

# CHATEAU IN THE PINES I HOA, INC.

## RULES & REGULATIONS

### These rules and regulations are effective February, 2020

*The following rules and regulations are adopted by the Board pursuant to documentary authority. Compliance with these rules is mandatory for all owners, their tenants, and guests.*

*Owners remain responsible for the actions of tenants and guests.*

*Visit: [chateauinthepines.com](http://chateauinthepines.com) for more association news and documents.*

*Address questions and comments regarding these Rules and Regulations to:*

**Sara LaPointe**

*Bayside Management Services and Consulting, Inc.*

*321-676-6446*

1. Alterations to Exterior of Apartment
  - a. **Alterations are prohibited unless approved, in advance** in writing by the Board of Directors, hereinafter referred to as the Board. Visit the [CITP I website](http://CITP I website) to send an electronic request to the Board or use the Architectural Review form found on the website. ALL exterior changes and alterations to apartments, even when only replacing existing elements, MUST be pre-approved. Paint and stain colors and finishes along with information about approved replacement products (for windows, shingles, etc.) can be found in Section 7 of this document.
  - b. All areas outside of apartment patios are Association property.
2. Common Area
  - a. No personal property or obstruction of any kind shall be placed in or on any common area.
  - b. A responsible adult must supervise all activities of children under the age of eighteen (18) when in Association common areas.
  - c. Residents and guests in common areas shall not engage in any conduct that interferes with the rights or enjoyment of others.
  - d. Owners are responsible for any damage to property that they, their tenants, or guests may cause.
3. Association/Management Employees
  - a. No homeowner or resident shall interfere with any employee who is performing work for the Association.
  - b. Any services contracted between an individual homeowner or resident, and any of the Association's employees must be performed independently of the employee's work for the Association and must be paid for by the homeowner or resident. The Association assumes no responsibility for the quality of such work.
4. Parking, Vehicles, and Roadways
  - a. Parking
    - i. Assigned Parking

1. There are two numbered parking spaces assigned to each unit for the parking of non-commercial vehicles (see the [CITP I website](#) or refer to Addendum 1: Parking Assignment).
  2. Use only those parking spaces designated for your townhouse unit. Additional vehicles must use the unmarked parking spaces that are located south of the pool area and north of buildings 60 and 62. Parking in an unassigned space may result in your car being towed at either the direction of the management or the individual to whom the parking space is assigned.
- ii. Vehicles
    1. No parking or driving is allowed on common grass areas.
    2. Each vehicle must be parked within a lined, numbered space and not sideways or in a driveway area.
    3. Service vehicles may temporarily use parking spaces when performing service for that unit.
    4. Trucks in excess of one (1) ton and any other commercial vehicles, boats, trailers (of any description), campers, or recreational vehicles must be parked in the area south of the pool and the areas north of buildings 60 and 62, but for no longer than (7) seven days in any (1) one month unless authorized in advance in writing by the Board. Requests shall be made by contacting the Property Management Company.
    5. No repairs or maintenance of any vehicles (except for car washing) are to be performed in any residential parking lot or other common areas. No changing of oil or draining of radiators is allowed. These substances damage the asphalt and increase repair costs to the community.
    6. Vehicles with expired registrations and derelict vehicles are not permitted anywhere on Association property.
    7. Vehicles parked in violation of the recorded restrictions & regulations may be towed at the vehicle owner's expense.
  - b. Roadways
    - i. The speed limit on Piney Branch Way: 15 miles per hour.
    - ii. No parking is allowed on Piney Branch Way.
    - iii. Temporary parking on roadways is limited to active loading and unloading, or active washing of vehicles.
5. Pets and Animals
    - a. CITP animal owners must register their pets. Renters must include this information with the Renter Information Form upon initial lease; owners must contact the Board or its agent to register pets. Pet owners must also keep the Board apprised of new pets and when pets are deceased.
    - b. Animal owners must comply with all City/County rules, and all pets must be licensed in accordance with the law. Proof of license must be submitted as part of the initial homeowner information packet, or with the renter's lease agreement, to be kept on file by the Association.

