



# **WOODSIDE VILLAGE**

## **CONDOMINIUM ASSOCIATION, INC.**

### **RULES AND REGULATIONS**

**March 1, 2014 (supersedes all)**

#### **PREAMBLE**

Condominium living can be satisfying and rewarding if one enjoys the idea of camaraderie in the spirit of cooperation, compliance and compatibility. To achieve these aims and to help assure the security and safety of your community and your pleasure and serenity, certain rules and regulations must become a way of life.

Many of these rules and regulations are similar to those you undoubtedly have lived by all your life. Many are in the Condominium Documents that you pledged to abide by when you chose to become a part of Woodside Village; others comply with reasonable standards of cleanliness, safety and fire prevention. Most of them are for protecting the owner's investment; some are required by state and county statutes and regulations. Some will be added from time to time by your Board of Directors out of necessity, experience and in an effort to achieve improvement. None is without reason and is for the benefit of all.

ALL OCCUPANTS WILL BE SUBJECT TO AND AGREE TO ABIDE BY THE DECLARATION OF CONDOMINIUM, THE BYLAWS AND ANY AMENDMENTS, IN ADDITION TO THE FOLLOWING RULES AND REGULATIONS. THESE RULES AND REGULATIONS WILL BE APPLICABLE TO ALL UNIT OWNERS, THEIR FAMILIES, GUESTS AND OCCUPANTS, TO WIT AND WILL BE STRICTLY ENFORCED.

#### **SECTION I – GENERAL**

(OWNERS, RESIDENTS, LESSEE RENTALS AND SEASONAL TENANTS WILL BE REFERRED TO AS OCCUPANTS.)

#### **All Occupants must register with the Woodside Business Office.**

1. The Board of Directors will enforce all Rules and Regulations. The Board may, from time to time, designate and direct our Manager or authorized agent to enforce all Rules and Regulations. Specific Rules and Regulations will be defined; however, the Manager may at his/her discretion remove any immediate danger to person or property not so defined.
2. No occupants or guests will directly or indirectly attempt to control or manage the agents or employees of the Association including any management firm employed by the Association.
3. No occupants or guests will give orders or instructions to management, employees or contractors, but shall rather express their desires or suggestions to the Manager for consideration.
4. Violations will be submitted in writing to the Manager and NOT TO THE BOARD OF DIRECTORS.
5. All complaints or violations will be addressed in writing by the Manager with each unit owner and occupant with copies to the unit file and the Board of Directors.
6. If the violator refuses to comply with the Rules and Regulations after the first warning, the matter will be referred to the Association's attorney for possible legal action.

