

**PREPARED BY AND RETURN TO:**  
MARIELLE WESTERMAN, ESQ.  
1511 N. WESTSHORE BLVD., STE. 1000  
TAMPA, FL 33607

**CERTIFICATE OF RECORDING  
RULES AND REGULATIONS FOR  
LAKE OVERLOOK UNIT 4  
ASSOCIATION, INC.**

The undersigned officers of Lake Overlook Unit 4 Association, Inc., the corporation in charge of the operation and control of Lake Overlook Condominium Apartments, Unit 4, according to the Declaration of Condominium of Lake Overlook Condominium Apartments, Unit 4, A Condominium, thereof as recorded in Official Records Book 4263, Page 1692 of the Public Records of Pinellas County, Florida,, as amended, hereby certify that the attached Rules and Regulations are the official Rules and Regulations of Lake Overlook Unit 4 Association, Inc. as adopted by the Board of Directors.

IN WITNESS WHEREOF, Lake Overlook Unit 4 Association, Inc. has caused this Certificate to be executed in its name on the 17 day of NOV, 2019.

Witness

By: Catherine Littleton  
(name, typed or printed)

Witness

Signature: Catherine Littleton

Witness

By: Lorna Borghese  
(name, typed or printed)

Witness

Signature: [Signature]

Lake Overlook Unit 4 Association, Inc.

By: [Signature]  
Signature

Lorna Borghese  
(name, typed or printed)  
President

ATTEST:  
By: [Signature]  
Signature

[Signature]  
(name, typed or printed)  
Secretary

STATE OF FLORIDA  
COUNTY OF Pinellas

Sworn to or affirmed and signed before me on the 17 day of NOV, 2019 by LORNA Borghese (president, name of person making statement)

Personally Known  
 Produced Identification  
Type of Identification Produced

[Signature]  
(Signature of Notary Public, State of Florida)

Catherine Littleton  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Commission No. FF 949246  
My Commission Expires 01/10/2020  
State of Florida  
Catherine Littleton



**RULES AND REGULATIONS FOR LAKE OVERLOOK UNIT 4 ASSOCIATION, INC.**

**REVISED SEPTEMBER 2019**

**SECTION 1- OWNERSHIP & OCCUPANCY OF UNITS**

1. BACKGROUND CHECKS ARE REQUIRED BY THE ASSOCIATION AND MANAGEMENT COMPANY ON ALL NON-OWNER OCCUPANTS THAT WILL RESIDE IN A UNIT. FOR PURPOSES OF THIS PARAGRAPH, ANYONE RESIDING IN A UNIT FOR MORE THAN NINETY DAYS IN ANY SIX MONTH PERIOD SHALL BE DEEMED TO RESIDE IN THE UNIT AND SUBJECT TO THIS SECTION 1. THIS PARAGRAPH INCLUDES ANY NEW PARTNERS AN OWNER MAY DECIDE TO HAVE MOVE IN. PROSPECTIVE OCCUPANTS MUST ATTEND AN ORIENTATION AND BE ACCEPTED BY BOARD BEFORE OCCUPANCY. THEY MUST ALSO SIGN A COPY OF THE RULES THAT ARE IN EFFECT AND ACKNOWLEDGE THEY HAVE READ AND UNDERSTOOD THE DOCUMENT AND AGREE TO ADHERE TO THE RULES.
2. AS PER THE DOC'S NO OWNER MAY OWN MORE THAN ONE UNIT. RENTAL TERMS FOR APARTMENTS ARE LIMITED TO ONE RENTAL IN A **TWELVE MONTH** PERIOD, AND FOR A MINIMUM OF **7 MONTHS**. WITH BOARD APPROVAL. **AS PER DOC'S NO SUBLETTING. NO SHORT TERM RENTALS. SEE CITY OF ST PETERSBURG CODES FOR RENTAL INFORMATION IN A RESIDENTIAL NEIGHBORHOOD.**
3. OWNERS MAY NOT LEASE THEIR UNIT UNTIL THEY HAVE OWNED SAID UNIT FOR 2 YEARS AS PER DOC'S. A COPY OF THE RENTAL LEASE IS TO BE SENT TO THE BOARD ON ALL RENTALS.
4. OVERNIGHT GUESTS MAY VISIT FOR NO LONGER THAN 60 DAYS IN A CALENDAR YEAR WITHOUT BOARD APPROVAL. BOARD NOTIFICATION AND APPROVAL IS NEEDED FOR ANY GUESTS AN OWNER WISHES TO HAVE STAY LONGER. THIS PARAGRAPH SHALL GOVERN WHERE THE GUEST IS NOT STAYING IN THE UNIT IN THE OWNER'S ABSENCE AND THE GUEST HAS A DOCUMENTED OTHER RESIDENCE AS THE INTENT OF THIS PARAGRAPH IS TO DISTINGUISH BETWEEN TRUE GUEST VISITATION AND LEASES/LICENSES (WHETHER FORMAL OR NOT AND WHETHER CONSIDERATION IS EXCHANGED OR NOT) OF THE UNIT.

