

# Windwood Seas Condominium Association

## Rules & Regulations

### Table of Contents

Emergency Procedures.....	2
Hurricane.....	2
Satellite Dishes.....	2
Roof Access.....	2
Garbage.....	2
Keys.....	3
Public Storage Closets.....	3
Hallways, Stairways, and Balcony.....	3
Pets.....	3
Smoking.....	3
Parking.....	3
Late Assessments.....	4
Construction Remodeling DIY Projects.....	4
Grill/BBQ Area.....	4
Laundry Rooms.....	4
Swimming Pool.....	4
Move-In/Move-Out.....	5
Illegal Activities.....	5
Day to Day.....	5
Leasing Less than 60 days.....	6
Leasing 60 Days or More.....	6
Insurance Requirements.....	6
Vacation Rental Requirements.....	6
City of Hollywood Requirements.....	6
Guest Check-Out.....	7
Sale of Unit.....	7
Violations.....	7

Dear Homeowners,

The Windwood Seas Condominium Association, through its Board of Directors, has formulated certain rules and regulations to be followed by all residents at Windwood Seas Condominium Association. The owners are likewise responsible for advising any guest who may be occupying the premises of such rules and regulations. The owners are financially responsible for any damage that occurs by their guests.

The Board shall have the power to hold appropriate hearings and recommend penalties and fines as indicated. The owner/tenant will be required to appear at a hearing if so requested and the Board may adopt any additional rules and regulations at its discretion.

### **Emergency Procedures**

Call the appropriate City department if applicable, i.e., police/fire department.

Contact the management company during business hours, Monday – Friday, 9:00am – 4:00pm at 954-530-5470 or 954-652-1316.

### **Hurricane**

A unit owner who plans to be absent during hurricane season must prepare his/her unit prior to departure by designating a responsible individual to care for the unit should it suffer hurricane damage. All unit owners must furnish the association management company with the name of such individual. If an individual is not identified, someone will be assigned for him/her or owners will be asked to remove all loose objects including furniture from balcony if they will not be staying there during the hurricane season. The hurricane shutter must be closed by you or your representative.

### **Satellite Dishes**

Satellite dishes are not to be installed on balcony railings or in the common areas. No resident will be permitted to install any dish outside his/her dwelling without written request to the management company. Satellite dishes must be professionally installed on a pedestal on the roof and are the sole responsibility of the owner. Any damage to the roof of the building by the installer will be charged to the owner.

### **Roof Access**

No access to the roof will be permitted to anyone without the consent of the management company and the Board of Directors. Workers who need access to the roof must be licensed and insured professionals. Prior to access, such professionals must fax a copy of their business license and a copy of their insurance certificate to the management company. Once these documents are received, they will be allowed access to the roof.

### **Garbage**

- The dumpsters and recycling area is located on Surf Street.
- Please inform all tenants staying at Windwood Seas of its location.
- All boxes should be broken down before being placed in dumpster.

- No furniture should be placed in dumpster. Please call the City of Hollywood, 954-967-4200, for a bulk pick up.

### **Keys**

There is a \$100 charge for reproduction of the pool gate key which can be obtained from the management company.

A copy of your door key and a phone number will be given to the management company for use in case of an emergency that requires entrance into the unit.

If the unit owner is in opposition to this request, the unit owner will be responsible for damage repairs to their own unit door as well as any emergency locksmith bill emergency entrance into a unit for events such as water leaks, flooding, smoke, fire, and life-threatening instances, etc.

### **Public Storage Closets**

No owner may keep anything in the building's public storage closets, except for bicycles, beach chairs, and other beach items and fishing rods. No Christmas decorations, extra tiles, paint, carpeting, etc. are permitted. These items will be discarded.

### **Hallways, Stairwells, and Balcony**

No obstructions in the hall quarters, stairways, or balconies are permitted. This includes, but is not limited to, boxes, umbrellas, strollers, shopping carts, bicycles, garbage, etc.

Towels and bathing suits can be hung out to dry but must be brought in at night.

