**COLONIAL RIDGE RICHMOND, INC.**

**HOUSE RULES**

**Colonial Ridge Club**

**5505 N Ocean Boulevard**

**Ocean Ridge, FL 33435**

**W**

**e are pleased to welcome you to Colonial Ridge Richmond and into our small oceanside community. The owners have adopted these House Rules to ensure that we all get to enjoy the many wonderful benefits of peaceful “Over 55” living in one of South Florida’s hidden treasures. Please enjoy our community with respect.**

*The following is hereby designated as Colonial Ridge Richmond, Inc. House Rules and amends and supplements the Rules and Regulations, amended on March 18, 2014, and adopted by the Board of Directors at the Annual Meeting on January 20, 2015, the Board of Directors having the power to make and change House Rules whenever the Board deems it advisable, and the Board hereby adopts the following as House Rules: (See Bylaws Article II, Section 6).*

**Definitions**

* Colonial Ridge Richmond, Inc. will be referred to as “Richmond.”
* Shareholders will be referred to as “Owners.”
* Those visiting “Owners” will be referred to as “Guests.”

**“Over 55” Facility**

**Richmond is a registered “Over 55” facility.** Our Facility Account Number is 6133 with our next renewal date February 5, 2021, and every two years thereafter.

As per Florida statute regarding the federal Housing for Older Persons Act of 1995 (HOPA), “the housing must be intended and operated for occupancy by persons 55 years of age or older.” This applies to occupants of Richmond.

The “Over 55” designation means **all occupants — whether owners, residents or renters — must be age 55 or older.**

**Guests of owners** who are under age 55 are allowed to occupy a unit for a period of no more than 30 days in a calendar year with a maximum of two (2) non-consecutive stays of no more than 15 days each. The total number of occupants per unit should not exceed (4) adults. There are also restrictions on children visiting (please see “Guests” below for more details).

Renters are not allowed to have guests occupy a rented unit unless the renter is in residence.

For more information about the “Over 55” statute in Florida, please visit the Florida Commission on Human Relations’ website “Housing- 55 & Older Communities” at <https://fchr.myflorida.com/fchr55andolderhousing>.

**Responsibility of Owners**

**Monthly Maintenance Charge:** The monthly maintenance charge is payable in advance and must be received at BB&T at least five (5) days prior to the first of the month for which said payment is due. Delinquent payments are subject to a $50.00 fee for the first two weeks late and a fine of $100.00 for every month thereafter.

**Arrears:** Any unit in arrears over 60 days shall be sent to our attorney and subject to foreclosure. Owners, their renters and guests are not permitted to use any common facilities (such as gazebo, boardwalk, private beach, pool, clubhouse, laundry room, guest parking spaces and all other common areas) if in arrears over 60 days.

**Short Sale or Foreclosure:** If a unit goes into short sale or foreclosure, unit Owner is still responsible for the payment of the monthly maintenance, property taxes, assessments and all legal fees associated with the short sale or foreclosure.

**Condition, Appearance & Remodeling/Renovations:** Owners are expected to keep their units in good condition and make repairs when necessary. Any construction, remodeling, renovations, etc., plans must be reviewed and approved in advance by the Richmond Board.

**Rentals:** Owners who would like to rent their units must follow the rules outlined below in the “Rentals” section.

**General House Rules (for Owners, Renters & Guests)**

**NO SMOKING:** Richmond is a **non-smoking** building. Smoking is not permitted **anywhere** on the Richmond property. Please check with the Colonial Ridge Management Corp. (CRMC) rules for current designated smoking areas.

**Pets:** No pets are allowed.

**Signage & Decorations:** No signs of any type, including professional, sales or rental signs, are permitted in windows, on building, on grounds or on/in vehicles. Holiday decorations are permitted from the day before Thanksgiving to January 15.

**Parking & Vehicles:**

* Each unit has one designated parking spot. The parking space that was designated for you is your personal parking area. You must provide a valid driver’s license and registration upon purchase or rental of unit to obtain a parking permit and a parking tag for guests. Guests can only park in the three (3) designated spots for Richmond guests and cannot park at other buildings or at the clubhouse.
* Any vehicles that are parked at Richmond, including guest spots, that do not have the appropriate sticker or tag to identify the vehicle as belonging to an owner, renter or guest, will be subject to towing at the vehicle owner’s expense.
* Except for loading or unloading, cars shall not be backed into the parking area. No pickup trucks of any size are allowed, per Colonial Ridge Management Corp. (CRMC) rules.
* No parking of trucks, campers, trailers, RVs, motorcycles, motorbikes, mopeds, scooters or boats is permitted, except for short periods for loading or unloading purposes.
* Vehicle covers are permitted and must be completely secured so that they do not come loose.
* Vehicles may be washed with a hose or bucket in front of the building. No soaps or suds-producing cleansers are allowed.