**GARBAGE, TRASH, NEWSPAPERS, MAGAZINES**

1. NO TRASH IS TO BE LEFT IN COMMON AREAS. IT MUST BE TAKEN DIRECTLY FROM INSIDE A UNIT TO THE TRASH ROOM OR DUMPSTER.
2. ALL GARBAGE AND TRASH MUST BE PLACED IN CLOSED PLASTIC BAGS AND PLACED IN THE TRASH ROOM CHUTES ON THE 2ND AND 3RD FLOORS, OR IN THE DUMPSTER. **NO XMAS TREES, BOXES OR OTHER OVERSIZED ITEMS ARE PERMITTED IN THE DUMPSTER.**
3. NOTHING IS TO BE PLACED ON THE FLOORS IN THE TRASH ROOMS OR ON THE FLOOR IN THE DUMPSTER AREA.

4. DUE TO AGE OF PLUMBING, **NO WIPES, PAPER TOWELS OR FEMININE PRODUCTS CAN BE FLUSHED DOWN TOILETS.** Continued Plumbing repairs for blockages may result in increased annual fees.

5. ALL CARDBOARD BOXES MUST BE BROKEN DOWN BEFORE PLACING IN THE DUMPSTER. When moving in be considerate. **Do not over load the dumpster with multiple boxes.** THIS IS A COMMUNITY DUMPSTER WITH LIMITED SPACE.

6. IF YOU HAVE ITEMS THAT ARE TOO LARGE TO FIT IN THE DUMPSTER, **TELEPHONE THE CITY AT (727) 893-7398** TO SCHEDULE A PICKUP. PLACE ITEMS **AT THE STREET NEAR CURB** THE NIGHT BEFORE THEY ARE TO BE TAKEN AWAY.

### **POOL AND POOL AREA**

1. SWIM AT YOUR OWN RISK!

2. ALL MINORS AGED 8 AND UNDER MUST BE SUPERVISED BY AN ADULT OWNER OR LESSEE WHO WILL BE RESPONSIBLE FOR THEIR SAFETY. POOL IS FOR OWNERS AND THEIR GUESTS. NO GUESTS WHO ARE NOT STAYING ON SITE CAN BE GIVEN KEYS TO PROPERTY.

3. ALL POOL RULES ARE POSTED AND TO BE FOLLOWED!

4. POOL HOURS ARE FROM 7:00 A.M. UNTIL 11:00 P.M. OR EARLIER, IF LIGHTS ARE TURNED OFF.

5. GLASSWARE OR CHINA MAY NOT BE USED IN OR AROUND THE POOL.

6. **CHILDREN WHO ARE NOT TOILET TRAINED, AND ADULTS, WHO ARE INCONTINENT, MUST WEAR AN APPROPRIATE SWIM/RUBBER PANTS BOTTOM.**

7. ONLY SERVICE ANIMALS, AS DEFINED BY CHAPTER 413.08, FLORIDA STATUTES ARE ALLOWED IN THE POOL AREA, BUT NOT IN THE POOL! **NOTHING**, INCLUDING ANIMALS, CAN BE TIED TO THE FENCE OUTSIDE.

8. CHAIRS AND TABLES MUST NOT BE REMOVED FROM THE POOL AREA.

9. IF NO ONE ELSE IS USING THE POOL AREA WHEN YOU ARE LEAVING, UMBRELLAS SHOULD BE CLOSED, THE FOUNTAIN AND LIGHTS UNPLUGGED. **ALL CUSHIONS SHOULD BE PLACED IN THE STORAGE BOX BY USERS AS THEY LEAVE.**

10. IF YOU MOVE CHAIRS, THEY ARE TO BE RETURNED TO THEIR ORIGINAL POSITION WHEN YOU LEAVE.

11. IN THE EVENT OF A HURRICANE OR TROPICAL STORM, CHAIRS AND UMBRELLAS ARE TO BE PLACED IN THE GYM ALONG WITH ALL HOSES. GAS GRILL CAN GO IN TO POOL PUMP ROOM OR GYM.