## **SECTION II – USE AND CARE OF THE CONDOMINIUM UNITS**

1. No unit may be used for the purpose of a multi-family dwelling. All units shall be used as a single family dwelling. A “single family” shall be defined herein as: (a) one person living alone; (b) two persons related by blood, marriage or adoption, and their immediate family; or (c) two persons living together as a single housekeeping unit. “Immediate Family” is defined as the parents, children or grandchildren (and their respective spouses) of the owner or the owner’s spouse.
2. All occupants must register with the Woodside business office. (All occupant information will be considered confidential.)
3. Each owner has the right to sell his/her unit provided that the proposed purchaser is first approved by the Board of Directors. The prospective purchaser will be requested to submit the standard Application for Sale Approval form to the Board of Directors who will be responsible for giving final approval within a period of thirty (30) days.
4. All leases must be reviewed and approved by the Board of Directors and given final approval within a period of thirty (30) days.
5. Any damage or destruction caused to Woodside Village property by occupant(s) or guests will be the responsibility of the unit owner. Damaged or destroyed property will be replaced or repaired within two (2) weeks of written notification to the unit owner.
6. No occupant or guest will make any disturbing noise in the building or on the premises, nor will they be permitted to interfere with the rights, comfort or convenience of others. Noise of all kinds will be kept low enough so as not to disturb neighbors. No radio, stereo, television or playing of musical instruments will be allowed in a manner that would disturb or annoy other residents. This rule is of particular importance between the hours of 11:00 P.M. and 8:00 A.M. All outside activities need to end by 11:00 P.M.
7. Common areas of the building such as stairs, stairwells, landings, landscape and grass areas will be used only for the purposes intended. No articles belonging to the occupants will be kept in such areas, temporarily or otherwise. Occupants are able to store bicycles in bike racks located throughout the community.
8. Each occupant will maintain the unit, porches, balconies and patios in a clean and sanitary manner. The balconies, porches and patios will be used only for the purpose intended, i.e.: tables & chairs, and will not be used for storage of any articles including bicycles or for hanging garments or towels. No drying of laundry will be permitted outside occupant’s unit or on balconies, porches or patios that are visible to common view. Shades are allowed within screened-in areas.
9. Dispensation of garbage and trash will be by garbage disposal units or by use of receptacles supplied by the Association. It is the responsibility of occupants to arrange for the disposal of items too large for the dumpsters. Items should not be left along the sides of the dumpsters.
10. No occupant may make or permit anything to be done in or about the premises that is dangerous or hazardous to the property or which would result in an increase of insurance premiums.
11. No occupant will violate City of Largo fire code ordinances and regulations. No occupant will keep or permit flammable liquids, gases or explosives within their unit, outdoor closets or on their patios.
12. No gas or charcoal grills shall be used or kindled on balconies, porches or on patios. Gas and charcoal grills shall not be stored on balconies. Gas and charcoal grills can only be ignited on grass areas 10 feet from buildings. Gas cylinders shall not be located, stored or installed underneath any buildings unless the space is open to the atmosphere for at least 50 percent of its perimeter. Electric grills can be used on balconies and patios.

13. No antennas, wiring or cable may be affixed on the exterior of any building or on the condominium property unless approved by the Board of Directors.
14. The Telecommunications Act of 1996, which is United States Federal Law, provides that the Board of Directors is required to allow installation of a satellite dish less than one meter in diameter, on property that is owned or under the exclusive use or control of that individual. The Common Elements of the Condominium are owned in undivided interest by every owner of a unit with the Condominium, and do not fall under the category of being exclusively used or controlled by an individual. Therefore, the Condominium grants occupants the right to install satellite dishes within their units and within portions of the limited common elements that are exclusively within the control of the occupant. The occupant does not control the common elements and does not have identifiable ownership interest in the common elements. Therefore, an occupant is prohibited from installing the satellite dish on the exterior of the condominium building, which is considered a portion of the common element.
15. No sign, advertisement, notice, lettering or descriptive design of any kind will be displayed, placed or distributed on the premises of the condominium or on the unit. No signage will be displayed in windows that are visible to common view. The Association will provide space for rental or sales information on the Clubhouse bulletin board.
16. Soliciting within Woodside Village Condominium premises is not permitted.
17. Occupants are responsible for the supervision and actions of visiting guests and children in their units. Playing ball or other recreational activities posing a danger or nuisance to others is prohibited in the streets, common areas around homes and pool areas.
18. No occupant will change the appearance of the condominium property, i.e.: color of doors, screens, screened doors and outside light fixtures. All alterations, (including painting, staining, tiling patio and balcony floors, carpeting of landings, porches or balconies, enclosing rear balconies or porches), and the replacement of windows and doors must be with written approval of the Board of Directors. (Contact Association Manager for specifications.)
19. See Association Manager for specifications and application before making any changes to patio or balcony enclosures and the installation of window and door replacements.
20. That portion of window coverings seen from the exterior of the condominium unit must be white or a shade of white. Only materials meant to be used as window coverings will be permissible (i.e. curtains, drapes, blinds).
21. Planting by occupants:
  - 21.1. Planting on the common element (front, side or rear) of unit is not allowed except for designated area; otherwise, the Manager has authority to remove plantings at owner's expense. Designated planting area is to the rear of unit; not to exceed thirty (30) inches from rear patio and not to extend beyond the width of the patio. Bushes are not to exceed three (3) feet and flowers two (2) feet high. All such plantings and their maintenance are the responsibility of the owner/occupant. If not maintained, owner will bear cost of removal.
  - 21.2. First floor front landings – Floor standing flower box or flowerpots are allowed as long as they are not an obstruction to fire or other safety personnel. Silk, plastic or live plants may be used.
  - 21.3. Second floor front landings
    - a) Only two (2) hanging baskets on landing. Silk or plastic flowers only; no live plants.
    - b) Flower box on railings must hang on the inside. Silk or plastic flowers only; no live plants.