**Contractors:**

* Contractors are permitted to work in Colonial Ridge Club between 8 am and 6 pm Monday through Friday and on Saturdays from 8 am to 1 pm, per rules adopted by the Town of Ocean Ridge. In cases of emergencies, contractors and vendors are allowed to attend to these issues during “after hours.”
* Contractor vehicles are not permitted to park overnight and are limited to be on site between 8 am and 6 pm Monday through Friday and on Saturdays from 8 am to 1 pm; no work is permitted on Sundays or holidays, except for case of emergencies..
* The Town of Ocean Ridge posts these rules on its website at <https://www.oceanridgeflorida.com/departments/building_and__zoning/index.php>.

**Outdoor Furniture:** No more than two chairs, one small table and a doormat shall be allowed on the walkway by your unit. These items are to be removed when instructed (such as in advance and during heavy storms) and must not obstruct the walkway. These items must be removed/stored when your unit is unoccupied for more than two (2) weeks.

**Beach Cover-Ups:** All residents are requested to wear a cover-up or an appropriate garment over their bathing suits when walking to the beach or to the pool. Children under the age of 12 must be accompanied by an adult.

**Boardwalk, Beach, Pool, Clubhouse & Common Areas:** You are required to have a Colonial Ridge Club wrist band (blue) to access the gazebo, boardwalk, beach, pool and other common areas. Guests are welcome to access the beach through this area and wash off when returning from the beach.

**Towels (etc.) & Beach Chairs:** No articles of clothing, towels or bathing suits are to be left outside your unit or hanging over the rails. Beach chairs and beach equipment are allowed to dry but may not be left outside permanently.

**Laundry Room:** Laundry room hours are 8 a.m. to 10 p.m. Please be sure to turn the water lever off when you are done, empty the dryer filter and lock the door. It is the responsibility of all owners and residents to keep this common area clean and organized.

**Garbage Disposals/Sewer System:** Please follow the rules set forth by the Colonial Ridge Management Corp. (CRMC) for use of your garbage disposal and our sanitary sewer systems. These are older sewer systems so please do not dispose of coffee grinds, eggshells, thick paper, diapers in the garbage disposal.

**Trash & Recycling:**

* Trash is to be placed in a plastic bag and put into the black garbage pails in the rear of the building and will be brought out for collections on Tuesday and Friday mornings — do not put garbage out on the street the night before.
* Recycle bins (yellow for paper/cardboard and blue for glass/cans) are in the rear of the building, please review the information provided for acceptable items. Recycle bins are collected every Friday morning.

**Large Water-Holding Vessels:** No hot tubs, pools or any other water holding vessels, other than bathtubs, are allowed in any unit.

**Water Supply to Units:** Water supply to units must be turned off at main valve when you are gone for longer than two (2) weeks. It is the responsibility of Owners to ensure renters and guests adhere to this procedure. Water turn-offs are located at the front center of the Richmond building, next to the center column in a green covered box where the unit valves are clearly labeled.

**Rentals:**

1. Shares cannot be purchased for rental purposes only.
2. After one year of ownership, an Owner may choose to rent. Owners are responsible for any taxes associated with a rental of less than 12 months. Owners are responsible for checking with current tax laws and regulations. Owners are solely responsible for paying these taxes directly and Richmond assumes no responsibility for payment of rental taxes.
3. **Renters (and each occupant of a unit that is rented) are subject to approval** by the Board of Directors or its designated representatives and **must complete a background check (fee associated),** a Colonial Ridge Management Corp. (CRMC) application and meet the “Over 55” requirement. Those who apply to rent must pay an application fee payable to Colonial Ridge Richmond, Inc. and a fee to complete the background checks. There is no application fee for the renewal of an annual lease. Please check with Richmond President for current fee amounts.
4. Units may be rented twice per calendar year for a minimum of three (3) months and a maximum of 12 months. Renewals are also subject to approval by the Board of Directors or its designated representatives and renewal applications must be submitted at least 15 days in advance of lease renewal. Units cannot be sublet.
5. No more than four (4) occupants, all over 18 years of age, are permitted in a rented unit, one of which shall be the renter, who must be age 55 or older.
6. Subletting of units is not allowed under any circumstances.
7. Airbnb’s and other short-term rental services are not permitted under any circumstances. Rentals must only occur directly between the unit owner and the renter. A local real estate agent can be engaged by the Owner in order to facilitate a rental and all fees and commissions are the responsibility of the Owner.
8. Renters who wish to have guests must abide by the rules under the “Guests” section below.

