

**The Cottages at Winding Creek Condominium Association
461 A1A Beach Blvd
St. Augustine, FL 32080
(904) 461-5556**

Tuesday, December 10, 2013

To all Owners,

Enclosed please find your copy of the revised rules and regulations set forth by the Cottages at Winding Creek Board of Directors. We ask that you read and abide by these policies. As a unit owner it is your sole responsibility to ensure that your guests or tenants also comply with the association's rules and regulations.

These rules are intended to benefit all members and residents of the association. We thank you in advance for your cooperation and support.

Sincerely,

**The Board of Directors
The Cottages at Winding Creek Condominium Association, Inc.**

**THE COTTAGES AT WINDING CREEK
CONDOMINIUM ASSOCIATION, INC.**

RULES AND REGULATIONS

The Board of Directors publishes the rules and regulations set forth below for information and guidance of all residents.

Your cooperation in observing the rules listed below will ensure that our condominium community continues to be a pleasant and attractive place in which to live.

ALL UNIT OWNERS MUST INSTRUCT THEIR GUESTS AND TENANTS TO OBEY ALL RULES AND REGULATIONS OF THE COTTAGES AT WINDING CREEK CONDOMINIUM ASSOCIATION, INC. Unit owners who rent or lease their unit are responsible for the conduct of their tenants. Any infraction of the rules shall be directed to the owner of the unit.

TENANTS MUST BE FURNISHED A COPY OF THE RULES AND REGULATIONS.

No unit owner shall make any alteration, decoration, repair, replacement, or change of paint, glass panes, or other enclosures on balconies or common elements or any exterior surfaces of the condominium building without prior written approval from the Board of Directors. Thus, the Board of Directors of the Association must approve installation of storm doors, floor covering on balconies and hurricane enclosures, and any structural change within the condo, such as bathroom renovation or repair. The Board will consider written requests specifying the color and materials specifications for any changes to lanais or balconies.

Rule Changes - The Board of Directors reserves the right to change, revoke, revise, or add to the existing Rules and Regulations.

GENERAL

- 1) All owners/residents must complete and return to the Association a PURCHASE/LEASE DATA SHEET.
- 2) No articles shall be placed upon the common elements of the condominium property, except for the following: (a) Potted plants and tasteful decorative items are allowed in the limited common area by your front door i.e., gray painted area. All items must not exceed 48", i.e., outdoor stand, pot and plant together must not exceed 48". Unsightly or dead plants are not allowed; (b) Small, no higher than 12 inch, solar lights for illumination and landscaping shall be allowed as long as a sketch is submitted to the Architectural Board PRIOR to installation and approved by the BOD. The lights may not exceed past the sidewalk. Light fixtures shall be black with clear glass for lighting. The owner takes complete responsibility, including insurance claims, for any falls or injuries sustained by guests or neighbors tripping over solar lights and any items placed by the homeowner in the limited common areas.

- 3) The common elements of the condominium property shall not be obstructed in any manner and shall be kept free and clear of rubbish, debris, and other unsightly or unsanitary material.
- 4) No articles shall be hung or shaken from any unit onto the common elements of the condominium property. A portable and removal United States flag may be displayed in a respectful way. On the following designated holidays: Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day one portable flag, not larger than four and one-half feet by six feet, representing the United States Army, Navy, Air Force, Marine Corps or Coast Guard may be displayed.
- 5) No unit owner shall throw, sweep, or allow to fall any article or water from his unit onto the common elements of the condominium property.
- 6) No article shall be attached to, erected upon, installed, or affixed to the roof of a unit or upon the other common elements of the condominium property.
- 7) Employees of the Association shall not be sent off the condominium property by any unit owner at any time for any purpose, nor shall any unit owner direct, supervise, or in any manner attempt to assert any control over the employees of the Association.
- 8) Unit owners' complaints regarding the maintenance and operation of the condominium shall be made in writing to the Board of Directors of the Association.
- 9) Children of guests shall at all times be supervised by their parents or the unit owner they are visiting.
- 10) Those unit owners who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney's fee, in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles, and substances from the condominium property, which were placed thereon in violation of these rules.
- 11) Each unit owner requesting to speak or comment on any specific item listed or not listed in the agenda for any meeting of the Association shall submit, in writing or orally, to the Board of Directors, at least fifteen (15) minutes prior to the opening of the meeting, the statement or comment he/she desires to make at the meeting. The speaker will be allowed a maximum of three (3) minutes for his/her comments.
- 12) Excessive noise and/or nuisance by owners, residents, their guests and workers are prohibited.
- 13) Everyone is requested to control loudness of group gatherings, TV, radios, and/or stereos, especially during evening and night hours when windows are open, as sound is carried on the airways. Wind chimes are not permitted outside the units.

