

**RULES & REGULATIONS**  
**FOR OWNERS, TENANTS & GUESTS**  
*Of Eastwood Pines Townehome Association, Inc.*  
2904 Pine Cone Circle, Clearwater, Fl. 33760-4375  
**Revision to Section B5 and J. dated July 19, 2021**

The Board of Directors has approved the following Revision to the Rules & Regulations for you, your guests and tenants, to ensure your enjoyment and to maintain a pleasant, secure atmosphere. These revisions are to the Rules & Regulations that are contained in the Condominium Documents provided to each owner at the time of purchase.

As a small community it is necessary for all residents to be responsible and considerate of your neighbors, and also necessary to adopt reasonable Rules and Regulations. Condominium living is a unique environment. Unlike a private residence, all areas outside of your condominium unit are shared common areas for your use and enjoyment, as well as, the use and enjoyment of all residents.

**Table of Contents**

**A. Property Management**

**B. Condominium Units**

1. Sales & Rentals
2. Modifications to Property
3. Use of Unit by Guest of Absent Owners
4. Damages
5. Roof Access
6. Request for Management Action

**C. Use of Common Elements & Limited Common Elements**

**D. Recreational Facilities**

1. Tennis Courts
2. Pool

**E. Vehicle Use & Parking**

**F. Pets**

**G. Noise & Disturbances**

**H. Hazards**

**I. Trash and Garbage**

**J. Addendum: Forms**

1. Application for Transfer of Ownership or Lease
2. Background Information form

**A. Property Management**

Eastwood Pines Townehome Association, Inc. is a family community of 56 privately owned townhomes sharing common elements. Your Board of Directors, who are a group of volunteer owners, has hired a professional Property Management Company to manage our property. The management company's contact information can be found on *page 5 below*.

## **B. Condominium Units**

### **[1] Sales & Rentals – Revised July 21, 2021 - Application Fee**

- a. No unit shall be used for any purposes other than residential.
- b. “For Rent” or “For Sale” signs, posters, bulletins or signs of any nature *are not* to be displayed on any part of the condominium property except in the upstairs window.
- c. Prospective owners or renters must complete an “*Application for Transfer of Ownership or Lease*” form [see Addendum “J”]. In accordance with the EWPTHA Declaration of Condominium this Application, along **with a nonrefundable application fee of \$100.00**, must be submitted to the Board of Directors *before* the unit may be leased or sold. Applicants should allow twenty [20] days for a background investigation and for the board to set up an interview with the prospective owner[s] or renter[s] before an approval can be given.

### **[2] Modifications to Property**

Any modification to an owners unit *that will affect the exterior look* of the unit, including but not limited to replacing or adding windows, exterior doors, Florida Rooms, screen enclosures, hurricane shutters, etc., must be submitted to the Board of Directors in writing requesting approval prior to making any change[s] and must include a copy of all specifications Amendments to our Documents allow the choice of front door paint in white or terra cotta only. Paint information can be provided by the Board of Directors. . For a copy of the form to submit a request to Modify, please contact our Property Management company.

### **[3] Use of Unit by Guest of Absent Owners**

Any owner who allows their unit to be used by a guest, without your being present, for at least seven [7] days must notify the Board of Directors in writing prior to the use of your unit by a guest. The owner is to provide the Board of Directors with the following information:

- The name[s] of their guest[s]
- A telephone number where the guest can be contacted.
- The guest’s license plate number [if applicable]
- The duration of the visit [from-to dates]
- A telephone number where you can be reached

### **[4] Damages:**

Any damage, acts of vandalism or any destruction of common property by any resident, resident guest, or tenant shall be the responsibility of the unit owner. *Common property includes*, but is not limited to, the pool area, tennis courts, carports, storage sheds, grassy areas, sidewalks, signs, etc.

### **[5] Roof Access:**

*Only service providers who are licensed and insured have permission to access the roofs.* It is the owner’s responsibility to tell the service provider to enter the roof from an end of a building only, where there are no gutters. As new roofs are placed on a building the owner or renter will be required to request and obtain permission from Ameri-Tech *before* having anyone provide service on their roof top in order to avoid negating the roof’s warranty. This can be done in less than 24 hours. On older roofs, only service providers who are licensed and insured have permission to access the roofs. It is the owner or renters responsibility to tell the service provider to enter the roof from an end of a building only, where there are no gutters.

### **[6] Request for Management**

- a. **Urgent matters** requiring immediate attention should be called into the Property Management Company as soon as possible [see page 5].

b. **Non-urgent** matters, requests or problems that require the attention of the Board of Directors must be submitted in writing and include:

- Date
- Your name, address and telephone number and/or email.
- A description of the non-urgent matter requiring attention.

Your request should be placed in the brown box located in the pool area. The Board *will not* take any action on your request if you fail to include your name and contact information.