**Guests**

Guests are welcome and permitted under the following conditions:

1. Guests are permitted in units that are owned and occupied by Owners in good standing with Colonial Ridge Richmond, Inc. For units that are rented, renters are permitted to have guests only when the renters are present (renters cannot allow guests to stay when the renter is not present).
2. No more than four (4) occupants, all over 18 years of age, are permitted in a rented or owned unit.
3. Children under 18 years of age are not permitted as permanent residents. Younger children may visit for a period of two (2) weeks.
4. Guests of Owners who are under age 55 are allowed to occupy a unit for a period of no more than 30 days in a calendar year with a maximum of two (2) non-consecutive stays of no more than 15 days each. Owners who are under 55 are allowed to occupy their unit with the following conditions:
	1. As a guest of the permanent occupant who meets the “Over 55” requirement.
	2. Two (2) non-consecutive stays of no more that 15 days each.
	3. For the purposes directly related to the immediate rental or repair of the unit for a time frame determined and approved in advance by the Board.
5. When an Owner is not in residence and expects to have guests, the President of the Board of Directors must be notified at least two (2) days in advance, via email, of the names, phone numbers, dates and number of persons to occupy the unit with the following information:
	1. Guest(s) name(s) and age(s).
	2. Length of stay of guests (arrival date & departure date).
	3. Guest contact information (cell phone & email).
	4. Vehicle information (make, model, license plate state & number). All vehicles must display a valid Richmond parking tag from their rearview mirror.
6. Unidentified individuals who are not guests of persons in residence will not be permitted to use the facilities or the common areas, such as clubhouse, pool, gazebo, beach or guest parking.
7. Owners are responsible for the conduct of their renters and guests. If rules are violated the owner will be notified immediately and owners will be responsible to inform their guests of the violations. Repeated violations will result in loss of privileges and Owners will be assessed a fee of $100 per day for a continuing violation, with the corporation to take further actions at any time (including eviction of guests) if and as required.
8. Owners are responsible for providing guests with the Richmond House Rules and Colonial Ridge Management Corp. (CRMC) House Rules which outline building and property guidelines and expectations of guests.

**Access to Units**

**Access to units is necessary in case of an emergency.** When Owner is not on property, Owner must leave a key that provides entry with a designated representative of the building (along with a vehicle key if your vehicle is left onsite). When Owner is not in residence or away from the property for any extended period, Owner must also leave the names, addresses and telephone numbers of where Owner can be contacted. If access to an Owner’s unit is necessary, that Owner will be notified immediately.

**Insurance**

Shareholders must carry adequate insurance covering liability, fire, water, smoke or other damage. Any such damage not paid when due shall become a lien against such owner’s apartment and shall be treated as provided for in the By-laws and Proprietary lease.

**Sale and Transfer of Shares**

1. When an Owner offers shares of stock for sale, all Richmond Shareholders in good standing must be notified in writing (via verified email) and given an opportunity to purchase before the shares are offered personally or through an agent to an outside party. Owners must be given seven (7) business days, following the day of notice, to indicate whether they plan to pursue a purchase.
2. Those who wish to purchase shares and become Owners must complete an application, background check and personal interview (there are fees associated with the application and background checks). The Board of Directors and/or the Executive Committee of the Board will review the application and shall arrange for an interview with the purchaser(s). Prospective owners will provide proof and attest in writing that they and/or any future occupants during their ownership will meet the “Over 55” requirements as stated above.
3. The Board of Directors shall have the authority by resolution to collect, from the purchaser, before the transfer of any stock, reasonable fees to cover the Corporation’s expenses for a title search and attorney’s fees if the purchaser chooses not to avail themselves of such services. See Bylaws Article VI, Capital Stock.
4. When shares are inherited, or when there is a death of a spouse or co-owner, proof of inheritance or death must be filed with the Secretary of the Richmond Corporation prior to the issuance of a new stock certificate. A death certificate and/or required documents must be presented to and be filed with the appropriate office of the Palm Beach County Clerk before a revised certificate is issued. No Colonial Ridge Management Corp. (CRMC) privileges will be conveyed without the transfer and re-issuance of stock shares.
5. Anyone receiving Title through foreclosure, inheritance and any other form of transfer must follow the same process as any new a purchase, thus insuring that all present and future Owners, their renters and their guests abide by Richmond house rules and regulations and that they are served timely notice of these rules through this requirement.

*\* Reference is made to the Colonial Ridge Management Corp. (CRMC) Rules & Regulations.*

*These rules are Incorporated by reference to these Colonial Ridge Richmond, Inc. Rules. If there are any conflicts between Colonial Ridge Management Corp. (CRMC) and Colonial Ridge Richmond, Inc. rules, the Colonial Ridge Richmond, Inc. rules shall govern.*