

**LAKERIDGE CONDOMINIUM ASSOCIATION
HOUSE RULES, REGULATIONS, AND GENERAL
INFORMATION
FOR OWNERS AND TENANTS**

INTRODUCTION

These rules and regulations have been developed because of the close proximity of our neighbors. Most of the rules are only a matter of common courtesy. All of these rules are covered in the "Condominium Contract Documents" which every owner agrees to at the time of purchase. Lakeridge is only going to be what we, the Residents, make it. With everyone's cooperation, Lakeridge Condominiums can be one of the most beautiful and enjoyable places to live in Florida.

1. PARKING

A. Each Resident has one (1) assigned parking space. Additional vehicles are to be parked in "Guest" spaces OTHER THAN THOSE ADJACENT TO THE NORTH END OF THE BUILDING. If residents with more than one vehicle are temporarily using under-cover parking spaces for both vehicles, A LETTER GRANTING PERMISSION MUST BE ON FILE IN THE OFFICE.

B. Please advise your Guests to use the parking spaces marked "GUEST."

C. The One Hour parking spaces at the South end of the building are for pick-up and delivery only and are not to be used for long-term parking. Once loading and unloading is completed, vehicles must be relocated to the grass area outside the South gate.

D. Parking is for passenger vehicles only.

E. Residents, visitors or contractors MAY NOT park any type of motor home, camper, pull behind trailer, or recreational vehicle in the Parking Area.

F. Vehicle maintenance in the Parking Area is prohibited, except in an emergency. Minor maintenance in the car wash area or grassy area outside the South gate is acceptable.

2. RUBBISH DISPOSAL AND RUBBISH STORAGE ROOM

A. GARBAGE – All garbage MUST be placed in plastic bags and tied securely before disposal down the rubbish chute.

B. FLUORESCENT TUBES – Fluorescent tubes are under NO circumstance to be sent down the Rubbish

Chute. There is a dust coating on the inside of the tubes, which is extremely toxic. Bring burned-out fluorescent tubes to the Rubbish Storage Room and stack them on end against the wall to the right of the dumpsters. The Custodian will see that the tubes are disposed of in a safe manner.

C. RECYCLING – Lakeridge has been provided with several large blue Recycling Bins for recyclables. All glass, plastics, cans, and newspapers are to be placed in the blue recycling bins in the rubbish room. Glass jars and bottles, plastic containers, and steel and aluminum cans must be rinsed out prior to disposal. Please also remove all labels, caps, lids, etc, if possible. Only plastic containers with the numbers 1–7 in a triangular symbol will be accepted for recycling. Newspapers should be placed in a manila grocery bag prior to disposal.

D. The following items are not acceptable for Recycling: Aerosol cans, Styrofoam, any type of piping, plastic chairs, and plastic wraps. **DO NOT PLACE THESE ITEMS IN THE RECYCLING BINS.**

E. CARDBOARD CARTONS – Cardboard cartons are to be broken down and flattened prior to placing in the Dumpster farthest from the rubbish chute. The breaking down of the boxes is NOT the responsibility of the maintenance staff. Large cardboard boxes are to be placed under the shelf to the right side of the dumpster after they have been broken down and

flattened. Cardboard with wax coating is not acceptable.

3. GARBAGE DISPOSALS AND WASTEWATER

A. In order to prevent waste water back up in the lower units, only "low-sudsing" or "HE" ("High-Efficiency") soaps and/or detergents are to be used in sinks and washing machines.

B. DO NOT use bubble bath in the tub or shower.

C. DO NOT put grease or coffee grounds into the sink drain or garbage disposal. In addition, DO NOT put citrus peels or pulp, or stringy vegetables such as celery, cabbage, etc., through the garbage disposal units.

D. Disposals should be flushed thoroughly with cold water.

E. Bones and grease should be put in sealable plastic bags or cans (these can be placed in your freezer until ready for disposal, if desired), and then placed in the Dumpster farthest from the rubbish chute in the Rubbish Storage Room prior to 8:00 AM on Mondays and Thursdays, when the Dumpsters are emptied.

