

CHATEAUX DE BARDMOOR CONDOMINIUM OWNERS ASSOCIATION, INC.

General Rules

Amended May 2019

Condominium living customarily demands that individual lifestyle preferences of owners or tenants can be pursued or conducted only as long as they do not conflict with the lifestyles of other occupants in the same association. A high degree of cooperation is required in order to ensure the safety, comfort, and privacy of occupants. Therefore, the Board of Directors has established the following rules to govern the use of the common elements. If any rule is in conflict with the Declaration of Condominium or By-Laws, the latter will prevail as they relate to Condominium Associations #1, 2, 3, 7, 8, 9, and 10, collectively referred to as the Condos.

1. Maintenance:

- A. The Board of Directors, and only the Board, may enter into contracts and/or approve COA contracts. This also applies to the maintenance of common elements. The maintenance contractors are hired to perform specific services and will not respond to special requests by unit owners. Such requests must be directed to the COA Board in writing. Only nominal amounts of money pre-approved by the Board may be used by an Association Director at their discretion.
- B. All repairs that may in any way alter the appearance of common elements must be pre-approved by the COA Board. In addition, the contractor or repairperson performing the work must also be pre- approved by the Board.
- C. All trees, shrubs, fences, roads, flowers, hedges, bushes, and grass areas are considered common elements. Beyond contract maintenance, any unit owner wishing to alter in any material way the appearance of these common elements must submit a written request for the Board approval prior to beginning any such alterations. All expenses for such alterations are to be paid for by the unit owner, except where such change is for the benefit of all owners in the Association.
- D. No exterior wall door, window, driveway, patio, or limited common element may be altered, painted, or otherwise changed without a written request to and approval by the Board.
See request for *Remodeling Improvements & Landscape Change* form on page 9 herewith.
- E. All work to be paid for by the unit owners shall be done weekdays (except holidays) between 8:00AM and 5:00 PM except in an emergency.
- F. In the event of an emergency, unit owners may deal directly with the Property manager or the Director of their Association.
- G. Emergencies Include but are not limited to:
 - 1) Any break in a water pipe outside of a building.
 - 2) Any break or other problem with the sprinkler system. (Call the property manager or your Association Director).
- H. Roof problems
 - 1) For warranty work or needed non-emergency repairs call your Board representative.

- 2) For a major leak or break at night or weekends, call the COA management company or your Board Director. You are reminded that roofs over limited common elements such as patios and unit additions are the responsibility of the unit owner and not the Association.
- 3) All interior plumbing and electrical problems are the responsibility of the unit owner. All repairs, improvements, or modifications require the use of a State licensed and insured electrical or plumbing contractor. Exception: Plumbing blockage of wastewater discharge under the foundational concrete slab due to pipe failure or collapse or undefined natural causes shall be the responsibility of the Association in which the problem has occurred.

2. Pets:

- A. Small pets (under 30 pounds) can be a great source of comfort and make good companions for their owners. Certified and medically necessary Service Animals are excluded from this requirement.
- B. However, the Board recognizes that our common elements are not conducive to keeping pets, especially dogs and cats.
- C. Thus, pets are prohibited on the common elements, and our Association has no dog "walking" areas.
- D. In accordance with Pinellas County Animal Laws [Chapter 14, Sec. 14-63, Dogs or Cats at Large: (a) No dog or cat shall run at large (defined as not controlled by a leash or tether) within the county. Any person who possesses, harbors, keeps, or has control or custody of any dog or cat which is running at large shall be in violation of this article, regardless of the knowledge, intent, or culpability of the owner.]
- E. Feeding of pets, strays, or wild animals, on the common elements is prohibited, since food attracts undesirable vermin.
- F. Please be reminded that you may not walk your dogs or allow cats or dogs to roam on common elements, including the recreation facility. The nearest public area for dog walking is the median on Bardmoor Boulevard, with the use of a "poop-scooper" as required by county ordinance.

3. Roads and Parking:

- A. All roads in our Association's area are private, with easements that provide us with vehicular access to and from the public roads. Nothing in our documents suggests that these roads (Annwood, Brentwood, Candlewood, Ayrshire, Berkshire, Camshire) were designed for any purpose other than for such use by the Chateaux de Bardmoor villas, thus precluding unrestricted use by non-residents. Indeed, the roads are an integral part of our common elements (our front yard), and guidelines for their use are designed to accommodate the safety, comfort, and privacy of unit owners bordering those roads. While there are continuing efforts to prevent non-residents condo associations from using our roads, including appropriate signs and policing, there is much we, as villa owners, can do to make the roads we own and maintain safe, make them last longer, and keep them passable and attractive.
- B. In order to minimize traffic congestion, owners are asked to use the exit/entrance closest to their units when accessing Bardmoor Boulevard or returning to their units from the

Boulevard.

