

EXHIBIT 4
Rules and Regulations

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, change of paint, glass panes, or other enclosures on balconies or any other part of the units, common elements or any 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. The board will consider written requests specifying the color and materials specifications.

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) **Limited Common Area.** 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". The owner takes complete responsibility for any insurance claims for and falls or injuries sustained by anyone tripping over items placed by the owner in the limited common area. In case of a **hurricane warning**, all items placed in the limited common area and lanai including your doormat must be removed for safety.
 - (b) **Front Common Area.** Defined as the area immediately adjacent to your Limited Common Area (gray painted area) by your front door. Small, no higher than 12", 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 for insurance claims, for any falls or injuries sustained by anyone tripping over solar lights, or any items, placed by the homeowner in

the common area. In case of a **hurricane warning**, all items placed in the common area by the homeowner must be removed for safety. No pots, gnomes, bird feeders or any other ornamental items made of iron, stone, wood, or plastic are allowed in the common area except for solar lights as stated above.

(c) **Back Common Area** Defined as the mulched common area immediately behind your lanai or screen in your back patio approximately 14' by 3'. Owners may plant flowers and plants, not to exceed 48". No more than 2 single-hook shepherd hooks are permitted with plants as are hummingbird feeders. Allow 2" to 3" from edge of the lawn to mulched area for landscaper to cut and trim lawn. Pots, gnomes, bird feeders, bird houses or any other ornamental items made of iron, stone, wood or plastic on the ground are not allowed. The owner takes complete responsibility for maintenance of any flower/plant placed in the limited or back common areas as described in Exhibit 4, A. 2 including insurance claims, for any falls or injuries sustained by anyone tripping over any items, placed by the homeowner in the back common area. Unsightly or dead plants are not allowed. In case of a **hurricane warning**, all items placed in the back common area by the homeowner must be removed for safety, except for embedded plants/flowers.

(d) **Seasonal decorations** for Federal holidays and Halloween only may be displayed; however, no invasive method such as hammering, drilling, or affixing by nails, screws, or hooks thereby making an alteration to the exterior surface of the common elements is allowed i.e., NO HOLES IN THE BUILDING SURFACE. No decoration in trees or shrubs. Laser light displays are allowed. Holiday/Halloween decorations should be taken down the day after the day after the event except for Christmas/New Year which should be taken down by January 5th. The owner takes complete responsibility including insurance claims for any falls or injuries sustained by anyone tripping over any items placed by the homeowner in the limited or 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.

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 in the agenda
any t-11/11.1 LLs 111 MEI ill-t6, LV L11.V III./al LI
least twenty-four (24) hours 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 or sell 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 or sale. 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 including, without limitation, "FOR SALE", "FOR RENT", security service or construction signs 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 unless such signs are the standardized signs approved by the Board of Directors for such purpose, except the following signs shall be permitted(a) signs, regardless of size, used by the Developer, its contractors, agents, successors or assigns or

a party developing, leasing, licensing or marketing any portion of the Condominium Property, including signs used for construction or repairs, advertising, marketing, promotion, sales, re-sales or leasing activities, (b) signs installed as part of the initial construction of the Units or other Improvements and replacements of such signs (similar or otherwise), and (c) bulletin boards, entrance, directional, informational and similar signs used by the Association.

- 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.

PATIOS, BALCONIES AND WALKWAYS

- 1) No floor coverings shall be applied to any patio or balcony deck unless approved by the Association. The Association reserves the right to require that the Unit Owner of Units with such additional floor coverings on the attached patio or balcony maintain, repair and replace 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 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) No grills or similar structures shall be operated on any patio or balcony deck.

PARKING

- 7) Residents should advise their guests of the visitor parking locations.
- 8) Other than in the driveways serving each Unit by Unit owners or their guests, only designated parking spaces should be utilized.

- 9) Owner must utilize their garage for parking one vehicle.
- 10) 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.
- 11) No vehicle, which cannot operate on its own power, shall remain on the condominium property for more than forty-eight (48) hours.
- 12) No vehicle shall be repaired on the condominium property.
- 13) 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.
- 14) Vehicles in violation of these rules will be towed at the owner's expense.
- 15) Cars should be washed only in the driveway of Inc Unit owner owning the car.
- 16) All garage doors must be closed when not in use. POOL

RULES AND REGULATIONS

- 17) Every unit owner must know the pool rules and instruct their guests or renters accordingly. Safety is the first consideration.
- 18) The pool will close at dusk every day.
- 19) Radios around poolside may only be played at levels that don't create a nuisance to other pool users and Unit Owners.
- 20) Everyone must shower before entering pool. Suntan lotions and oils must be removed before entering the pool.
- 21) Children not toilet trained must wear a swim diaper. No disposable diapers please.
- 22) Conventional swimsuits must be worn in the pool. (NO CUT-OFF JEANS)
- 23) Glass containers not allowed in pool area, no eating at poolside other than the designated barbeque area and covered area.

- 24) If chairs or lounges are moved, they must be put back before leaving the pool area.
- 25) No pets on pool deck.
- 26) No running or horse play.
- 27) No smoking in pool.
- 28) Children under 13 years of age must be supervised by an adult at all times.

SECURITY

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

TRASH CANS

- 30) All garbage and refuse should be contained in tightly tied plastic bags before placing in the garbage cans designated for garbage disposal located on the condominium property.

PETS

- 31) 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

- 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.

Owners are to have no more than two pets. Renters are not allowed pets, Owners only.