### **RECREATIONAL FACILITIES**

1. THE EXERCISE ROOM WILL BE OPEN BETWEEN THE HOURS OF 6:00 AM. TO 11:00 PM

2. THE EXERCISE ROOM IS AVAILABLE FOR USE BY RESIDENTS AND THEIR GUESTS. ANYONE AGE 12 OR YOUNGER REQUIRES ADULT SUPERVISION. INDIVIDUALS THAT ARE NOT ABLE TO COMPETENTLY USE

THE EXERCISE EQUIPMENT MUST BE ACCOMPANIED BY A COMPETENT, RESPONSIBLE PERSON. ANYONE THAT MISUSES THE EXERCISE EQUIPMENT MAY BE PROHIBITED FROM USING THE EXERCISE ROOM IN THE FUTURE.

3. PERSONS USING THE EXERCISE EQUIPMENT ARE RESPONSIBLE FOR CLEANING IT AFTER USE.
4. CONDO ASSOCIATION ASSUMES NO RESPONSIBILITY FOR INJURY CAUSED BY USE OF EXERCISE EQUIPMENT. USERS OF THE GYM MUST SIGN A RELEASE FORM. RELEASE FORMS CAN BE OBTAINED FROM THE ASSOCIATION'S MANAGEMENT COMPANY.
5. NO EQUIPMENT IS TO BE REMOVED FROM THE EXERCISE ROOM.
6. THE CLUB ROOM AND/OR KITCHEN APPLIANCES CAN BE RESERVED THROUGH THE CHAIRMAN OF THE ENTERTAINMENT COMMITTEE OR A BOARD MEMBER. THERE WILL BE A \$50.00 DEPOSIT (CHECK MADE PAYABLE TO LAKE OVERLOOK IV ASSOCIATION) REQUIRED BEFORE USING THE ROOM. YOUR DEPOSIT WILL BE RETURNED IF THE ROOM IS CLEAN AND ORDERLY AFTER IT HAS BEEN USED.
7. CLUB ROOM ACTIVITIES MUST END BY 11:00 PM, UNLESS THE BOARD OF DIRECTORS GRANTS PERMISSION TO EXTEND THE TIME.
8. AIR CONDITIONERS AND LIGHTS IN EXERCISE AND CLUB ROOMS ARE ADJUSTED BY BOARD OF DIRECTORS OR MAINTENANCE PERSONNEL. DO NOT ATTEMPT TO CHANGE THE SETTINGS!
9. NO GAS GRILLS ARE PERMITTED IN INDIVIDUAL UNITS. COMMON GRILLS IN POOL AREA SHOULD BE CLEANED AND COOLED BEFORE CLOSING THE HOOD AND COVERING THEM. THE CONDO ASSOCIATION SUPPLIES THE GAS FOR THE COMMUNITY GRILL.

#### **PETS**

1. ONLY DOGS AND CATS ARE PERMITTED.
2. THE BOARD OF DIRECTORS MAY EXCLUDE FROM THE COMMUNITY, ANY AGGRESSIVE BREED OF DOG THAT IS DEEMED TOO NOISY, AGGRESSIVE, OFFENSIVE, THREATENING, OR DESTRUCTIVE. ONLY 1 PET IS PERMITTED PER UNIT. THESE RULES ARE EFFECTIVE **September 1, 2019**. ANY PETS ON SITE BEFORE THAT DATE WILL BE GRANDFATHERED IN. IN ORDER TO BE INCLUDED IN THIS GRANDFATHERING, ALL PETS MUST BE REGISTERED WITH THE ASSOCIATION WITHIN 14 DAYS OF THE PETS PRESENCE IN THE COMMUNITY; PROVIDED THAT THE PET WAS OWNED BY THE MEMBER PRIOR TO 9/1/19. ANYONE THAT HAS MORE THAN ONE PET AFTER THE DATE THAT THESE RULES ARE ADOPTED AND WHO HAS NOT REGISTERED THEIR PETS SHALL NOT BE GRANDFATHERED AND SHALL BE DEEMED TO HAVE OBTAINED THE ADDITIONAL ANIMALS(S) AFTER THE DATE THAT THESE RULES ARE ADOPTED, IN VIOLATION OF SAME.
3. ALL ANIMALS ARE TO BE KEPT INSIDE RESIDENTIAL UNITS AND NOT LEFT ALONE OUTSIDE, TIED TO THE BUILDING STRUCTURE. **ALL EFFORTS SHOULD BE MADE TO WALK DOGS AT PERIMETER AREA.** THIS WILL HELP ELIMINATE THE URINE SMELL NEAR THE BUILDING. NO ONE WANTS THAT SMELL WHEN THEY WALK OUT THE DOOR.
4. PETS ARE TO BE WALKED ON A LEASH. THEY ARE NOT TO BE SET FREE AT ANY TIME TO RELIEVE THEMSELVES IN EITHER THE FRONT OR THE BACK OF A UNIT. **OWNERS ARE RESPONSIBLE FOR PICKING UP THEIR PET'S SOLID WASTE (CITY CODE 451).**

