

RULES AND REGULATIONS

OF

WINDSOR PARK CONDOMINIUM ASSOCIATION, INC.

**109-110-120-121 WETTAW LANE
NORTH PALM BEACH, FLORIDA**

THE FOLLOWING RULES AND REGULATIONS WERE READ AND APPROVED BY THE
BOARD OF DIRECTORS OF WINDSOR PARK CONDOMINIUM ASSOCIATION

DATED AND EFFECTIVE NOVEMBER 2016
REVISED July 28, 2022

COMMON ELEMENTS

1. Walkways, passages, stairways, entranceways, etc. must not be obstructed/encumbered or used for any other purpose other than ingress or egress.
2. Nothing shall be thrown from or hung on the railing of the balconies or walkways. Dirt, garbage bags, debris, or food of any kind shall not be left in any of the passages or elsewhere in the building or on the grounds.
3. The use of charcoal, wood, gas or electric barbecue grills is prohibited on screened patios, balconies, walkways, pool/lawn areas, parking lots or anywhere on the common grounds of Windsor Park Condominium. Exceptions include 10 feet from the back of the building or in designated areas in accordance with the fire code.
4. No unauthorized persons are permitted to use the common elements. Each owner will be responsible for any acts, behavior, or damage to any of the common elements caused by their family, guest(s), or those to who they may lease their apartments. The owner must be certain that all non-owner occupants are familiar with and agree to observe the House Rules and By-Laws.
5. Installation of storm shutters is permitted but the color of permanent shutters must be white. Shutters should be removed ten (10) days after a storm has passed.
6. Please do not slam gates when entering or leaving the pool area, as the slamming noise is very disturbing to the people living around the pool area.
7. No hard surface floors are to be installed on second floor units without the soundproofing. All owners must obtain approval by submitting an ARC form to the Board of Directors for approval prior to any installation.
8. No signs or advertisements are to be posted on any part of the outside or inside of the premises or buildings. Notices may be posted on bulletin boards in the laundry rooms.
9. Garbage must be in plastic bags, tied and placed in the dumpster.
10. Large throw-away items can be placed on the swale on Wednesdays for pickup.

11. No flammable liquids may be stored in the unit, on the patio or in the storage unit (the storage area must be kept clear at all times).

PARKING AREAS

1. No trucks over $\frac{3}{4}$ ton in weight and larger than 22 feet in length, vans, commercial vehicles, boats, trailers, tractors, buses, limousines, campers, motorcycles, mopeds, dirt bikes, go-carts, all-terrain vehicles or other unsightly (e.g. rust holes, primer) loud or noisy vehicles, machines or devices shall be used, operated, stored, or parked in any parking area or other portion of the condominium property. Boat trailers and campers are permitted for pick-up and delivery; the shuffleboard court area may be used for trailer parking not to exceed 72 hours.
2. Enter and exit driveway properly – entrance is west end of parking lot and exit is east end.
3. Vehicles must pull into parking space head first and up to the bumper.
4. Each unit owner shall use one marked parking space as assigned. Remaining spaces have been designated guest spaces; such spaces will be used by all guests, visitors, and for extra cars. Owners and lessees are responsible to see that their guest's cars are properly parked.
5. Mechanical work on vehicles is not permitted except in emergencies. Any grease, oil, etc. must be cleaned from the area. Any damage done to the area will be the responsibility of the owner, who will be billed for repairs.

LAUNDRY ROOM AND FACILITIES

1. Persons using the laundry facilities are required to clean up any messes they make, empty the lint baskets, and leave the facilities in the same state of cleanliness that they expect to find them when they first enter.
2. The laundry room door has a button key lock and must be kept closed at all times.
3. The use of the laundry facility is restricted to personal use of unit owners or lessees only; the facilities are not to be used by any other families or for any other laundry not generated in the complex.
4. When finished using the washer, return the lid to the open position so the light goes off.