- c. No animal or pet exceeding thirty (30) pounds at maturity may be walked or kept anywhere on the common property.
    - i. Effective 1 January 2020, owners who currently have pets of 30 pounds or more at maturity will be “grandfathered,” however, once the current pet passes away or is given away, no further exception will be considered.
  - d. All animals must be attended, on a leash, under complete control, and under the personal supervision of the owner or designee anywhere on common ground.
  - e. Owners must clean up waste deposited by their animals and dispose of it in a sanitary manner.
  - f. Brevard County Animal Services will be called to collect unsupervised animals on CITP property. The Board may place traps in common areas for control of wildlife. If your pet is trapped, Animal Control will be contacted to remove the animal. [For more information on animal enforcement in Brevard County, click here.](#)
  - g. Effective 1 January 2020, non-native pets are prohibited on CITP property. Please see the [Please see the Florida Fish and Wildlife non-Native Species web page for more information](#) web page for more information on non-native animals.
    - i. This addendum to the current CITP I Rules and Regulations, allows non-native animal owners to be “grandfathered” under the same stipulations as expressed in current Florida Statutes. Once the current pet/animal passes away or is given away, no further exception will be considered.
  - h. As an owner or renter, you may elect to call Brevard County Animal Services if you see an animal running loose in the neighborhood, or if you are concerned about aggressive pets in the area. Please visit the [Brevard County Animal Services Affidavit](#) page for more information.
6. Pool and Recreation Area
- a. Pool
    - i. Use
      1. Use of the pool shall be solely at the risk of the individual, and in no case shall the Association be held liable.
      2. The pool is open from 8:00 AM until dusk.
      3. Except as required by law, as to service animals, pets are not allowed in the pool or in the enclosed pool area. This is State Law.
      4. Skateboards, bicycles, and similar play equipment are not allowed inside the enclosed pool area.
      5. Floats and rafts exceeding 6 feet by 3 feet are prohibited.
      6. Any activity such as running diving or horseplay that creates a danger or annoyance to others is not permitted.
      7. The garden hose shall not be used as a toy or for any personal use.
      8. Persons with contagious or infectious health conditions such as colds, ear infections, or skin diseases or with open skin abrasions are not permitted in the pool.
      9. Persons with diarrhea are not permitted in the pool.
      10. Persons who are either incontinent or not toilet trained must wear water-impermeable plastic pants when in the pool.

11. All persons must wear a minimum of a swimming suit to and from the pool area.
  12. All persons must shower before entering the pool. Suntan lotions, creams, and oils must be removed before entering the pool. Anyone using sunscreen or suntan lotions must also cover and protect the deck furniture from these substances.
- ii. Food and Drinks in the Pool Area
    1. Persons using the pool area must pick up and dispose of their trash and in the proper containers in the dumpster area.
    2. No food or drinks shall be brought poolside unless in unbreakable or aluminum containers. No glass containers are allowed inside the fenced pool area.
  - iii. Pool Safety
    1. Residents are responsible for making sure that the gate is securely locked when entering or leaving the pool area.
    2. All children must be accompanied while in the pool area by a person who is physically and emotionally capable of rendering meaningful emergency assistance.
    3. The safety ring on the pool fence is for emergency use only. Do not use this as a pool toy.
  - iv. Miscellaneous
    1. When a pool key owner moves, the key must be returned for reimbursement of the original payment. If the key is lost there will be a replacement fee of \$50.
    2. Furniture and equipment may not be removed from the pool area.
    3. Any person wishing to have a private party (no more than 15 people in the pool at one time) must make a 10-day advance reservation with the Board and/or its agent. A \$100 deposit must be paid at the time of registration and will be returned in its entirety if the pool area is left in the original condition. There can be no damage to fixtures or furniture, and all trash must be removed from the area. Parties will be limited in duration to two hours so that others are not deprived of pool use for the entire day. The pool cannot be reserved for private parties on Holidays or Holiday weekends.
    4. Pool hours are posted and must be adhered to. In cases of severe weather, the pool is closed when there is an official announcement of inclement weather from a local authority (i.e., a severe storm warning issued by a government entity, a local authority issuing an official public notice, etc.)
- b. Recreation Area
    - i. The empty lot on the west side of the swimming pool is designated as a recreation area. Because of the limited size, grass surface, and proximity to townhouse units, there are usage restrictions:
      1. The hours of use are 8:00 AM until dusk only.