5. EACH PET OWNER WILL BE LIABLE TO THE ASSOCIATION FOR THE COST OF REPAIR OF ANY DAMAGE TO THE COMMON PROPERTY CAUSED BY HIS ANIMAL. THIS INCLUDES THE LAWN AND DAMAGED LANDSCAPE.

6. PROOF OF YOUR PET'S LICENSE AND CURRENT VACCINATION/SHOTS ARE TO BE MADE AVAILABLE TO THE BOARD OF DIRECTORS UPON REQUEST.

7. RESIDENTS SHALL HOLD THE ASSOCIATION HARMLESS FROM ANY CLAIM RESULTING FROM ANY ACTION OF THEIR PET(S) WHATSOEVER. AS PART OF THE PET REGISTRATION PROCESS, PET OWNERS WILL BE REQUIRED TO EXECUTE A RELEASE FORM IN FAVOR OF THE ASSOCIATION.

#### **LAUNDRY ROOM**

1. ONLY RESIDENTS AND THEIR GUESTS MAY USE THE LAUNDRY ROOM FACILITIES.

2. EQUIPMENT MAY NOT BE REMOVED FROM THE LAUNDRY ROOM.

3. WASHERS AND DRYERS MUST BE EMPTIED PROMPTLY.

4. FILTERS MUST BE CLEANED AFTER EACH USE AS ACCUMULATED LINT IS A FIRE HAZARD.

5. THE DOOR TO THE LAUNDRY AND EXERCISE ROOMS IS TO BE KEPT LOCKED AT ALL TIMES.

6. RACKS IN LAUNDRY ROOM ARE AVAILABLE TO ALL OWNERS, LESSEES, AND THEIR GUESTS FOR HANGING GARMENTS AND HOUSEHOLD ITEMS.

#### **VEHICLES AND PARKING AREA**

1. RESIDENTS ARE PROHIBITED FROM KEEPING AND/OR PARKING ANYTHING OTHER THAN PRIVATE PASSENGER CARS, SUVs, AND MINIVANS AND NON-COMMERCIAL PRIVATE PASSENGER TRUCKS ON THE CONDOMINIUM PROPERTY. BOATS, JET SKIS, CANOES, KAYAKS, TRAVEL TRAILERS, CAMPERS, MOTOR HOMES, TRAILERS) MAY NOT BE PARKED IN THE PARKING LOT.

2. OVERSIZED VEHICLES MUST BE APPROVED FOR PARKING ON THE PROPERTY BY THE BOARD OF DIRECTORS. **(This rule applies to contractors and moving vehicles.)**

3. NO STORAGE SHEDS OR PODS WILL BE PERMITTED IN COMMON AREAS OR THE PARKING LOT WITHOUT FIRST CONTACTING THE BOARD OF DIRECTORS FOR CONSIDERATION.

4. VEHICLES WITH A MODIFIED ENGINE THAT HAVE AN ABOVE-AVERAGE NOISE LEVEL WILL NOT BE ALLOWED TO PARK ON THE PROPERTY INCLUDING ALL MOTORCYCLES.

5. VEHICLES THAT ARE UNDRIVEABLE, UNREGISTERED AND/OR HAVE EXPIRED LICENSE PLATES ARE NOT TO BE LEFT IN THE PARKING LOT. THEY WILL BE TOWED AT OWNERS EXPENSE.