22. All entranceways should be clear, maintaining easy access to all units, and not obstruct entrances or walkways.
23. If silk or plastic flowers are used, they must be replaced when faded or damaged.
24. No cacti plants or any other type plant with thorns can be planted or kept in a container (i.e. pot or planter) on the common or limited common elements.
25. Door decorations – one (1) wreath or ornament per door. Items shall not be attached to exterior walls.
26. Hoses cannot be used for watering of outside plants, bushes and grass. Water spigots are for maintenance use only, not for use by occupants.
27. All electrical outlets and fixtures in common areas are for maintenance use only and are not for individual resident's use. Exceptions in cases of hardship or disaster recovery can be granted by Board of Directors or Association Manager.
28. All plumbing repairs should be done during business hours (Monday through Friday, 8 AM – 4 PM) unless it is an emergency.
29. Before any plumbing repairs are performed, check with the Association Manager to locate main shut off for your unit.
30. No occupant may install a clothes washer or dryer in his/her unit.
31. No edging (i.e. timbers, decorative cement blocks, etc.) along flower or planting beds will be allowed.

### **SECTION III – RECREATION AND LAUNDRY FACILITIES**

#### **1. CLUBHOUSE**

- 1.1. The key necessary for entrance into the clubhouse is the property of Woodside Village and may be purchased in the Woodside business office for a non-refundable fee.
- 1.2. Clubhouse hours are: May – September 8:00 A.M. to 10:00 P.M.; October – April 8:00 A.M. to 12:00 A.M. Exceptions to extend the hours must be approved by the Board of Directors.
- 1.3. Clubhouse may be rented to owners or registered renters of Woodside Village only. To reserve the clubhouse for an organized function, a \$200.00 security deposit is required. (See Association Manager for clubhouse reservation form.)
- 1.4. Clubhouse may not be used for commercial use.
- 1.5. Loud music or noise which can be heard outside of the clubhouse will not be tolerated.
- 1.6. Rental activities cannot extend out to pool, shuffleboard areas or anywhere outside of the clubhouse.
- 1.7. The clubhouse and all adjoining areas (lobby, restrooms, etc.) will be cleaned, swept and returned to original condition. All trash, leftover food and drink and other litter will be bagged and placed in outdoor refuse dumpsters immediately following event. Failure to do so may result in all or a portion of the security deposit being retained to cover cost of restoration.

- 1.8. Persons under the age of 18 are not permitted in the Clubhouse unless accompanied by an adult.
- 1.9. Pool tables may be used by adults and children accompanied by an adult.
- 1.10. Wet bathing suits, wet clothing and bare feet are prohibited inside the clubhouse area except in the dressing room areas. Beach robes or shirts must be worn over dry bathing suits. Footwear is required.
- 1.11. Individuals using the Clubhouse are responsible for the building while in use and must be sure all doors and windows are locked and all lights are out before leaving.
- 1.12. Smoking is not permitted anywhere in the clubhouse.
- 1.13. No alcoholic beverages will be permitted in the Clubhouse during scheduled Board meetings.
- 1.14. No adult beverages or set-ups will be sold or given away at any activity held in the clubhouse. B.Y.O.B. is allowed.
- 1.15. Each user is responsible for any damage to the premises caused by him/her or their guests.

The Clubhouse is for the use and enjoyment of occupants and their guests so long as such use is conducted in conformance with the Rules and Regulations and there is no damage to the premises. The Clubhouse is to be used . . . but not abused.

## 2. SAUNAS

Men and woman saunas are located within the Clubhouse restroom areas. Any bathers, especially those suffering from high blood pressure, heart trouble or diabetes may suffer harmful effects by taking sauna baths and should consult a physician before using this facility. Persons under the age of 18 years must be accompanied by an adult.