4. USE OF RECREATION FACILITIES

A. Guests of the residents are not to use recreation facilities when the residents are not in residence, except by notification to, and approval by, the Board of Directors, and are to be used, only then, as outlined in Sections 5, 6 and 7. It is the responsibility of the residents to advise their guests of the "House Rules" in order to avoid any possible embarrassment to the resident and/or guest because of noncompliance by guests. Residents will be held responsible for any noncompliance by guests.

5. SWIMMING POOL

A. The swimming pool is for residents and their guests only.

B. Guests should be accompanied by a resident or sign the Guest Register on the shelf next to the pool exit door.

C. An adult **MUST** accompany children at all times. **DO NOT** leave your child in the pool when getting out to talk on your cell phone. Take him/her with you when you exit.

D. Swimmers who have applied oils or sunscreen should use the shower prior to using the pool.

E. Proper attire, including tops and/or robes and shoes, should be worn going to and from the pool area.

F. Infants and toddlers in the pool area are required to wear disposable pull-up pants designed specifically for swimming (such as "Little Swimmers"), instead of a diaper. There are several different brands of these.

G. Glass containers or breakable dishes are not permitted in the pool area. Plastic cups and dishes are to be used, and all foods are to be confined to the Gazebo area.

H. A notice is posted on the Pool Exit Door, advising of the hours during which the pool exit door is unlocked.

I. Swimming is not permitted after 10:00 PM.

6. COMMUNITY ROOM, KITCHEN, AND LOBBY

A. Residents may reserve the Community Room, including the Kitchen, for their private use. Reservation requests are to be made in writing, to the Board of Directors, seven (7) days prior to the desired date.

B. Residents and their guests must "clean up" the area before leaving.

C. Appropriate dress, including tops and shoes, should be worn at all times. Bathing suits are not permitted in the Kitchen and Community Room.

D. Residents using the Community Room in the evening hours should make sure that all the lights, including those in the restrooms, are turned off before leaving.

E. Residents who have private parties must remember that the Lakeridge Parking Lot will not accommodate large parties and vehicle owners should be advised to park off premises. The capacity of the Community Room is seventy (70) people.

7. TENNIS AND SHUFFLEBOARD COURTS

A. The Tennis and Shuffleboard Courts are available on a first come, first serve basis unless prior reservations have been made through the Board of Directors.

B. Equipment for shuffleboard is stored in a closet in the Community Room kitchen and must be returned there when finished playing.

8. PETS and PETS OF GUESTS

A. Unit owners may keep ONE (1) of the following as a pet: ONE DOG OR ONE CAT OR ONE CAGED BIRD. Fish are exempted from the one pet limit. NO OTHER

PET OF ANY KIND SHALL BE KEPT BY UNIT OWNERS OR TENANTS.

B. Unit Owners may not keep a pet which exceeds twenty (20) pounds. If the Board requests, an Owner must submit confirmation of the animal's weight and/or breed, within thirty (30) days of written request, as documented by a licensed Florida veterinarian, and any cost for such verification of weight and/or breed shall be the sole responsibility of the Owner.

C. The following breeds, irrespective of weight, are not permitted on the property at any time and are NOT permitted to be kept as pets by Unit Owners: Akita, Alaskan Malamute, Chow Chow, Doberman Pinscher, German Shepherd, Staffordshire Bull Terrier, Pit Bull, Presa Canario, Rottweiler, Siberian Husky Wolf Hybrid, Husky, Dalmatian, Boxer, St Bernard and Great Dane. If a dog is not a purebred, the dominant breed trait is deemed the breed of the dog.

D. Breed restrictions can be amended from time to time to include any changes made and published as a dangerous breed by the Center for Disease Control.