- C. There will be no overnight parking on any of the roads. Unit occupants should utilize unit garages, driveways, or guest spaces provided by their association for parking, day or night. Parking a motor vehicle on grass or earthen surfaces intended for grass is prohibited.
- D. No recreational vehicles or commercial vehicles are permitted to park at any time, day or night, on common elements, roads, and driveways or in garages, except short-term parking by moving vans, maintenance, or repairman's vehicles. Recreational vehicles may use the recreation hall parking lot or association parking pads overnight for loading/unloading in preparation for departure/return from a trip. No boats, trailers, or inoperative vehicles may be parked at any time in garages, driveways, or roads or other common elements.
- E. There will be no skateboarding, roller skating or push scooters permitted on the roads. Playing games on the roads is prohibited.
- F. The posted speed limit will be enforced.
- G. Unit occupants who use the roads for walking or bicycling are asked to do so at hours and in ways that do not jeopardize other's rights to quiet occupancy, safety, and privacy. In other words, apply the "Golden Rule" in the use of common elements.
- H. Each unit owner has a duty to remind those who are not members of our umbrella association that they have no special rights regarding the use of our roads or other common elements, particularly since we pay for repairs and replacements, and they do not.

4. Buildings (individual units) and Miscellaneous:

- A. Any sale, lease, or transfer of ownership of a unit requires Board approval, as further provided for in the Declaration of Condominium;
- B. A unit may be used only as a personal residence, not for commercial purposes. Noise creating machinery in the pursuit of a hobby should be limited to weekdays from 9:00 a.m. to 5:00 p.m., Monday through Friday.
- C. The purchase of a unit by a corporation will not be permitted, except as allowed in the Declaration of Condominium.
- D. Owners will allow the Board or agents and/or employees of the Association, at reasonable times, to enter any unit for purposes of inspection, maintenance, repair, or replacement of improvements within the unit or in case of emergency, or to determine compliance with rules of use set by the Board.
- E. Unit owners will be required to provide their Director with a name and phone number of a person to contact in emergencies.
- F. Unit owners shall not display or allow to be displayed any sign, banner, emblems, advertisements, or notice of any type on the common elements, or in the unit when it is visible from the outside of the unit, including for sale, lease, or similar signs, except as approved by the Board. Signs advertising open house sales may be displayed for not more than four (4) hours, and not more than one (1) day a week. Signs advertising Estate sales may be displayed for three (3) consecutive days on the property where the sale is being held,
 - F.1. The Board reserves the right to establish guidelines for, and to approve, the size

and placement of nameplates.

- G. One portable, removeable American Flag may be displayed in a respectable way on a flagpole, which may be affixed to the garage support column five (5) feet from the ground, using a standard flag mounting angle fixture. Owners with existing non-conforming poles may keep them as is. The flag will not measure more than three (3) by five (5) feet.
- H. No clothing or laundry may be displayed on the common elements.
- I. No exterior antennas or aerials may be erected without Board approval.
- J. No gas or charcoal appliance may be used inside or under cover of a unit. In accordance with Seminole fire regulation, they must NOT be within ten (10) feet of any structure when in use.
- K. Owners may purchase and use generators during extended power outage. In accordance with Seminole fire regulations there cannot be any gasoline in the generator when it is stored. Never use a generator indoors or in an attached garage. Be sure to place the generator where exhaust fumes will not enter any structure/unit/garage. Only operate generators outdoors in a well-ventilated, dry area, away from air intakes to the unit.
- L. COA Hurricane/Storm Shutter polity: Residents may install shutters seven (7) days prior to an anticipated storm event. Shutters are to be removed within ten (10) days after the storm has past unless there is damage to an extent which prevents said removal. They may be of any type approved by the State of Florida. Aluminum panels, plastic panels, galvanized steel panels, or roll downs, clear panels or 5/8" plywood panels have been approved. If a resident is to be out of the area for a significant period of time (two plus weeks) during the hurricane season, they may install aluminum panels or clear panels on windows visible from the street, but plywood may not be used on ANY windows wherever located during the period of their absence. *See Hurricane guidelines on page 6.*
- M. The COA condominiums have elected "over age 55" status. Thus, at least one occupant of each unit must be 55 years of age or older. Absentee or seasonal owners may allow family relatives or tenants who are not 55+ years of age to occupy their unit during their absence so long as the owner returns on a periodic basis and maintains legal and financial responsibility for the upkeep of the dwelling. No person under the age of 18 may permanently reside in a unit. "Permanently" is defined as more than thirty (30) days in any 12-month period.
- N. All garbage must be placed in tied plastic containers (bags) and out at the end of unit driveway by 9:00 a.m. on Tuesday and Friday of each week for scheduled pick-up. The containers (bags) are not permitted to be out overnight. Recycling materials will be added as directed from time to time.
- O. Owners and tenants will be responsible for any damage to the common elements caused by them, their guests, and/or invitees. This includes damage caused by grills and/or generators and especially in-ground and above ground sprinkler heads or associated plumbing.
- P. No owners or tenant will permit anything to be done or kept in a unit which may adversely affect insurance rates for the unit or common elements, or which will obstruct or interfere with the rights of others, or to create unreasonable noise, commit or allow any nuisance, immoral, or illegal act in a unit or on the common elements. Each unit shall also be maintained in a clean and sanitary manner.