## 3. SWIMMING POOLS

- 3.1. All occupants and guests are required to have a pool (I.D.) tag while in the pool area. Persons without tags will be asked to leave the pool area. Pool (I.D.) tags are available at the Association Business Office for a non-refundable fee.
- 3.2. Persons less than 14 years of age must have adult supervision at all times. The Association is not responsible for the safety of children or for personal belongings.
- 3.3. Any incontinent person, including children in diapers are not allowed in swimming pools.
- 3.4. Running, roughhousing, as well as any loud or boisterous conduct IS NOT permitted in or around the pool.
- 3.5. Small radios are permitted which audible volume should reach no more than 5 feet. Audible volume, which disturbs other pool visitors, will not be permitted. If a complaint is made to the owner of the radio, they will be asked to turn it off.
- 3.6. NO LITTERING. Ashtrays and garbage cans are provided in the pool area for all litter.
- 3.7. Glassware, bottles, food and beverages are prohibited in the pool area and pool deck.
- 3.8. Pools are to be used only during the hours of 9:00 A.M. to dusk. However, a pool may be closed any time due to maintenance, repairs or inclement weather without prior notice.

- 3.9. All persons using the pool must shower prior to entering the pool.
  - 3.10. No one with any kind of open sore, cold, ear discharge, skin disease or any communicable disease is permitted to use the pools.
  - 3.11. Removing any pool furniture from the pool deck is prohibited.
  - 3.12. The life preserver is required for insurance purposes and is not to be used as a toy.
  - 3.13. DO NOT REMOVE THE ROPE FROM ACROSS THE POOL. It is a LAW that the rope remain across the pool at all times to distinguish the deep end from the shallow.
  - 3.14. Inner tubes, rafts, floats, balls or other recreational pool equipment is not to be used in the pool.
4. SHUFFLEBOARD COURTS  
Persons must be over 14 years of age or accompanied by an adult to use the shuffleboard courts.
5. LAUNDRY FACILITIES
- 5.1. Smoking is not permitted in laundry rooms.
  - 5.2. Laundry room hours are 8:00 A.M. to 10:00 P.M. (last load in washer by 8:30 P.M.)
  - 5.3. Occupants using the laundry rooms are responsible for locking the doors, turning off ceiling fans and lights when they leave.
  - 5.4. It is the user's responsibility to leave the equipment clean.
  - 5.5. Remove articles of clothes after each use – do not leave in washers or dryers. Others may remove clothes to use the machines.
  - 5.6. The Association is not responsible for loss or damage of articles in the laundry rooms.

#### **SECTION IV – MOTOR AND RECREATIONAL VEHICLES**

Parking is available for occupants only. All owners/occupants must register their vehicle(s) with the Woodside Business Office. Up to three (3) permanent stickers will be issued to a unit. Unit owners must utilize their assigned parking space before using those parking spaces designated for visitors. Temporary permits will be issued to registered guests and registered lessees. To obtain a parking permit, current vehicle registration and driver's license are required. All vehicles must display parking permits in plain view.

1. An area is provided (south end of complex) for car washing and repairing. Occupants are not permitted to wash or service cars in any other area. Repairs must be done in the area provided; examples of repairs are brake jobs, oil changes, etc. Exceptions are polishing, vacuuming, washing windows, flat tire changing and battery jumping.
2. Occupants and guests are to maintain a safe and reasonable speed and abide by posted speed limits when driving on the condominium property.
3. Boats, wave runners, all-terrain (ATV), commercial vehicles, motor homes and trailers are prohibited from parking anywhere on the property. Commercial vehicles are those vehicles having markings, signs or messages displayed. They also include vehicles having inventory, apparatus or work related tools and equipment. (Commercial vehicles in the process of being loaded or unloaded, or performing a service for an owner/occupant are exempt.) Vehicles found in violation may be towed 24 hours after third written violation is issued.