2. Tennis or field games such as baseball, football, or soccer are prohibited. Badminton, volleyball, croquet, bocce, and golf putting are allowed.
  3. Do not leave trash in this area.
  4. Disruptive or annoying behavior (including loud music or loitering) is not allowed. Be mindful and considerate of your neighbors.
7. Townhouse Maintenance and Appearance
  - a. General
    - i. Exterior walls, patios, fences, roofs, and other outside areas must be well-maintained and kept in good condition.
    - ii. The Board will determine whether the exterior walls, patio, fences, roofs, and other improvements are being properly maintained and repaired.
    - iii. Notice will be provided to homeowners, to the address on record, in writing (either via mail, electronic mail, or both) when painting or maintenance must be performed. This process is explained in the CITP Covenants, available on the [CITP I website](#).
    - iv. No external alteration additions or improvements to individual townhouses will be allowed without prior board review and written approval. Applications must be dated, signed and include all specifications for the change requested. Architectural Review forms may be obtained from the Association, its agent, or the [CITP I website](#).
  - b. Painting
    - i. Paint color (for exterior walls) and paint stain (for soffits and fences) specifications are available on the [CITP I website](#).
    - ii. All exterior repainting of stucco walls and staining of patio fences and wood must conform to the standards set by the Association.
  - c. Roofs and Shakes
    - i. Pursuant to Article V of the Declarations, each owner is responsible for any maintenance and repairs to the roof and shingles of his or her townhouse as may be required to prevent water or other damage to the unit or any other unit in the building.
  - d. Miscellaneous
    - i. All holiday decorations may be displayed from balconies or hung on the outside of windows or fences of any unit but **must be removed within 30 days following the holiday**.
    - ii. No clothing, linens, towels, etc. shall be hung from balcony railings nor be draped over fences. Balconies and patio roofs are not to be used as storage areas and must always be kept clean and tidy.
    - iii. Gardening items, building supplies, tools, etc. will be stored inside the patio area, or another appropriate place, so items are not visible from the exterior of the unit.
    - iv. Freestanding storage sheds may not exceed fence height.
    - v. Signs are not allowed except “for sale” or “for rent,” which must be located only on the subject property.

- vi. Windows and sliding doors must be covered with appropriate window dressings (curtains, drapes, vertical or slat-blinds). Window dressings that face into the community must be neutral in color and in good condition without significant defects. No bright or vivid colors are permitted. Blinds shall not have missing, bent, or broken slats. Draperies and curtains shall not contain visible stains or tears. No reflective materials, tin, or aluminum foil are allowed as window coverings.
- e. Planting and Gardening
  - i. CITP appreciates individual homeowners who take the initiative to care for the common property outside of their individual units. Homeowners are encouraged to participate in keeping common areas free of weeds and garbage.
  - ii. Individual plantings are permitted outside of individual patio areas under the following conditions:
    - 1. **Board pre-approval is required for any changes to the landscape outside of the patio area.** Use the Architectural Review form located on the [CITP I website](#). A rough sketch, including colors and locations, is required for a landscape review. The board reserves the right to limit the number of planters and statuary around any unit.
    - 2. In-ground plantings must be non-invasive, and owners will be responsible for weeding areas that are planted by the owner. Refer to the CITP web for more information on invasive plants.
    - 3. Plants that are in containers must be in decorative plant containers only (gallon buckets, pickle containers, rusted pots, containers with peeling paint, and other non-garden specific items, are not permitted outside of patio areas).
    - 4. Plantings that grow over or through the fence must be regularly trimmed and may not interfere with the regular maintenance of the fence. When fencing and gates need repair, the owner is responsible for trimming back/cutting plantings to keep the fence to community required standards. Plantings over and through the fence which cause damage to the fence structure will be required to be removed.
    - 5. Nuisance plants are not permitted, and if present, must be removed. These include plants (like ficus and other heavy root plants) that have invasive root systems and can cause damage to sidewalks, cement pads, and pipes. If a nuisance plant causes damage to any common area, the owner will be held responsible for any costs of repair or restoration.
  - iii. Hurricane Protection
    - 1. During a hurricane alert or before leaving your unit for any lengthy absence clear balconies and patios of ALL movable objects.