- Q. No repairs may be made within a unit that in any way would affect the common elements unless the Board approves repairs and repairmen. Licensed plumbers and electricians are required to perform work within the units.
- R. No garage sales are permitted. The Board may approve a written request stating the circumstances such as death or relocating due to health, etc. for an estate liquidation sale, but it will be limited to not more than once per unit owner; and duration will be limited to three (3) days. No consignment goods are allowed to be brought in for such sale.
- S. There shall be no solicitation allowed in this association or on association's roads at any time.

It is believed that these rules governing common elements, individual units, roads are consistent with the law, the Declaration of Condominium, and the By-laws. Any conflicts in interpretation will be decided in a manner consistent with the documents. It is further understood that COA rules may change, or rules may be added, or deleted from time to time by the COA Board. Owner input is encouraged. But most importantly is the need to comply with the rules in order to enhance our property values and to improve the quality life for all of our residents.

Nota Bene:

There may be times when an owner may want to address the board on an issue or concern. Please be advised of the following guidelines for communications with your COA Board.

A unit owner desiring to speak at a COA Board meeting must file a request with the association president at least twenty-four (24) hours in advance of the meeting. At the COA Board meeting each unit owner is limited to three (3) minutes of speaking time. You are well advised to have your remarks or presentation well organized using notes or a written speech confined to one subject. An extemporaneous rambling speech is not appreciated. Unit owners are welcome to come to any COA meeting but may not participate. Board meetings are typically held in the main room at the Clubhouse on the 2nd and 4th Thursdays of each month at 11:00AM.

A brief discussion period will be held at the close of each meeting. This discussion period will give unit owners the opportunity to bring any items to the board's attention that may then become an agenda item for a subsequent meeting.

CHATEAUX DE BARDMOOR CONDOMINIUM OWNERS ASSOCIATION, INC.

HURRICANE GUIDELINES

All outside figurines, furniture; plants, grills, etc. should be put in your garage. Everything becomes a possible missile during severe winds.

If you leave for the summer or you leave because of the storm, please turn off your water! Turn off the circuit breakers for all unnecessary appliances (clothes dryer, washer, dishwashers, stove, hot water heater etc.) DO NOT rely on your neighbors to take care of these things for you.

Make sure a neighbor (or your Association President) has your key and your contact number.

If we lose power turn off the circuit breaker to the air conditioning system and refrigerator / freezer.

Pool furniture is stored in the Recreation Hall by volunteers a day or two before the expected storm. The pool is NOT to be used when the power is off. The pool pumps need to be operating for the safety of everyone.

LANDSCAPE POLICY

It is commendable that Chateaux De Bardmoor unit owners consider the common elements in the front and back of their villas as "private property". Indeed, such an attitude often creates a feeling of pride that is reflected in owners spending personal time and money to improve the landscaping adjoining their villas.

These efforts, however, while well-intended, can create irregular or conflicting landscape patterns and a situation where owners who desire more simplified landscape pay for the more exotic tastes of others, as well as setting up a gardening system that may not be maintained by a future buyer of the unit. These irregular patterns also present a problem for equal maintenance by contract workers. It is understandable that some residents like a degree of privacy, and certain planting can accomplish this, but if it infringes on the rights of others or causes an area for insects, vermin, or fruit spoilage, it is not best for everyone. The common rights of others must be considered, as well as the cost of extra trimming and care on common property, in addition to the fact that maintenance workers need uniform guidelines to follow for equal maintenance.