4. No vehicle or container type unit used for the purpose of storage may be parked overnight on the condominium property. Vehicles or containers being loaded or unloaded during the day are exempt.
5. No oversized vehicles allowed. Only one vehicle can be parked in each parking spot. Vehicles must fit completely within the lines designated for parking. All vehicles will park in between lines. Parking across lines is not allowed.
6. Backing into parking spaces is not allowed.
7. Bicycle riding, skateboarding, roller skating and roller blading are not permitted on sidewalks. It is recommended that all children riding a bicycle, hot wheel, etc. be accompanied by an adult for their own safety.
8. Resident parking will be on an assigned space basis only. There will be one numbered space assigned for each unit. Visitors' spaces are available to guests of occupants. Any damage done to a parking area by vehicles, i.e. oil spills, transmission fluids, rear-end leaks, etc. will be the responsibility of the owner for clean up or repair.
9. "FOR SALE" signs are not permitted anywhere on the condominium property, this includes vehicles.
10. No motor bikes, mopeds, motorcycles will be operated on the condominium property, except to enter or leave the property on the roadway intended for such use. They will be parked in a designated unit assigned space and not permitted on the patios or sidewalks. Only state licensed vehicles are to be operated within the community. No go-carts, motorized scooters or gas-powered or battery operated scooters or miniature vehicles are to be operated on the property. (Security and maintenance staff golf carts are exempt.)

#### **SECTION V -- MOTOR VEHICLE VIOLATIONS SUBJECT TO TOW**

A vehicle cannot be cited more than once within a 24-hour period. All violation notices will contain date, time, location, make of vehicle, model, license number, color, owner's name and unit (when possible), type of violation and any other pertinent information. A copy will be maintained in the office. All tows will be approved by the Association Manager or Director.

#### **ALL VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

##### **1. IMMEDIATE TOW**

- 1.1. Any vehicle parked on grass, sidewalk or anywhere on the roadway that is not designated for parking, (exceptions are i.e. emergency vehicles, authorized service vehicle, our golf carts, etc.) is subject to immediate tow. Any vehicle parked in a handicapped space must display appropriate ADA permit.
- 1.2. Any vehicle belonging to occupant who, after three (3) written warnings, fails to register their vehicle with the Woodside Business Office and/or display their Woodside permit on the vehicle.

##### **2. TWENTY-FOUR (24) HOUR NOTICE, IN WRITING**

- 2.1. Any vehicle parked in a space designated for a unit owner other than their own can be towed on a written complaint of the unit owner/occupant (whoever has control of space at time of violation). Twenty four (24) hour written notice shall be attached to the vehicle in violation.
- 2.2. Any vehicle found in violation of condominium rules Part IV, after three (3) written warnings is subject to towing twenty four (24) hours from last written warning.

##### **3. TEN (10) DAY NOTICE, IN WRITING**

3.1. Any vehicle that is not road-worthy and unable to run under its own power. It is the vehicle owner's responsibility to prove the vehicle is road-worthy.

3.2. Any vehicle parked on condominium property without current state registration sticker.

## **SECTION VI – PETS/ANIMALS**

The following restrictions are necessary for the health and welfare of all residents:

1. No animal, livestock, poultry or household pet of any kind will be kept by occupant or guest on the condominium property.
2. Visiting pets are not allowed on the condominium property.
3. Occupants who presently have pets that were grandfathered in as of May 21, 1997, are subject to yearly registrations of their pets with the Association Manager. Copies of County license and verification of vaccination tag number must be presented yearly.
4. Pets that were grandfathered in are not permitted to freely roam any condominium premises outside a said condominium unit, or be found upon any common elements or limited common elements, unless leashed and in the company of an individual willing and able to fully control it. Owners of such pets are to clean up immediately after their relief.
5. If the grandfathered pet dies, it may not be replaced.
6. Such grandfathered pets are prohibited in the pool area, laundry rooms, clubhouse and restrooms.
7. FEEDING OR SETTING OUT FOOD FOR DUCKS, STRAY CATS OR OTHER WILD BIRDS OR ANIMALS IS PROHIBITED.

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The Board of Directors of the Woodside Village Condominium Association reserves the right to change or revoke existing Rules and Regulations and make such additional Rules and Regulations from time to time, which is in their opinion shall be necessary or desirable for the safety and protection of the condominium and its occupants and to maintain cleanliness and good order of the property and to assure the comfort and convenience of all residents.

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