- **No personal gas or charcoal grills are allowed anywhere.**

### **Pets**

- Residents will be allowed 2 pets per unit; no reptiles or exotic pets are allowed. Pets must be less than 35 pounds at maturity.
- Pets must be kept inside the unit except when accompanied by owner on a leash.
- Pets are not permitted on balconies or grassy common areas without the owner being present.
- Pet owners must pick up after their pets at all times in the common areas.
- Pets are not allowed in the pool area or in the pool.
- No pets are permitted in the elevators. You must use the stairs.

### **Smoking**

- No smoking on any balcony, walkways, pool desk, or laundry rooms.

### **Parking**

There is a \$50 charge for replacing lost parking gate transmitters. You can obtain them from the management company. Owner/tenants must park in their designated space. It is a violation to park in another owner's reserved spot. Only non-commercial vehicles are to be parked in the assigned parking spaces. Owner/tenants not parked in their assigned space may be towed at the owner's expense. Guest parking is for guests only on a first come first serve basis. All vehicles must have updated tags. There will be times when Windwood Seas will use the guest parking for

construction projects only. The owner/tenant's vehicle must fit in the assigned parking spot, or they will have to park elsewhere.

### **Late Assessments**

A \$25 fee will be charged for all payments made after the 10<sup>th</sup> of each month. A notice will be mailed to all unit owners with a late charge.

### **Construction Remodeling DIY Projects**

You must obtain all proper permits from the City of Hollywood prior to doing any construction. Please refer to the City of Hollywood's websites for specific rules and regulations.

You must supply your own dumpsters. No construction debris is allowed in the building's dumpsters.

All projects should be done between the hours of 8 a.m. to 6 p.m. on weekdays; 9a.m. to 5 p.m. on Saturday. No work is permitted on Sunday.

Prior to the start of any remodel project, including kitchen, bathroom, flooring, window, or A/C replacement advance notice must be provided to management.

### **Grill/BBQ Areas**

The BBQ area is for all owners to use. If more than one person is using the barbecue area, it must be shared. The area must be cleaned up and all garbage must be removed after use.

### **Laundry Rooms**

Residents using the washer and dryer should turn off lights when you leave. When using the washer and dryer, please remove clothing promptly from machines when finished. Please clean out the lint traps after use.

### **Swimming Pool**

The use of floats, rafts, scuba gear, and other pool toys should be used with consideration of other swimmers in the pool.

- No diving
- No running
- No glassware
- There is no lifeguard – swim at your own risk
- Maximum bathing load is 20
- Pool hours 7a.m. to dusk
- Close gate when leaving pool
- Courtesy should be shown when playing music poolside. Earphones are strongly encouraged

Please do not enter the pool area after coming from the beach without showering. The sand is harmful to the surface and the pool pump. Please rinse sandy feet with hose before entering pool area.

The pool is strictly for the use of owners and tenants of the Windwood Seas.

In addition to the above association pool rules, state board health regulations and rules require:

- Showers must be taken before entering the pool
- Children under the age of 16 must be accompanied by an adult at all times in the pool area
- Pets are not permitted in pool or area
- Children that are not toilet trained or are wearing diapers are not permitted in the pool unless they are wearing a swimming brand diaper (i.e., Huggies Swimmers)

### **Move-In/Move-Out**

A refundable deposit of \$150.00 must be paid by the moving party prior to any move. The deposit will be refunded less any damages that occur. The management must be notified of the dates.

### **Illegal Activities**

No illegal activities of any kind will be allowed at Windwood Seas Condominium. Underage drinking, smoking illegal substances and/or solicitation will not be tolerated by any owner/tenant on the premises of Windwood Seas.

The Board of Directors or management company will call the police and notify local authorities of any suspicious activities.

### **Day-to-Day**

Owners must provide proof of HO6 insurance to the management office no later than January 15<sup>th</sup> of each year.

Owners are required to actively check their air-conditioning units, water heaters, and toilets. Such checks include, but are not limited to, changing air-conditioner filters and cleaning coils. Toilets should be checked for leaks.

Tip: if you put a few drips of food coloring in the back of your tank and the color moves to your toilet bowl, there is a leak that requires your attention.