6. RESIDENTS ARE RESPONSIBLE FOR REPAIRS AND CLEANING OF THE PARKING LOT SURFACE IF IT IS STAINED AND/OR DAMAGED BY LEAKAGE OF FLUIDS FROM THEIR VEHICLES.

7. ALL CARS MUST BE REGISTERED WITH THE BOARD. ONE ASSIGNED SPOT PER UNIT. ANY 2<sup>ND</sup> OR 3<sup>RD</sup> CAR MUST BE PARKED IN VISITOR PARKING AND MUST BE REGISTERED WITH CONDO ASSOCIATION. THE ASSOCIATION RESERVES THE RIGHT TO LIMIT THE PARKING OF MULTIPLE VEHICLES WITHIN THE ASSOCIATION IN ORDER TO ENSURE SUFFICIENT VISITOR PARKING REMAINS AVAILABLE.

8. NO VEHICLES MAY BE LEFT IN A VISITOR SPACE FOR MORE THAN TEN (10) CONSECUTIVE DAYS WITHOUT BOARD APPROVAL. **PLEASE ALERT BOARD REGARDING THIS SITUATION.**

#### **PLANTS AND FURNITURE IN COMMON AREAS**

1. FURNITURE IN THE COMMON AREA HALLWAYS SHOULD BE LIMITED TO TWO CHAIRS AND ONE BENCH, TABLE OR STACKING/NESTING TABLES. NOTHING ELSE. FURNITURE MUST BE KEPT IN GOOD CONDITION AND THE BOARD RESERVES THE RIGHT TO REQUIRE REMOVAL OF ANY ITEMS PLACED IN THE COMMON ELEMENT HALLWAYS FOR ANY REASON, INCLUDING AESTHETIC REASONS.

2. OWNERS ARE PERMITTED TO PLACE FOUR PLANTS THAT ARE WELL-KEPT AND NOT TALLER THAN SIX FEET, INCLUDING THE POT, NEAR THEIR FRONT DOOR, PROVIDED THAT SUCH PLANT(S) DO NOT OBSTRUCT OR IMPEDE SAFE PASSAGE IN THE HALLWAY.

3. TO COMPLY WITH FIRE CODES, NOTHING MAY BE AFFIXED TO EXTERIOR WALLS.

4. FIRE EXTINGUISHER BOXES MUST BE EASILY ACCESSIBLE AT ALL TIMES.

5. NO STORAGE UNITS ARE ALLOWED IN THE COMMON AREA.

6. THE COMMON WALKWAY MUST HAVE A MINIMUM OF **THREE FEET** CLEARANCE. FIRE CODE!

7. FIRST FLOOR RESIDENTS CAN ONLY PLANT IN THE REAR OF THEIR UNIT IN THE DESIGNATED AREA. THE ASSOCIATION CAN REMOVE ANY PLANT ON THE COMMON ELEMENTS WITHOUT REIMBURSEMENT TO THE PERSON WHO PLANTED THE PLANT.

**8. RANDOM PLANTING IN COMMON AREAS IS NOT ALLOWED. PLANTING MUST BE APPROVED BY THE BOARD. THE BOARD RESERVES THE RIGHT TO REMOVE OR TO REQUIRE THE REMOVAL OF PLANTINGS BY THE PERSON THAT INSTALLED THE PLANTING AT THE PERSON'S SOLE EXPENSE AND WITHOUT COMPENSATION FOR THE VALUE OF THE ITEM PLANTED.**

#### **GENERAL RULES**

1. ALL EQUIPMENT (DOLLIES, SHOPPING CARTS) BELONGS TO THE ASSOCIATION AND IS STRICTLY FOR ITS USE. THEY MUST BE RETURNED AFTER USE AND NOT STORED IN AN OWNER'S UNIT. CARTS ARE FOR USE BY OWNERS. **THESE ARE NOT FOR USE BY CONTRACTORS. THEY NEED TO USE THEIR OWN CARTS AND OR DOLLIES.**

2. ALL PROSPECTIVE PURCHASERS AND/OR LESSEES MUST BE APPROVED BY THE BOARD OF DIRECTORS BEFORE CLOSING OR SIGNING OF A LEASE.

