

IMPERIAL SOUTHGATE VILLAS CONDOMINIUM. ASSOC. SEC I
RULES AND REGULATIONSRevised April 2022

These rules and regulations were drawn up to enhance the property, protect the privacy and promote the comfort of all members of the Association and whenever broken, constitute infringement upon rights of others, and will be followed by appropriate action by the Board of Directors.

According to Chapter 718 of the Florida Statutes, the owner is required to provide the potential purchaser with the following condominium documents as well as a key to the Clubhouse and pool:

Declaration of Condominium, plus amendments

By-Laws, amendments

Articles of Incorporation, plus amendments

Copies of any missing documents will be provided to the owner for a fee of \$25.00.

Charge for replacing a Clubhouse/Pool key will be \$5.00. Because our Rules and Regulations are active, the perspective buyer will be given this document during the pre-sale interview.

1. GARBAGE, YARD TRASH AND RECYCLE:

A. Everything that you put out for the regular pickup should be in the green can or the blue can. There should not be any other items beside the cans or on top of the cans.

B. Regular pickup schedule is TUESDAY for garbage, yard trash and recycle.

C. All garbage must be placed in plastic bags that can be closed or tied off and placed in the green Ezcan for pickup.

D. Do not overflow the green Ezcan or the blue Ezcan. When the mechanical arms lift and flip the can, the overflow falls off and into the street.

E. Cans may be placed out by the street after dark the night before pickup.

F. Allow 3 ft. clearance around container for easy pickup.

G. Large amounts of limbs must be bundled and tied.

H. Cardboard boxes should be broken down and placed in the recycle bin.

I. After pickup, take cans in promptly. Ezcans must be stored as inconspicuously as possible. If you miss a pickup, containers should be taken back until next pickup date.

J. Large items that need to be picked up should not be placed on the grass. Do not place large items on top of the green or blue can.

2. VEHICLES/PARKING:

A. No commercial trucks or pickup trucks over 7 ft. in height, vans, trailers, campers, RVs, boats, motorcycles or vehicles with loud mufflers are allowed on any portion of the condominium property. If your vehicle cannot fit under the carport, it must be parked in the pool area. The exception is when loading or unloading and this is limited to two days. These can only remain in an area that will not obstruct traffic, garbage pick-up or emergency vehicles.

B. Commercial vehicles are permitted only when rendering service. Any damage done to condominium property by a company vehicle or technician while working privately for any owner shall be the owner's responsibility. This includes damage to underground

wires, cables and water pipes. Owner should make sure repair persons(s) have proper insurance: general liability and workman's compensation. This also includes sub-contractors. When vehicles cannot be parked in carport or driveway, they must be parked in the parking area adjacent to Barber Circle. Guests are to follow the same regulations as unit owners.

- C. No overnight parking on the street.
- D. No parking in neighbor's driveway without permission.
- E. No parking on grass. Sprinkler heads are buried along this edge. If a sprinkler head is broken due to someone parking on the grass the resident will be responsible for the repair through our sprinkler company.
- F. An operable vehicle without a current tag is not to be parked on villa property.
- G. A non-operable vehicle with or without a current tag is not to be parked on villa property. Notice will be served on owners of such vehicles. If not removed within ten (10) days of this notice, the vehicle will be towed to storage at the owner's expense.

3. HOUSEKEEPING:

- A. Owner will keep the villa exterior painted and clean. It is recommended that villas be painted every 7 to 10 years. The association is responsible for repairing cracks on exterior walls and window sills. The repairs should be made with commercial materials made especially for cement. All windows should be kept caulked to prevent moisture damage to interior walls.
- B. Roofs are to be pressure washed every two years or more often if needed, by the villa owner. Please notify a member of the board when you have your roof cleaned so the records can be updated.
- C. Patios and walkways are to be maintained by the villa owner
- D. No permanent clothes lines, hangers, or drying facilities shall be permitted or maintained on the outside of any unit. Do not allow clothes to remain out overnight. No clothes, rugs, drapes, spreads or household articles or goods of any sort shall be dried, aired, beaten, cleaned or dusted by hanging or extending from any window, door or patio divider.
- E. No wires, TV antennae, room air conditioner or aerial shall be installed.
- F. Carport, walkway and patio are not to be used for storage of unused furniture, appliances, bikes, brooms or boxes, etc. One small table and 2 chairs may be placed against the utility room wall.
- G. No children's pool (of any shape or size, plastic or inflatable) is allowed on patio, carport or common grounds.
- H. The unit owner is responsible for maintenance and repair of the interior plumbing system (water and sewer) from within the villa, including the utility room, up to and including the outside unit water turn-off valve.
- I. The unit owner shall be responsible for all sewage problems from within the unit to the clean out. The Association will be responsible for any breakage or root damage in the sewer line. A written report must be secured from a licensed plumber before the work is started and prior to the bill being paid.
- J. The unit owner shall be responsible for the electrical system, which includes electrical conduits, wires, switches, fixtures and equipment located within the unit itself or on the unit side of the electric meter.