- 14) Any unit owner desiring to lease his/her unit must submit an application accompanied by a check in the amount of \$100.00 ("Administrative Fee") made payable to The Cottages at Winding Creek Condominium Association, Inc. at least ten (10) days prior to the effective date of the proposed lease. The Administrative Fee shall not be charged to a unit owner more than three (3) times during any twelve (12) month period.
- 15) No sign, poster, display, billboard or other advertising device of any kind, such as a licensed home security company, shall be displayed on any portion of the Units, Limited Common Elements or Common Elements, Association Property or elsewhere in the Building without the written consent of the Association with the following exceptions: (a) security stickers from a licensed home security company may be placed on the windows of homes in the community; (b) standard FOR SALE or FOR RENT signs may be placed in the windows of the unit; and (c) bulletin boards, entrance, directional, informational and similar signs used by the Association may be displayed.
- 16) Any request for condominium records must be in writing, with the agreement that the requestor will pay \$.25 per page, plus postage.
- 17) Eligibility for service on the Board of Directors is restricted to members of the Association only (except for developer representatives during the period when the Developer is in control of the Association).

POSTING OF MEETING DATES

All meeting notices will be posted in a conspicuous place at the clubhouse and mail boxes.

PATIOS, BALCONIES AND WALKWAYS

- 1) No permanent or affixed floor coverings shall be applied to any patio or balcony deck unless approved by the Board of Directors. The Board of Directors reserves the right to require that the Unit Owner of units with such additional floor coverings on the attached patio or balcony: maintain, repair, replace, or remove such coverings
- 2) Laundry, rugs, towels, bathing suits, mops or other similar articles shall not be hung or spread on the common elements of the condominium property where it would be visible from outside the Unit. Articles of any sort shall not be beaten, cleaned or dusted by handling or extending same from any window, door, or over railings. Items shall not be placed on the grass area for cleaning or painting.
- 3) You must dispose of cigarettes butts appropriately, do not throw over patios or balconies.
- 4) No unattended chairs or other similar items are permitted on the walkways at any time.
- 5) No hot tubs or similar structures shall be installed on any patio or balcony deck.
- 6) In accordance with St John's County Ordinance #93-6 and Florida Fire Prevention Code, (FFPC), no charcoal or gas grills shall be operated on any patio or deck; however electric flameless grills shall be permitted. Gas and charcoal grills shall be operated 10 feet from

front of garage area, 10 feet from back patio area, and 10 feet from the woods to insure no fires. FFPC prohibits storage of LP canisters or LP gas grills on a second story balcony or inside a residential unit anywhere above the first floor. Fines for St. John's County violations are up to \$500.00 and 60 days in jail.

PARKING

- 7) Owners, along with guests and tenants, must park legally, whether in one's own driveway, garage, or in visitor parking locations (those marked off with lines) found throughout the property. Due to limited visitor parking locations, owners/tenants should be mindful not to use these visitor parking places on a daily basis. Only after have they fully utilized their own driveways and garages, should they consider utilizing visitor parking locations. Parking along the street is prohibited.
- 8) NO OVERNIGHT PARKING OF **THE FOLLOWING**; Trailers, commercial vehicles, motor homes or any vehicles which bear any markings visible from outside or any vehicle which carries commercial equipment, tools, ladders, paint cans, or supplies within the bed, with fifth wheel set-up, dual rear wheels, with camper provisions for external hook-up and/or other living accommodations, any pick-up that extends beyond the boundaries of a parking space or overhangs the curb. Pick up trucks that are used as personal transportation shall be permitted. Under no circumstances may a van or other vehicle be lived in overnight.
- 9) No vehicle, which cannot operate on its own power, shall remain on the condominium property for more than forty-eight (48) hours.
- 10) No vehicle shall be repaired on the condominium property.
- 11) Also prohibited are: Boats, motorcycles, water equipment, bicycles, sails, canoes or rafts stored on or attached to parked cars unless parked in garage. Also, vehicles with raised or lowered suspension that emit excessive noise, fluids or smoke, no non-operational, unlicensed vehicles or those with expired license may be parked for repair or restoration.
- 12) Vehicles in violation of these rules will be towed at the owner's expense.
- 13) Cars should be washed only in the driveway of the Unit owner owning the car.
- 14) All garage doors should be closed when not in use.