3. RESIDENTS SHALL NOT FEED BIRDS OR ANIMALS BY PLACING ANY FOOD OR LIQUID ANYWHERE ON OR ABOUT THE PREMISES. **THIS ATTRACTS RODENTS.**
4. NO RESIDENT OR THEIR GUEST MAY ENGAGE IN OR PERMIT OTHERS TO DO ANYTHING THAT INTERFERES WITH THE RIGHTS, COMFORT, OR CONVENIENCE OF OTHER RESIDENTS.
5. NO MUSICAL INSTRUMENT, STEREO, RADIO OR TV IS TO BE PLAYED WITH A VOLUME LEVEL DISTURBING TO OTHER OCCUPANTS BETWEEN 8:00 PM AND 8:00 AM THERE IS TO BE NO HAMMERING OR USING LOUD, NOISY ELECTRICAL EQUIPMENT OR POWER TOOLS.
6. BEFORE REPLACING FRONT WINDOWS OR INSTALLING FLOORING OTHER THAN CARPET, YOU MUST HAVE APPROVAL FROM THE BOARD OF DIRECTORS. THERE IS A FORM TO FILL OUT ON THE LELAND MGMT SITE.
7. UNIT OWNERS AND LESSEES ARE RESPONSIBLE FOR DAMAGE TO COMMON ELEMENTS THAT HAS BEEN CAUSED BY THEMSELVES, THEIR GUESTS, OR THEIR HIRED HELP.
8. NO TOWELS, GARMENTS OR RUGS ARE TO BE HUNG ON FURNITURE IN THE COMMON WALKWAY OR OVER THE RAILINGS. (RACKS IN THE LAUNDRY ARE PROVIDED FOR DRYING ITEMS. **NOTHING IS TO BE ON THE RAILINGS.**
9. KEYS TO THE COMMON AREAS ARE TO BE USED ONLY BY RESIDENTS AND THOSE STAYING IN OWNER/LESSEE UNITS.
10. NO TENANT IS ALLOWED TO SUBLET THE UNIT HE IS RENTING
11. UNITS CANNOT BE RENTED TO A BUSINESS.
12. OWNERS ARE RESPONSIBLE FOR INFORMING THEIR TENANTS AND/OR GUESTS OF THE RULES AND REGULATIONS AND SEEING THAT THEY ABIDE BY THEM.
13. WHEN USING THE ELEVATOR TO MOVE FURNITURE OR OTHER LARGE ITEMS, CONTACT A BOARD MEMBER TO HAVE PADDING INSTALLED IN THE ELEVATOR.
14. RESIDENTS ARE EXPECTED TO KEEP THEIR WINDOWS, SCREENS AND SCREEN DOORS IN GOOD ORDER AND CLEAN THEM WHEN DIRTY.
15. NO SIGNS ARE TO BE PLACED IN THE WINDOWS OF UNITS.
16. UNIT OWNERS SHOULD HAVE A HAZARD AND LIABILITY INSURANCE POLICY.
17. ITEMS THAT ARE DONATED OR OTHERWISE PLACED IN COMMON AREAS MUST BE DONE SO FREE AND CLEAR. THEY BECOME CONDOMINIUM PROPERTY AND CANNOT BE PLACED IN A COMMON AREA FOR TEMPORARY STORAGE.
18. ONLY THE BOARD OF DIRECTORS HAS THE AUTHORITY TO ACT FOR THE ASSOCIATION WITH VENDORS, CONTRACTORS, THE CHURCH NEXT DOOR, ETC. UNIT OWNERS SHOULD CONTACT THE BOARD OF DIRECTORS IF ANY QUESTIONS AND/OR PROBLEMS ARISE.
19. ANY UNIT UNOCCUPIED FOR ONE WEEK OR LONGER MUST REMOVE ALL OUTSIDE FURNITURE AND PLANTS DURING THE PERIOD OF VACANCY.

**20. ANY UNIT UNOCCUPIED FOR ONE WEEK OR LONGER MUST TURN OFF THE WATER INTO THE UNIT. THE TURN OFF IS LOCATED NEAR THE HOT WATER HEATER.**

21. AIR CONDITIONING IS REQUIRED TO BE ON AND SET TO A MINIMUM TEMPERATURE OF 80 DEGREES TO PREVENT MOLD, MILDEW AND THE LIKE FROM DAMAGING THE UNITS OR COMMON ELEMENTS OF THE BUILDING.