POOL AND POOL AREA

1. The pool is for the use of unit owners and their lessees.
2. All guests must be accompanied by an owner or lessee. Under no circumstances may outsiders use the pool.
3. All children under sixteen (16) years of age must be accompanied by an adult. No diapers are permitted in the pool.
4. All users must abide by the posted pool rules.
5. Place pool furniture in the proper order when finished, lined up along the fence and sides.
6. Roll umbrellas down and tie when finished.
7. NO GLASS in any form permitted in the pool area/deck.

PETS

1. Windsor Park Owners are permitted to have one (1) dog. Dog must weigh 20 pounds or less.
2. **RENTERS** are not permitted to have dogs.
3. Dogs must be walked on a leash and droppings must be picked up (this is also a Palm Beach County Law). Dogs are not permitted in the pool area or in back of the buildings.

LEASING OF UNITS BY OWNERS IS PERMISSIBLE SUBJECT TO THE FOLLOWING:

1. A unit owner **must own** the unit that they wish to rent out for a minimum of two years (2). Rental applications will not be processed for any unit that has not been legally owned by the current unit owner for a minimum of two (2) years.
2. All leases must be reviewed and approved in writing by the Board of Directors prior to execution of lease. For any leases longer than one year, the Board of Directors must approve the lease renewal each year. The lease shall be for a minimum of three (3) months and each unit can only be rented once during any twelve (12) month period. Said unit shall not be leased again until the expiration of such lease-year period.

For example: For a lease of six months beginning March 1, 2016. If vacated by the tenant on April 1, 2016, the unit may not be leased again unit March 1, 2017.

3. An application form may be obtained from the property management company and must be completed and returned to the management company to submit to the Board of Directors. Incomplete applications will not be processed.
4. Owner will be notified in writing with the reasons stated for any rejection of applicants.
5. Lessee shall be given an updated copy of the Rules and Regulation and must sign a written agreement to abide by these rules.
6. The following non-refundable application fees are required:
One hundred dollars (\$100.00) check or money order payable to Windsor Park. A separate application and \$100.00 fee required for unmarried co-applicants over the age of 18.
A processing fee of \$100.00, non-refundable, payable to CMC Management for each person applying.

RESALE OF UNIT

1. All sales of units must follow the leasing procedure and be approved by the board. Buyers must be given access to or be provided with a full set of condominium documents, including the Question and Answer Sheet.

OBLIGATION OF UNIT OWNERS

1. It shall be the obligation of ALL owners and lessees to recognize and follow all rules and regulations as established by the Condominium Association and as provided in the Declaration of Condominium.
2. Owners and lessees shall be held responsible for any acts, behavior, or damage to any of the common elements caused by family or guests. Owners must be certain at all times that non-owner occupants are familiar with and agree to observe the Rules and Regulations.
3. Showing consideration for neighbors is a must for enjoyable condominium living. Residents shall always limit disturbing noise to the lowest possible level. From 10:00 p.m. to the following 9:00 a.m. no residents or guests may

play a musical instrument, television, or other audio device if such shall disturb or annoy other occupants of the condominium complex.

4. All grievances must be sent to the management company in writing, be signed by the homeowners, and contain the owner's contact information and property address.
5. The Board of Directors is responsible for the posting of notices of association meetings at least 48 hours in advance. Annual and Budget meetings will be posted fourteen (14) days in advance.

DOCKS

1. The guidelines for leasing and the use of the docks are in the dock addendum of Windsor Park condominium.
2. Docks are permitted to owners only, tenants/renters/servants are not permitted to lease docks from the association. If a unit is leased or occupied by someone other than the owner for more than 30 days the owner forfeits his right to have a dock and lease will be terminated.
3. The maximum boat size allowed to be in a dock space is 38 feet in overall length. Dock spaces vary in size due to the positioning of the outer pilings. No boat will be allowed to impede on the space in front of or to the rear of the lessee's assigned dock space.
4. At no time will a dock lessee attempt to move or hire a company to move or install an outer piling without prior approval of Board of Directors. Any such installation or moving of an outer piling will be reversed at the lessee's expense, as well as result in immediate termination of dock lease.