- K. The unit owner shall be responsible for all repair or replacement of roofs due to normal wear and tear. This refers to the roof of the dwelling portion of a unit above the concrete block as well as roofs covering storage areas within carports and walkways. The association is responsible for roof damage due to natural disasters, i.e. hurricanes, tornadoes, etc.
- L. Do not use common ground surrounding your unit to store anything like gardening equipment, boxes or lawn chairs, etc.,

4. PETS: V

- A. Unit occupants must abide by the City of Lakeland's animal ordinances.
- B. At the time of the application process, the owners must provide an up-to-date license and record of vaccinations. If a pet is acquired at a later date, the Board must be notified.
- C. All pets, including cats, must be kept on a leash no longer than six (6) feet when outside the unit and must be kept under control at all times.
- D. All droppings must be picked up and disposed of properly.
- E. The maximum number of pets is two (2) per unit. Each may weigh up to 20 lbs.
- F. .Outside yard pets are not allowed.
- G. Visitors should abide by these rules as well.

5. PLANTS AND TREES:

- A. Owner will clean flower beds. Flower beds that are neglected after resident has been notified will be cleaned at owner's expense.
- B. Any owner that purchases a villa with a large area of planting must take care of same or plant sod at his/her expense.
- C. No plantings along the fence line (if applicable) without permission from the Board.
- D. Plants are not to hang or extend over the lawn preventing edging of plant bed and mowing of lawn.
- E. Plantings under windows must be no higher than the window sills. Dead plants shall be removed, and empty pots disposed of or stored in utility room. No plants with thorns are allowed where they would encounter persons working around them.
- F. Any new plants shall be situated at least two (2) feet from the villa. Keeping plants from contact with the building helps to prevent mildew and avoid washout of mulch and soil. Existing plants are to be trimmed 6-12 inches from walls and 12 inches from eaves.
- G. Do not extend any flowerbed beyond 6 feet of the front of the villa. If garden is added to side or rear of the villa, the limit is 3 feet. Additionally, the flowerbed should not impede the lawn mowers.
- H. No trees are to be planted of any type in flower beds or on common ground without permission from the Board.
- I. No plants are to be planted blocking the sprinkler heads that would interrupt water flow.
- J. Existing trees will be maintained, as needed, by the Association.

6. SIGNS/FLAGS:

- A. No signs of any type shall be displayed or maintained on any part of common elements of any unit where same may be visible from the street. The exception is

when a villa is up for sale, a "For Sale" sign may be placed in the front bedroom window. This sign must be a professionally printed sign (not handwritten) and no more than 24"X30" in size.

- B. Under the Florida Condominium Statutes, an owner may display the American Flag. The flag may be on a wall bracket or on a pole in the flowerbed. Decorative flags are allowed if they are not considered objectionable.

7. NOISE:

Electrical machinery or apparatus of any sort, shall not be used or maintained in any unit or part of the common elements which causes interference with radio or TV reception in other units.

8. DESIGN/PAINTING:

- A. All condominium units shall be and remain of like exterior design, color (white) and appearance. Any exterior changes to your villa must have prior approval from the Board. (Application for Alterations)
- B. Driveways may not be painted or stained.
- C. Carport floors, sidewalks and patio may be stained in gray or earth tones.
- D. Front doors may be painted the same color as the shutters.
- E. Shutters may be placed on all windows of villa. They must match the style and design that is already on the villa. You may change the color of the shutters by submitting the proper form and including a color sample. Villa owner must get approval from the board prior to making changes.
- F. Maintenance of the shutters is the owner's responsibility.

9. USE:

- A. Each condominium unit shall be used as a one family residential dwelling with no more than four (4) occupants.
- B. No business or trade shall be permitted to be conducted therein.
- C. Any person(s) not on the original interview form considering moving in on a permanent basis must go through the interview process. "Permanent" means someone who is visiting longer than 2 months..
- D. No soliciting of any nature is permitted on condominium property.
- E. Do not permit water softener companies into your villa to test your water. Water systems or any equipment cannot be placed outside your unit.
- F. An estate sale may be held at a villa if the resident will no longer be living there. This is a one-time event and can last 3 consecutive days. The Board must be notified prior to the sale. Garage sales or yard sales may not be held at the unit site. They may be held at the Villa Clubhouse. A date must be scheduled by signing up on the calendar located in the kitchen area of the clubhouse
- G. Anyone who wishes to use the clubhouse should follow the instructions posted at the clubhouse.

10. LEASING/SELLING

- H. There shall be no more than two (2) rental units in the condominium association. Requests received after quota has been filled, will be put on a waiting list.
- I. No unit shall be leased without first procuring the permission of the Board of Directors. Please contact a board member for specific details.
- J. Villa may be leased one time per event for a period not less than six (6) months and not more than one (1) year if the proposed lease results from one of the following,

giving rise to an undue hardship upon the owner.