E. All pets MUST be kept on a leash at all times that they are not in the unit owned by their Owner and such pet shall not be permitted at any time in the recreation room or around the pool area.

F. All pets MUST be taken to the public area immediately outside the gates of the property to relieve themselves. All pet waste must be bagged and disposed of in the Dumpster.

G. The Association's Board shall have the right to immediate injunctive relief for the removal of any and all pets not in compliance with this section.

9. PUBLIC WALKWAYS AND STAIRWELLS

A. Public walkways and stairwells MUST be kept free of all objects.

B. Walkways and stairwells are used for entry, exit, and emergency situations. Contractors are NOT permitted to use these areas to cut material for remodeling.

C. Plants are permitted in the entryway of the Units, provided they do not block entry to the Unit. Plants, etc., MUST NOT be placed on the public walkway banisters.

D. Clothing, rugs, mops etc., MUST NOT be hung or draped over the public walkway banisters.

E. DO NOT shake rugs, tablecloths, bed sheets, etc., over the walkways, banisters, out of the windows, or in the stairwells.

10. TV, RADIOS, AND STEREOS

A. Please control the volume on your TV, radio, or stereo, so that it cannot be heard in any adjoining unit during late evening and early morning hours. Please remember you have a neighbor.

B. Exterior aerials or antennas are not permitted.

11. STORAGE ROOMS AND PERSONAL LOCKERS

A. Lockers, for storing personal items, are provided in the Storage Room located on each floor near the center of the building.

B. Residents are responsible for providing their own locks for the lockers.

C. DO NOT store flammable or hazardous materials in the Lockers.

D. In order to comply with FIRE PREVENTION REGULATIONS, the open floor space of the Storage Rooms must be clear at all times, except for the Carts covered in Section 12.

E. Turn off the light when leaving the Storage Room.

F. You must CLOSE THE DOOR SECURELY so it will lock as you leave the Storage Room.

12. GROCERY CARTS

A. Carts for groceries, etc., are kept in each Storage Room.

B. Grocery carts MUST be returned to their respective Storage Room.

13. WASHING VEHICLES

A. Facilities for washing Resident vehicles only are provided outside the Security Gate at the South end of the Building.

14. MAINTENANCE FEE

A. Fees are payable on the first (1st) day of each month. There are three (3) options for paying your maintenance fees. **Fees not paid by the tenth (10th) day of the month will be considered delinquent and are subject to a 1.5% per month late charge.**

- 1. Automatic Transfer Payments (ACH)**
(Preferred method)
- 2. Mail check & coupon to BB&T**
- 3. Deliver check & coupon to BB&T**

If paying by check, make checks payable to Lakeridge Condominium Association. **CHECKS MUST BE ACCOMPANIED WITH A COUPON.**

15. VACATION TIME

A. Prior to leaving for vacation or for an extended period of time, THE MAIN WATER CONTROL VALVE IN THE UNIT MUST BE SHUT OFF. ALSO, TURN OFF THE BREAKER THAT CONTROLS THE HOT WATER HEATER.

B. Residents are required to provide a key(s) for their unit to the Board of Directors. Unit keys are kept in a security file and will be used only in the case of an emergency. To secure a key in an emergency, notify a member of the Board of Directors whose names are posted on the lobby bulletin board.

C. If relatives and/or guests of the unit owner are to occupy a unit during the absence of the Owner, the obligation of the owner is to inform the Condominium Board of the dates of occupancy. The owner must also inform the relatives and/or guests of those parts of the House Rules that will apply to them.

16. ELEVATORS AND MOVING

A. Florida Statute 823.12 states that smoking in the elevator is unlawful. It is unlawful for any person to possess any ignited tobacco product or other ignited substance while present in the elevator. Any person who violates this section is guilty of a misdemeanor in the second degree.

B. DO NOT use your hand to hold the elevator door open on any floor level. Please use the Door Open button.

C. If you are moving and need exclusive control of an elevator, the maintenance department must be notified so arrangements can be made to use the elevator control key.