Some examples seem appropriate to shed light on the above cited problem:

First: Owners who have only one palm tree in "their yard are paying for the trimming of several (and often more expensive-to-trim) palms trees in the neighboring yards.

Second: In addition to palm trees, "ornamental" trees over 7-feet (Holly, Scheffleras, Podocarpus, Ficus, etc.) require extra trimming, and if they get very tall would mean extra cost,

whereby owners who have few such trees or none over 7 feet are having to pay extra for those who planted several and/or allowed them to grow beyond 7-feet.

Third: Many owners have extended their bush and flower beds or planted shrubs and flowers that require more expensive care than for units with less plantings, thereby forcing all unit owners to pay for the personal preferences of a few with more elaborate and expensive tastes.

Fourth: Planting of fruit or other trees in certain areas, as well as placing hanging plants off limbs of trees, can complicate mowing, fertilizing, and trimming programs. This leads to more extensive maintenance, and costly tree removal, plus the clogging of gutters, cracking of walls, foundations, and clogged sewer pipes created by tree roots.

Fifth: Bribing maintenance workers to do extra work on individual unit area defeats the purpose of the maintenance contract and is against COA and contractor rules and policy.

Many owners feel they can spend personal time and money maintaining their own "personalized" landscaping. While admirable, there is no assurance that all owners will take the same care at the same time in order to achieve uniformity of trimming, weeding, etc., nor can it be expected that each subsequent owner will continue the extra effort, not to mention units that are rented or remain vacant part of the year.

In light of the described problems, the COA Board of Directors recognizes that it has the responsibility to provide for the maintenance of the common elements as defined in the Condominium Documents and in Condominium Law, at an equitable cost to all. This includes full responsibility for, and authority over, what trees, shrubs, flowers, and grass may be planted, replaced, and removed. It must be further emphasized that, contrary to some belief, individual unit owners do not own, exclusively any of the grounds outside the walls of their units, and grass, tree, bush, etc., planted there is part of the common elements owned by all units in the condominium. Therefore, in order to clarify the intent and obligation of the Board, the following Rules have been adopted, mindful that attractive landscaping (including some degree of uniformity throughout the common elements) can enhance unit owners' appreciation of their living accommodations and the value of the units, as well.

In view of the foregoing information a big saving in cost will be realized because uniformity in landscaping will cut many of the conflicting directions to the maintenance service men. All of us have areas we like to work with to our own design, but this may not fit in with others, and thereby the costs go up. The overall plan is to help make care of our property at the least cost and still have good landscaping.

Any landscape modification requires COA Board approval using the Remodeling Improvement and Landscape Change form (found herewith on page 9) to make such a request. Owners may find it worthwhile and educational to consult with the management of the landscaping contractor for ideas and suggestions concerning appropriate flora and fauna suitable for Florida's climate

that will not cause an increase in labor costs to the association. If the groundskeeping/landscaping company management disapproves of your plan, the COA Board will also disapprove. If a unit owner undertakes a significant landscape modification without obtaining Board approval, the Board will instruct the landscaping company to remove the offending and unauthorized vegetation and return the land to "as was" at the unit owner's expense and without compensation for the cost of the offending vegetation.

CHATEAUX DE BARDMOOR CONDOMINIUM OWNERS ASSOCIATION, INC.

REQUEST FOR REMODELING IMPROVEMENTS OR LANDSCAPING CHANGE

I/We _____ request permission from the Board of Directors of Chateaux de Bardmoor to have the following Remodeling Improvements and/or Landscape Changes at _____ Condo Association # _____
Street Address

Description of Improvements

Contractor agrees to be responsible for repair to _____ Road if there is any damage

The Work will be accomplished by: Contractor Name: _____

License Number _____ Contractor Address: _____

Contractor Phone # _____

Contractor Insurance Company _____ Policy Number _____

County Permit Number (if required) _____

Work to be done: From _____ Date _____ to _____ Date _____

It is the Unit Owner's responsibility to repair or replace any common area damaged during this remodeling or improvement. Unit Owner agrees to be responsible for all costs and expenses incurred in the installation and construction, and continued maintenance and existence of the improvements as shown in the plans submitted to and approved by the Association. The Chateaux de Bardmoor Board of Directors reserve the right to inspect and bill the Unit Owner for repairs or replacement of any common area damaged during the remodeling or improvement within thirty (30) days of completion of work.

Unit Owner Signature

Date

Approved by Chateaux de Bardmoor Board of Directors

Date