- 1) Death of the owner resulting in the transfer of title of said property to the beneficiaries or heirs of the decedent owner.
- 2) Medical illness of the owner or the owner's spouse resulting in an extended absence from the property.
- 3) Change in employment.

The Board of directors shall consent to such lease if one of the foregoing grounds has been established before the Board by villa owner and a hardship exists to grant the request. Otherwise, the Board will not grant the request and no lease will be approved.

If such hardship request is granted, the Board of Directors shall also approve/disapprove the proposed tenant on the same grounds for consenting to a sale, including completing an application form and an interview. No unit shall be leased or rented for a period of less than one (1) year and is subject to the acceptance of the lessee or renter by the Board. Forms are available for this purpose.

- K. When a villa becomes a rental, a time limit of 60 days is allowed for the villa owner to lease the villa. If not rented within 60 days, the Board will review to determine whether an extension should be allowed.
- L. Owners using real estate agents to handle their sale must inform said agent that an interview by the board of directors is mandatory before closing of sale.
- M. Owners must notify the Board of Directors before they put their villa up for sale.
- N. During the interview process, the Association will furnish the following documents:

Water Turn-off Diagram Membership List End of Year Financial Statement

11. FEES:

- A. The maintenance fee can be paid quarterly or monthly.
- B. A form must be completed and signed indicating your preference. This form must be returned to the treasurer. You cannot flip flop back and forth between monthly and quarterly.
- C. Quarterly maintenance fees are payable to the Association Treasurer on the first day of each quarter (January 1, April 1, July 1, October 1)
- D. Monthly maintenance fees must be processed electronically. They are due the first day of every month.
- E. There will be a \$35 fee for insufficient funds checks that are returned.
- F. If not paid by the 10th of that month, a \$25.00 late fee will be assessed at that time and on the first of each month thereafter. This late fee also applies to any Special Assessments that may be imposed by the Board of Directors.
- G. If after sixty (60) days this maintenance fee and late fees are not paid, the matter will be referred to the Association attorney for further legal attention

12. WALKWAY COVERING AND GUTTERS:

A walkway covering and gutters may be installed, at owner's expense. The owner must adhere to the specifications on file for the walkway covering. Repairs to the walkway covering and gutters are the Owner's responsibility. Covers will not be covered by the association under any circumstances.

13. DIVIDERS:

Nothing should be leaning, touching or hanging on the white vinyl patio dividers. If the patio divider is damaged by misuse, the Owner is responsible for repair or replacement.

14. STORM SHUTTERS:

Storm shutters and/or plywood installed on windows and doors must be removed as soon as possible after hurricane has passed. They cannot be left up for the entire hurricane season. If plywood is used, and the concrete surface is damaged, it is the owner's responsibility to repair same.

15. ROOFS:

- A. As an alternate to our present cement tile roofs, metal roofs are permitted. Specific attributes describing the alternative roof are available upon request.
- B. An "Application for Alterations" must be submitted and approved by the Board prior to installation.

16. WATERING:

- A. No automatic devices are to be connected to outside faucets. Sprinklers operate on an automated schedule as necessary and comply with water restrictions placed on us by the Water Management Division.
- B. Watering by hand is allowed only when new sod is installed or new plantings, but not for a period longer than 30 days.
- C. The Board of Directors must approve any change or relocation of sprinklers. Additionally, it must be paid for by the villa owner and they must use the HOA contracted sprinkler company.

17. FINES:

- A. Fines are charged for violations other than non-payment of:
 - (1) Association maintenance fees or
 - (2) Special assessments
- B. Fines shall be at least \$10.00 per day or per violation, not to exceed a total of \$1,000.00 during a twelve-month period. Fines will start after a second notice is issued or 14 days after notification of the violation. Fine amounts are voted on by the Board of Directors.
- C. No fine can become a lien against a unit (under Florida Condominium Statute)
- D. A unit owner can ask for a hearing before their peers (non board members).
- E. Board members may also call for a peer meeting.
 - Peer meeting procedure:
 - 1) There must be at least 3 peers present (not Board members).
 - 2) A majority of the Executive Board needs to attend, and someone must take notes.
 - 3) A member of the Board shall preside.
 - 4) The peer group will render an opinion after a question-and-answer session.
 - 5) The Board will make the final decision as to dismissing, imposing a fine or turning over to our attorney. The Small Claims Court may be used.

(14)DEBIT CARDS.—

(a) An association and its officers, directors, employees, and agents may not use a debit card issued in the name of the association, or billed directly to the association, for the payment of any association expense.

A board member may not serve more than 8 consecutive years unless approved by an affirmative vote of unit owners representing two-thirds of all votes cast in the election or unless there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancy. Only board service that occurs on or after July 1, 2018, may be used when calculating a board member's term limit.