22. NO OWNER MAY DESTROY, TRIM OR CHANGE COMMON CONDOMINIUM LANDSCAPING WITHOUT PRIOR APPROVAL OF THE BOARD.

#### **RENOVATION AND REPAIR OF UNITS.**

**1. ALL UNIT RENOVATION AND REPAIRS MUST BE DONE BETWEEN MONDAY-SATURDAY DURING THE HOURS OF 9:00AM-5:00PM. NO RENOVATIONS OR REPAIRS (EXCEPT FOR EMERGENCIES) WILL BE PERMITTED ON SUNDAYS. ALL RENOVATIONS THAT INVOLVE A CONTRACTOR MUST BE PERFORMED BY A LICENSED CONTRACTOR WITH APPROPRIATE PERMITS AND INSURANCE. ALL RENOVATIONS MUST BE APPROVED BY THE BOARD. THERE IS A FORM ON THE LELAND MANAGEMENT SITE TO USE FOR REMODELS. RENOVATIONS PERFORMED BY AN OWNER MUST ALSO COMPLY WITH STATE AND CITY LAWS TO INCLUDE PERMITS IF REQUIRED BY THE CITY AND OR COUNTY.**

2. ALL CITY OR COUNTY PERMITS FOR RENOVATIONS MUST BE POSTED ON FRONT OF UNIT SO THEY ARE CLEARLY VISIBLE. THE CITY HAS A LIST OF WHAT PERMITS ARE REQUIRED ON THEIR OFFICIAL SITE.

3. NO RENOVATION OR REPAIR WORK MAY BE CONDUCTED ON THE WALKWAYS OR IN THE LOBBIES AT ANY TIME. NO BLOCKING WALKWAYS AS THIS IS A FIRE CODE VIOLATION. CONTRACTORS MAY SET UP IN GRASS AREAS. WALKWAYS NEED TO BE COVERED WITH PLASTIC OR PAPER TO PREVENT DAMAGE.

**4. ALL REMODELING MATERIALS MUST BE REMOVED BY THE CONTRACTOR OR OWNER AND NOT PLACED IN THE COMMON DUMPSTERS.**

5. ALL ELECTRIC NEEDS OF A CONTRACTOR MUST COME FROM THE UNIT'S ELECTRIC SERVICE AND NOT THE COMMON ELECTRIC.

6. INSTALLATION OF FLOORING ON THE 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR REQUIRES WRITTEN APPROVAL OF THE BOARD. A SOUND REDUCING BARRIER OR CORK MUST BE PLACED BETWEEN THE FLOOR COVERING AND THE BASE. THE SOUND REDUCING BARRIER OR CORK MUST BE 1/4 TO 1/2 INCH THICK AND BE APPROVED VIA THE ARR PROCESS WITH THE MANAGEMENT COMPANY.

**7. RESIDENTS AND THEIR CONTRACTORS ARE RESPONSIBLE TO CLEAN COMMON AREAS AFTER THEIR WORKMEN/MOVERS ARE FINISHED FOR THE DAY. EACH DAY.**

#### **BOARD MEETINGS**

**1. BOARD MEETINGS ARE BUSINESS MEETINGS. THE ONLY PETS ALLOWED ARE ANIMALS APPROVED PURSUANT TO THE FHA . ANYONE WHO IS DISRUPTIVE DURING A BOARD MEETING WILL BE ASKED TO LEAVE.**

**2. ROBERTS RULES ARE FOLLOWED AT THE MEETINGS. THESE ARE GUIDING PRINCIPLES ABOUT BEHAVIOR AT MEETINGS.**

**COMPLAINTS**

1. NEIGHBOR-TO-NEIGHBOR COMPLAINTS SHOULD BE HANDLED BY THE INDIVIDUALS INVOLVED.
2. ISSUES THAT CANNOT BE RESOLVED BETWEEN RESPONSIBLE PARTIES SHOULD BE BROUGHT TO THE ATTENTION OF THE BOARD OF DIRECTORS IF THE ISSUE INVOLVES A VIOLATION OF THE GOVERNING DOCUMENTS OR RULES AND REGULATIONS.
3. COMPLAINT CALLS DIRECTLY TO LELAND MANAGEMENT WILL BE REFERRED BACK TO YOUR BOARD OF DIRECTORS.
4. EMERGENCY PROBLEMS WITH PLUMBING, ELECTRICAL, ALARM SYSTEM, ELEVATOR, FIRE, ETC. IMMEDIATELY REPORT TO: LELAND MANAGEMENT 813-915-6688.

ACTIVE: 12993276\_1