INSURANCE

1. In every hazard policy that is issued to protect the condominium building, the word "building" does not include unit flooring coverings, wall coverings, paint, ceiling coverings or chattel. The unit owner is required to replace those items, plus additional items, including but not limited to, electrical fixtures, HV/AC condensing units, interior air handlers, appliances, water heaters and built-in cabinets. The unit owner should add these items and other items as per the advice of their insurance carrier who can provide up

to the minute comprehensive insurance coverage with regards to items covered or not covered by the Condominium's Master Policy.

If owner forgoes properly insuring their unit and damage occurs to the unit and /or neighboring units due to an unanticipated matter, owner will be responsible to address the matter, and may be considered negligent and liable for damages caused to others. The Association has no insurance coverage to assist you.

ASSESSMENTS

1. Maintenance assessments shall be due and payable MONTHLY. Unpaid maintenance and special assessments will be considered delinquent after thirty (30) days from the due date. A late fee will be added to the assessments not received by this due date. Delinquent accounts will be turned over to the association Attorney after thirty days.

CONSTRUCTION

1. Windsor Park Condominium building is rated as a commercial building. Regulations governing the building are not the same as a single family house. Per Florida State Statute and for the protection of all Windsor Park Owners, all work performed must be performed by a licensed and insured contractor.
2. Owners having demolition or renovation done at Windsor Park must inform the Board and obtain the proper hardware to secure any open pipes/sewer lines during the course of construction.
3. Under no circumstances can indoor/outdoor carpeting be installed on balconies or patios.
4. Under any circumstances, no unit owner can change out HV/AC, electrical or plumbing without board approval and without a licensed contractor. Without such approval, any damage or cost to that unit or any part of the building's common areas will be borne solely by the unit owner who is breaking this rule and not the Association.

5. Any type of construction/repair done without Board notification and approval beforehand will not be reimbursable by the Association.
6. It is recommended that unit owners replace hot water heaters that are rusting or over ten years old. If water heater leaks and causes damage to your unit or another unit it will be at the expense of the unit owner.

A/C UNIT MAINTENANCE

1. Each unit owner is responsible for the following to ensure that their condensation line does not clog:
 - a. Clean out/replace their A/C filters once monthly.
 - b. Install a float switch on their air handler so that in the event of a clog/water overflow HV/AC systems will shut down.
 - c. Every three months, add chlorine tablets/bleach into your condensation line to inhibit the growth of algae.

SNOWBIRDS/PART TIME RESIDENTS/ UNOCCUPIED UNITS

All non-local owners are strongly encouraged to engage a local property manager to oversee their unit, to perform regular inspections, and ensure all is in order. Non-local owners are asked to provide the Association with the contact information for this person. The Association cannot be held responsible for issues that occur in your unit that compound into larger problems due to the vacancy of your unit or resulting from discontinuing utilities to such unit.

Reporting Maintenance Issues

Do not contact the Board of Directors to handle any maintenance issues in your unit. Contact our current management company / CAM, which is posted on our bulletin boards located by mailboxes.

SIGNATURE PAGE

The undersigned hereby certifies that they have fully read all 9 pages, understands, and agrees to these Rules and Regulations of the Windsor Park Condominium Association, Inc. revised on July 28, 2022.

BUILDING _____ **UNIT NUMBER** _____

Signature of Owner/Renter _____ **Date** _____

PHONE _____ **CELL PHONE** _____

E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME _____ **EMERGENCY CONTACT PHONE** _____
EMAIL _____

If your unit is leased, please provide tenant information/emergency contact details below.

Tenant Name _____ **Phone Number and Email Address** _____

If your unit is unoccupied, please provide emergency contact information (person with access to unit) below. As well as property manager information to such unit.

Property Manager Name _____ **Phone Number and Email Address** _____