### **C. Use of Common Elements and Limited Common Elements**

Florida Condominium Statute 718.108 defines **Common** elements as the portions of the condominium property not included in the units [i.e. easements through units for conduits, furnishing of utility services etc.] and **Limited common** elements as those common elements which are reserved for the use of a certain unit or units to the exclusion of all other units, as specified in the Declaration [i.e. carports, sheds, etc.]

1. The common elements of the condominium shall be used only for the purpose for which they are intended in furnishing services and facilities for the enjoyment of unit owners, their guests and tenants.
2. All unit owners *shall* keep and maintain their respective units, including patio's, in good condition and repair and in sanitary condition. *No* rubbish, refuse or garbage shall be allowed to accumulate nor shall any fire hazard be allowed to exist.
3. The unit owner shall maintain screens. Damaged or missing screens must be repaired or replaced.
4. *No* refuse or refuse containers (including litter boxes) shall be stored on patios.
5. Owners may not store anything on top of the patio storage shed except large ladders.
6. Articles of clothing, towels, rags, etc. *are not permitted* in the carports, on the fence railings, or anywhere in public view.
7. *Nothing* is to be planted on common elements by owners.
8. In order to comply with the requirements of the Pinellas County Fire Administration *only electric Bar-B-Q grills are allowed.*
9. Individual garage sales are not allowed. Planned community yard sales must be approved in advance by the Board of Directors.
10. No TV antennas or satellite dishes can be attached to the buildings or carports.
11. Skateboards and scooters *are not* allowed
12. Carpeting of front steps and/or sidewalks is prohibited.
13. The display and discharge of fireworks and firearms on the common elements and limited common elements *is strictly* prohibited.
14. There shall be no solicitation of any type allowed on the condominium property.

## **D. Recreational Facilities**

In order to protect our children the community pool and tennis court **gates are to be closed at all times**. Owners are provided one, non-duplicating, key that opens both the pool gate and the tennis court gates. Replacement keys cost \$30.00.

### **Tennis Court**

Eastwood Pines Townhome Association shares ownership [including maintenance and repair costs] of the tennis court with the East Wood Pines Association.

- We have the exclusive use of the **WEST** side of the Tennis court only.
- Hours are dawn to dusk as the courts do not have night lights.

### **Swimming Pool:-**

- 1, Use of the community swimming pool and pool area is solely for the residents and their invited guests or tenants.
- 2 *Swim at your own risk, no life guard is on duty.*
3. Pool hours are 1/2 hour after sunrise to 1/2 hour before sunset
4. Posted pool rules shall be observed at all times.
5. Pool capacity should not exceed 18 people at one time.
6. Children 13 and younger *must* be accompanied by an adult 18 or older.
7. No diving, running, horseplay or pushing is allowed in the pool area.
8. Only swimming suits are allowed to be worn in the pool.
- 9l Rinse off suntan lotions and oils before entering the pool.
10. No debris is to be left in the pool area.
11. Any person who discharges waste of any kind into the pool shall be responsible for any associated clean-up cost.
11. No glass or food is allowed in the pool area.

## **E. Vehicles and Parking**

1 Vehicles that do not display a valid license plate or tag are not to remain on the condominium property.

2. All vehicles are to display their assigned Parking Permit from their rear view mirror while parked on EWPTHA property including carports and Guest Parking areas.
3. No vehicle[s] shall be parked in the driveways.
4. No vehicles shall be parked or driven on the grass. No vehicle shall park or block sidewalks, fire hydrants, designated fire lanes or dumpsters.
5. No vehicle repairs are permitted in carports or common area.
6. No commercial vehicles, trucks or vans displaying advertisement is allowed.
7. Buses, boats, travel trailers [or any other type of trailer] or motor home are not allowed.

Any vehicle in violation of the above Rules in this section shall be subject to towing at the owner's expense.

## **F. Pets**

1. Only two [2] pets are allowed per unit and are not to exceed 20 lbs. each at maturity.
2. In accordance with the Pinellas County Lease law, all pets shall be kept on a leash when outside of the unit.
3. Pets shall not be tied up or left unattended outside or on a unit patio at any time.
4. Pet owners are responsible for the immediate clean-up of their pet's waste.
5. Pets are not permitted in the pool area.
6. Pets are the exclusive responsibility of the pet owner. Owners shall be responsible for any damage to the common elements caused by their pet.

## **G. Noise & Disturbances**

Quiet time between 11:00 PM to 7:00 AM is to be honored by all owners, their guests and tenants.

## **H. Hazards**

No owner/tenant shall use or permit to be brought into or stored in the condominium units, sheds or common area any inflammable oils or fluids, such as gasoline, kerosene, naphtha or benzene or any other explosives or articles deemed hazardous to life, limb or property. Disposing of oil and/or solvents upon the property or sewer facilities is **unlawful** and subject to certain County, State and Federal laws. The Board of Directors and/or Property Management Company will report violations to the appropriate agencies and will press charges for any violation of these statutes.

