the establishment of each new lease.
- g. Application for lease must be submitted to the Board of Directors prior to execution of any lease. Approval, however, does not relieve the Owner from the responsibility of the tenant abiding by the rules.

2. Sales

- a. The Seller and Buyer will submit application for purchase to the Board of Directors at least thirty (30) days prior to closing.
- b. The Board of Directors has thirty (30) days from date such application is received to approve or disapprove such application. If approved, the Board will issue a "Certificate of Approval for Sale". It is the responsibility of the Purchaser to record the certificate as required in the Declaration, at the expense of the Purchaser.
- c. There is a \$50.00 charge per unit when a unit is sold. This \$50.00 must be collected prior to transfer.

VI. ASSESSMENTS

Payment of monthly assessments shall be made at the direction of the Association. Payments made in the form of checks shall be made to the order of such party as The Association shall designate. Payments of regular assessments are due the first day of each month, and if such payments are fifteen (15) or more days late, unit owners are subject to charges as provided in the Declaration of Condominium.

The current late charge on all fees received after the fifteenth (15th) of the month is 10% of the monthly fee. If the delinquent account is not paid in full by the fifteenth (15th) of the following month, a lien notice is sent by registered mail. If the account is not paid by the requested date, a lien is filed against the unit - including \$20.00 in lien charges. If the lien is not satisfied within thirty (30) days from receipt of lien, the account is then turned over to an attorney for foreclosure action. All attorney

costs are charged back to the owner of record.

VII. INFRACTIONS

1. General Rules - pool - Pets - Sales or Leases
 - a. Anyone charged with an infraction of a house rule will receive a courtesy letter from the Management Company explaining the infraction and the circumstances under which they were committed. Should you feel you have been unduly accused or that there were extenuating circumstances, you should respond, in writing, to the Management Company so that the Board can take it under consideration.

VIII. VEHICLE RULES AND REGULATIONS

1. The following infractions are subject to IMMEDIATE TOWING or BEING ISSUED A CITY OF MAITLAND TRAFFIC TICKET:
 - a. Parking in "NO PARKING" areas.
 - b. Blocking access to other unit garages.
 - c. Blocking driving access to in front of garages, blocking access to dumpsters or blocking other owners/tenants use of their vehicles.
2. Any other infraction of the Rules regarding parking will result in a notice being placed on the vehicle explaining the infraction; date, time, license and tag number and type of infraction will be recorded.
3. A second infraction will result in a second notice warning that the next infraction will result in towing.
4. A third infraction will result in the vehicle being towed without any other notice at the vehicle owner's expense.

IX. VEHICLE RULES

1. All vehicles parked on the premises will have a valid Park Lake Townhouses Phase II, Inc. (PLTH Phase II) parking sticker affixed to the vehicles rear window. Guest's vehicles must have a guest's parking permit hanging from rear view mirror which identifies the unit where the guest can be reached.
2. Parking spaces are limited to residents, guests, and tenants of PLTH Phase II.
3. Parking is allowed only on asphalt areas. Parking on the grass, sidewalks, or Other "No Parking" areas, blocking access into other unit garage doors, blocking driving access in front of garages, blocking other owners/tenants use of their vehicles and blocking access to the dumpster is prohibited.
4. In areas where parking in the driveway is allowed, vehicles must not be parked past the dividing fence of the patio of the unit to which the vehicle is associated.

Crowding the neighbor's driveway space or blocking the gate without their permission is prohibited.

5. No vehicle which is inoperative, which means any vehicle which cannot operate on its own power or is not currently tagged or has a flat tire or has a broken windshield, etc., shall remain on the premises for more than forty-eight (48) hours. No repair on vehicles or mechanical parts shall be made on the condominium premises, unless it is within the garage (carport) of a unit and on the condition that the garage door can be closed and must be kept closed whether such work is actually being performed or not.
6. No vehicle or objects, including but not limited to Commercial Vehicles, Trucks exceeding the $\frac{3}{4}$ ton weight limit (as described in 6-e below), Motorcycles, RVs, Trailers, and Boats will be parked or placed upon such portion of the condominium property unless permitted by the Board of Directors (BOD) in writing and only then under mitigating circumstances. The following exceptions apply:
 - a. RV or boat loading and unloading of personal items prior to or following an excursion and not to exceed forty-eight (48) hours.
 - b. Guests in RVs or travel trailers visiting local residents upon notification of the Management Company. Stay is limited to two weeks unless extension is granted by the BOD.
 - c. Truck loading and unloading of personal items not to exceed forty-eight (48) hours.
 - d. Non-Commercial pickup trucks used as everyday use vehicle.
 - e. Personal vehicles (automobiles, vans, pickups) that may have company logos, do not exceed a $\frac{3}{4}$ ton weight limit, and do not have work equipment such as ladders, chains, ropes or scaffolding visible on the vehicle.
7. Vehicles with work equipment such as ladders, chains, ropes, or scaffolding visible on the vehicle visible and do not exceed the $\frac{3}{4}$ Ton weight limit may be parked in designated parking spaces determined by the BOD, limited to 6 spaces on the condominium property. Vehicle owner(s) must contact management regarding location of these permitted parking spaces.
8. Only personal vehicles which are used regularly by owners / residents may be sold from condominium property and may not be left on condominium property for display only. A "FOR SALE" sign must be used as opposed to letter on the vehicle windshield and/or windows.
9. No visually undesirable cargo (as determined by the BOD) including but not limited to: carpets, furniture, household appliances, motors, animal cages, pallets, skids, lumber or other building materials, tires, and other miscellaneous material and equipment may be stored in/on vehicles which are parked on

condominium property.

10. At no time will a vehicle be lived in while it is the parking areas.

11. Parking rules are in effect twenty-four (24) hours per day.

12. Speed limit on Maple Court, Town Circle, or other driving areas within the complex shall be 15 MPH unless otherwise posted.

Please note that Altamonte Towing will do all towing. Any damage to sprinkler system, grass or other property or the Condominium will be charged to the unit owner or to the tenant or the unit. If you should have any questions concerning these matters, please contact the Management Company- Asset Real Estate at 407-299-9009.

Your cooperation in these matters is appreciated. Please remember and follow all the PLTH Phase II, Inc. rules and regulations.