POOL RULES AND REGULATIONS

- 15) Every unit owner must know the pool rules and instruct their guests or renters accordingly. Safety is the first consideration.
- 16) There is no lifeguard on duty at the pool; therefore use the pool at your own risk. Pool bathing capacity is 30. All rules and regulations to operate the pool are based on DOC and Florida State Law, Chapter 64E-9 Public Swimming Pools and Bathing Places. Our pool is certified by Florida State Law and we must adhere to their rules to continue to operate our pool.

- 17) The pool will close at dusk every day.
- 18) Radios around poolside may only be played at levels that don't create a nuisance to other pool users and Unit Owners.
- 19) Everyone must shower before entering pool. Suntan lotions and oils must be removed before entering the pool.
- 20) Children not toilet trained must wear a swim diaper. No disposable diapers please.
- 21) Conventional swimsuits must be worn in the pool. (NO CUT-OFF JEANS)
- 22) Glass containers not allowed in pool area, no eating at poolside other than the designated barbeque area and covered area.
- 23) If chairs or lounges are moved, they must be put back before leaving the pool area.
- 24) No pets or animals in the pool, pool deck, pool barbeque area, or pool pavilion areas per FSL CHP 64E-9.
- 25) No running or horse play.
- 26) No smoking in pool.
- 27) Children under 12 years of age must be supervised by an adult at all times.

SECURITY

- 28) Keep building entrance doors closed at all times except to depart and enter.

TRASHCANS

- 29) Garbage is only permitted to sit at the curbside on trash pick-up day from 7pm the day preceding garbage pick-up and 7pm the day of pick-up. Use either trash cans as defined by St. Johns County or double-bagged tightly sealed plastic bags. For residents who find these rules create a hardship on themselves, you may opt to take your garbage to one of two refuse sites free of charge. Contact St. John's County Solid Waste on how to properly dispose of Christmas trees.
- 30) Pets shall be limited to two pets per unit, with strict behavioral criteria. All pets shall be registered with the Association. Pets are limited to owners only.

PET BEHAVIOR CRITERIA

- 31) Pets shall be limited to two pets per unit, i.e. 2 dogs or 2 cats or 1 each, in addition to other pets as outlined in the Declaration of Condominium (herein after referred to as

DOC) Sec 24(h) as updated by Amendment 4 to Sec 24(h). All pet owners should read and be compliance with this section of the Amended DOC.

- 32) The pet shall not make disturbing noises such as barking or crying that interfere with other residents' quiet enjoyment of the property.
- 33) The pet shall not be permitted to damage any common or limited common area of the property.
- 34) Owners will clean up after their pets every time without exception.
- 35) The owner will obey any and all use and health regulations concerning pets on the Property.
- 36) Their owners whenever outside the residence will securely leash pets. No pet shall be allowed to run free for any amount of time.
- 37) No pet shall behave in any fashion, which reasonably disturbs the enjoyment of the property by other owners and their guests.

Aggressiveness, viciousness, biting or any behavior causing injury to any person shall be grounds for immediate removal of the pet from the property without the notice requirements below.

If an owner's pet behaves in a fashion, which violates the behavioral criteria, the Board is permitted to exercise the following remedies:

- 38) On the first offense: the property manager/ Association will send written notice to the homeowner via registered mail asking that the behavior be changed.
- 39) If a second behavioral problem occurs during any twelve-month period, the Board of Directors may vote to order the pet removed at any regularly scheduled meeting via a simple majority of the Board.