D. Residents proposing to move furniture and/or appliances in the elevator should make the necessary arrangements with the Board of Directors or the Maintenance Director. Please give as much notice as possible, but no less than one day in advance of the move-in/out date. The elevator and surrounding area will be modified as necessary for the moving of large items and padding will be installed in the elevator.

E. If possible, moving vans, delivery trucks, etc., should make deliveries and/or pick-ups on Tuesday, Wednesday, or Friday only. If this creates a

hardship, please consult a Board Member or the Maintenance Director.

F. A large moving cart and small dolly are available in the Fourth (4th) Floor storage room and a small dolly is available in the Eighth (8th) Floor storage room. These must be returned after being used.

17. PERSONAL REGISTRATION FORM

A. All Residents **MUST** complete a Personal Registration Form and forward to the Board of Directors.

B. The information on this form is required to notify relatives, friends, etc., in the event of an accident or an emergency.

C. It is the responsibility of each Resident to see that the information described in Personal Registration Form is kept current.

18. MEDICAL EMERGENCIES

A. It is suggested that Residents provide a friend or neighbor within the condominium, and also the Board of Directors, with a key(s) to their unit in case of an emergency.

B. Should an emergency occur, **CALL 911** and/or call your friend or neighbor, for assistance.

IT IS IMPORTANT TO GIVE THE 911 OPERATORS THE SECURITY CODE SO THE EMERGENCY RESPONSE TEAM CAN QUICKLY GAIN ENTRANCE TO THE PREMISES.

C. WHEN CALLING 911, BE PREPARED TO GIVE A NAME, ADDRESS, UNIT NUMBER, TELEPHONE NUMBER, THE SECURITY CODE, AND THE NATURE OF THE EMERGENCY.

19. BOARD OF DIRECTORS MEETINGS.

A. REGULAR BOARD MEETINGS are open to all owners, and everyone is encouraged to attend the meetings. The right to attend such meetings includes the right to speak at such meetings with reference to all designated agenda items. Speaking time may be limited to three (3) minutes.

B. REGULAR BOARD MEETINGS are held monthly in the Community Room at 2:30 PM, usually on the third (3rd) Thursday of the month and usually during the months of September through May. The Board may call additional meetings at which time a notice will be posted on the Lobby bulletin board.

20. CONDOMINIUM SECURITY

A. The condominium complex is completely fenced. The complex has three (3) Security Gates: 1) The "Main Gate" on Highway 17, with a Keypad,

Intercom, and Remote Controls; 2) the so-called "TECO Gate" at the Northeast corner of the Parking Area, with a Keypad and Remote Controls; and 3) and an "Exit-Only Gate" at the South end of the building. The three (3) gates in the Parking Area are kept locked at all times. The two (2) Lobby Doors are locked at all times. The Swimming Pool Door is unlocked during the times posted on the door. The Ground Floor Doors to the Stairwells are locked from the outside at all times.

B. When the Security Gates are closed, entrance to the Parking Area is possible by using a Remote Control or by entering the Security Code on the Keypad at the Main Gate, or the Security Code plus the # sign on the Keypad at the TECO Gate.

C. All gates open automatically when exiting by vehicle. The Remote Control must be used when exiting on foot through the Main Gate or the TECO Gate. The Lobby Door key is used when going through the personnel gate at the South end of the building.

D. Gates MUST NOT be forced open physically when leaving the Parking Area.

E. Entering the Security Code on the Keypad outside the Lobby Door or using the Lobby Door Key will open the Lobby Door(s).

F. Visiting Guests must contact the Resident to gain admittance by using the Intercom at the Main Gate and/or at the entrance door to the Lobby.

G. INSTRUCTIONS FOR VISITORS AND VENDORS: Press the # key on the keyboard below the screen. Keep pressing the # key until the screen advances to the name of the person you are here to visit. Enter the Unit number you see beside that person's name. The resident's phone will ring. The resident must push the number "9" on his/her phone to authorize admittance and open the gate.