Owners shall be liable for the expense of any maintenance, repair, or replacement rendered necessary by his/her act of negligence.

Owner renter insurance is required if you rent long-term. Owner will be liable for their tenant.

Any owner who would like to review the financial records and any other documents or contracts of Windwood Seas Condominium must make the request in writing by certified returned receipt mail to the management company. Only twenty-four months of records may be examined.

All doors and window screens are the responsibilities of the owner and must be maintained. Doors must be rust free and solid; screens must be free of holes and tears. The first notification of damaged doors or window screens will have no charge. Thereafter, violations will be assessed penalties as identified below.

No unit owner/tenant shall make excessive noise during the hours of 11 p.m. to 8 a.m. This includes noise from the television, radio, instruments, etc. Please be considerate to others.

If you need a qualified service technician, please call the management company.

**Lease/Rent less than 60 Days**

All owners must complete the **notification of guest occupancy form** and return to the management company 7 days prior to visit. A copy of the form is attached. All guests and applicants must provide a copy of their I.D.

**Lease/Rent more than 60 Days**

If the owner is leasing/renting the unit for more than 60 days, all prospective tenants must be screened by the management company and have approval of the association. All applicants must provide a copy of their I.D. Approval will be in writing. Applicants must meet the following criteria:

If a tenant is out of town, they are not allowed to let a guest (family member or non-family member) stay in the unit unless that individual is a named tenant on the lease. Tenants cannot let other people stay in their unit if they are out of town.

Submit an application to the management company at least 21 days prior to leasing.

(See renters insurance requirements below.)

**Insurance Requirements+**

All homeowners are required to have and provide to management each year proof of HO6 insurance.

If a tenant occupies and rents a unit for 60 days or longer, that tenant is required to provide management before approval, proof of renters insurance.

**Vacation Rental Requirements**

Any homeowner that rents more than 3 times a year, for less than 30 days, is required to obtain a City of Hollywood vacation rental license. Management will be keeping track of all occupancies. Please see the City of Hollywood website for requirements to obtain a vacation rental license.

**City of Hollywood Requirements**

If a homeowner is renting their unit, they are required by the City of Hollywood to have a business tax license. See the City of Hollywood for further information.

The Board and the management company will meet to review application and information. The background check, including both criminal and credit check will be reviewed before approval will be granted. Approval will be granted within 30 days from receipt of the application. A signed copy of the lease must be provided to the management company.

A screening fee of \$150.00 per person over the age of 18 will be due. Children under the age of 18 will not be assessed a fee. This is a one-time fee to do the necessary paperwork and background checks. Proof of renter's insurance is required prior to moving in.

No approval for any lease will be given if the owner is delinquent in their maintenance or special assessment payments.

Please note, Florida statute states the association has the full authority and rights to have the tenant pay the association directly for the remainder of the lease term while outstanding money is owed.

**Guest Check-Out**

Due to liability insurance, once a guest has been checked out from a unit, they will be required to vacate and leave the Windwood Seas property. They are not allowed to remain at the property by the pool, barbecue, laundry, or parking areas.

**Sale of Unit**

Any owner wishing to sell must give the intent to sell letter prior to any listing or sale of the property to the management company. Approval of the management company and Board is required prior to any sale. The seller must request an application from the management company and must complete and return the application. A copy of the signed sale contract must be provided for approval. Approval shall be in writing and delivered to the approved applicant.

The Board and management company will meet to review applications and information. The background check, including both criminal and credit checks, will be reviewed before approval will be granted. Approval will be granted within 30 days from receipt of the application.

A fee of \$150.00 per person over the age of 18 will be assessed. No fee is required for children under the age of 18.

**Violations**

Violators of any rules will be notified of any infraction through a letter from the management company. Before imposing any fines, violators will be given a hearing date to appear before the Board/Management company to present their position.

- First Offense: \$25 plus damages
- Second Offense: \$50 plus damages
- Third Offense: \$100 plus damages

**All owners renting must comply with the City of Hollywood and Florida state renting taxes, and occupancy forms.**

The management company will give out leasing, renting, and sale packets on request.