2. If tape (not recommended), plywood, or any other non-professionally installed product is used for hurricane protection, it must be removed within one week after a storm threat is over.
  3. Professionally installed hurricane shutters (accordion or roll down only) may be left closed at the owner's discretion.
8. Security
  - a. Chateau in the Pines is a Crime Watch neighborhood.
9. Unit Capacity City Code Requirement
  - a. According to the city of West Melbourne code enforcement division, the number of permanent residents in a single townhouse cannot exceed four individuals.
10. Violations
  - a. Residents may lodge written complaints to the Board and or its agent. If immediate attention is required, call the management company for any matter requiring immediate attention (see page 1 for contact information); for all other complaints, visit the [CITP I website](#) to send an electronic notice to the Board.
  - b. In cases where there are chronic complaints, legal action may be taken. Violators will be responsible for expenses incurred.
11. Severability
  - a. The Board, as deemed appropriate, may change or rescind any articles in these rules and regulations. The remaining articles shall remain in full force and effect.
  - b. All rules and regulations of the Chateau in the Pines I HOA, Inc. previously established or currently in effect are rescinded at the effective date of this revision.
12. Disaster Preparedness
  - a. In the case of a major weather event, board members are responsible for securing common area items. Board members may solicit and accept the help of community owners. Items around the pool area that are not chained and locked will be stored inside the cabana, either in the storage area or in the men's/women's restrooms.

### Addendum 1: Parking Assignment

UNIT	LOT	SPACE	UNIT	LOT	SPACE
39A	A	6 AND 7	40A	B	3 AND 4
39B	A	8 AND 9	40B	B	1 AND 2
39C	A	1 AND 2	40C	B	6 AND 7
39D	A	3 AND 4	40D	B	5 AND 00
41A	A	5 AND 14	42A	C	1 AND 2
41B	A	12 AND 13	42B	B	10 AND 11
41C	A	15 AND 16	42C	B	8 AND 9
41D	A	17 AND 18	42D	C	5 AND 6
43A	J	22 AND 23	44A	C	19 AND 20
43B	J	18 AND 19	44B	C	17 AND 18
43C	J	16 AND 17	44C	C	15 AND 16
43D	J	24 AND 25	44D	C	3 AND 4
45A	J	9 AND 10	46A	C	13 AND 14
45B	J	11 AND 14	46B	C	7 AND 8
45C	A	10 AND 11	46C	C	9 AND 10
45D	J	00 AND 15	46D	C	11 AND 12
47A	J	3 AND 4	48A	D	5 AND 6
47B	J	20 AND 21	48B	D	3 AND 4
47C	J	12 AND 13	48C	D	9 AND 10
47D	J	7 AND 8	48D	D	7 AND 8
49A	H	4 AND 5	50A	D	17 AND 18
49B	H	6 AND 7	50B	D	15 AND 16
49C	J	5 AND 6	50C	D	13 AND 14
49D	H	1 AND 2	50D	D	11 AND 12
52A	E	3 AND 4	60A	F	8 AND 9
52B	E	1 AND 2	60B	F	10 AND 11
52C	E	8 AND 9	60C	F	2 AND 3
52D	E	6 AND 7	60D	F	5 AND 6
62A	G	5 AND 6			
62B	G	1 AND 2			
62C	G	10 AND 11			
62D	G	8 AND 9			