H. Call boxes must be used to open the gate or door. Cell phones will not control the gate or door.

I. Residents should not reveal the Security Code indiscriminately.

21. CONVEYANCES, SALES AND TRANSFERS

A. Prior to the sale, conveyance or transfer of any condominium parcel to any other person other than the transferor's spouse, the owner shall notify the Board of Directors of the Association in writing, of the name and address of the person to whom the proposed sale, conveyance or transfer is to be made, and such other information as may be required by the Board of Directors of the Association.

B. The Board of Directors, prior to closing, must interview prospective owners.

C. Prospective owners MUST complete the required Membership Application and Personal Registration Forms and forward them to the Board of Directors at least three (3) days BEFORE their interview.

D. The Board of Directors must receive a copy of the Sales Contract within five (5) days of it being negotiated and signed by all parties concerned.

E. New Owners should receive from the Seller, copies of the Declaration of Condominium, Articles of Incorporation, By-Laws, Amendments, and House Rules, Regulations, and General Information for Owners and Tenants, of the Lakeridge Condominium Association, Inc. If not available, copies of these documents will be provided by the Association at cost.

F. In addition, New Owners should receive from the Seller, keys for the Security Doors, Mailbox, the Unit being purchased, and if available, a Remote control for the Security Gates.

22. BUSINESS USE

A. Conducting a business or a commercial enterprise in a Unit or in any of the common elements is prohibited.

23. MAINTENANCE RESPONSIBILITY

A. Inside each Unit, repairs and maintenance, including pest control, are the responsibility of the Owner. In addition, Owners are responsible for the repair and maintenance of their doorbell and the air conditioning compressor unit on the roof of the building.

B. You must notify the Board in writing, two weeks in advance of your intent to secure a contractor for construction (remodeling to be performed in your unit). Once you have secured a contractor, you must provide the Board with their name and date work will begin. You must give your contractor a set of Rules and Guidelines for Contractors. These are available in the LCA office.

C. Residents are responsible for workmen and repairmen who they employ, as well as for their materials and equipment. Neither the dumpsters nor the roadways are to be used to dispose of old fixtures and new or old materials which have been removed from the apartments.

D. The Condominium Association is responsible for the repair and maintenance of the outside of the building and all common elements – for example, if there is water damage from a leaking roof, a leaking window or a defect in the community water supply –

the unit owner or occupant **MUST** contact a member of the Board to determine how the repairs are to be done. If the owner or occupant acts unilaterally and fails to alert the Board in such an emergency, it may negate the Board's responsibility.

24. MAINTENANCE VENDORS AND VENDOR SOLICITATION

A. Vendor solicitation on the premises is prohibited.

B. Residents are cautioned about "telephone solicitations" for maintenance and repairs.

C. The Board of Directors does not recommend any specific vendors for maintenance and/or appliance repair. However, if assistance in selecting a vendor is desired, contact the condominium Maintenance Director or a Member of the Board of Directors.

25. THE SMOKING POLICY

A. No Unit Owner, tenant, visitor, caregiver, or worker shall smoke in the common elements or in the limited common elements. Smoking is only permitted within the Units. The Board may fine, in the amount of \$100.00 per instance upon credible

testimony or evidence, any Owner found to be in violation of this section.

26. ESTATE SALES & YARD SALES

A. No Estate Sales, Yard Sales, or any sale advertised to the public will be permitted on Lakeridge Property.

27. HARD SURFACE FLOORS

A. Residents with hard surface floors, such as tile, hardwood, and laminate, are required to place felt pads or similar floor protectors on the bottom of the furniture pieces to eliminate noise to a unit below when the furniture is pushed or dragged across floors.

28. FIREWORKS

A. Discharging of fireworks of any kind is prohibited anywhere on Lakeridge property.