## **I. Trash & Garbage**

1. All trash or garbage must be deposited in the dumpster.
2. No refuse or garbage may be left outside the dumpster.
3. Household garbage shall be bagged and placed in the dumpster.
4. Empty boxes *shall be broken down* before depositing in the dumpster.
5. Commercial trash [i.e. carpet, appliances, cabinetry etc.] are not to be disposed of in the dumpster.

---

### **Property Management Contact Information**

Any change to this information will be posted on the Bulletin Board and be included in the next revision to these Rules & Regulations.

Ameri-Tech Community Management, Inc.  
24701 US Highway 19 North, Suite 102,  
Clearwater, Florida 33764  
727-726-8000

*Reference Eastwood Pines Townhome Association*

---

### **ADOPTION OF ABOVE RULES & REGULATIONS**

The above stated Rules and Regulations, dated January 16, 2012 - revised June 2002, March 2019m November 2020 and July 2021 have been adopted in accordance to the Documents of the Eastwood Pines Townhome Association Inc. and under the Terms of The Florida State Condominium laws, and may be enforced in Florida courts if they are violated.

---

## **J. Addendum: Forms**

Following are copies of the forms described in the above Rules and Regulations:

*Application for Transfer of Ownership or Lease / Request for Background Check,*

Eastwood Pines Townehome Association, Inc.  
**Application for Transfer of Ownership or Lease**

**THIS APPLICATION IS FOR [please check one]:**

Transfer of Ownership:  Lease:

FROM:	TO:
[Seller or Lessor]	[Buyer or Lessee]

TOWNEHOME ADDRESS: \_\_\_\_\_ Pine Cone Circle, Unit \_\_\_\_\_  
 Clearwater, FL. 33760-5349

CLOSING DATE IF SOLD:	
DATES IF LEASED:	FROM: _____ TO: _____

I minimum of a 1 year lease is required. If above unit is to be leased, or if owner is going to be a part-time resident, please provide the following contact information for the absentee owner(s).

NAME;			
STREET ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:		CELL PHONE:	
EMAIL ADDRESS:			

Eastwood Pines Townehomes are single family dwellings. Please give the names and ages of all of the occupants:

Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:

**Pets:** Our Rules & Regulations allow two [2] pets no larger than 20 pounds at maturity and require that pets be kept inside the units, walked on a leash, and cleaned up after. If the applicant has pets, please provide the following:

Type of Pet:	Name:	Size:
Type of Pet:	Name:	Size:

**Vehicle[s]:**

Make:	Model:	Tag #:
Make:	Model:	Tag #:

**Professional Contacts:**

Real Estate Agent:		
Telephone No:	Fax:	Email:
Title Company:		
Telephone No:	Fax:	Email:

**Contact Information:** This information is required to schedule an interview with the Applicant and where the Board's decision can be mailed, if requested.

NAME;			
STREET ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:		CELL PHONE:	
EMAIL ADDRESS:			

Purchaser(s)/Lessee(s) hereby confirm that they have received a copy of all condominium documents, including the Declaration of Condominium, Articles of Incorporation, Bylaws, and Rules and Regulations; and that they have read, understood and agree to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association:

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[Seller or Lessor]	[Buyer or Lessee]

[Seller or Lessor]	[Buyer or Lessee]

**Return this completed form along with a check for \$100.00:**

Ameri-Tech Community Management, Inc.  
24707 U.S. Highway 19 N., Suite 102  
Clearwater, FL 33763  
Office: 727-726-800 / Facsimile: 727-723-1101  
Attention Eastwood Pines Townhome Association Property Manager



CUSTOMER NUMBER 2325 - AMERI-TECH

PROPERTY / ASSOCIATION - \_\_\_\_\_

**BACKGROUND INFORMATION FORM**

DATE: \_\_\_\_\_

I / We \_\_\_\_\_, prospective  
tenant(s) / buyer(s) for the property located at \_\_\_\_\_,  
Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_

Hereby allow TENANT CHECK and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record,  
to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK has made an inquiry.  
I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

**PLEASE PRINT CLEARLY**

<u>INFORMATION:</u>		<u>SPOUSE / ROOMMATE:</u>	
SINGLE _____	MARRIED _____	SINGLE _____	MARRIED _____
SOCIAL SECURITY #: _____		SOCIAL SECURITY #: _____	
FULL NAME: _____		FULL NAME: _____	
DATE OF BIRTH: _____		DATE OF BIRTH: _____	
DRIVER LICENSE #: _____		DRIVER LICENSE #: _____	
CURRENT ADDRESS: _____		CURRENT ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
LANDLORD & PHONE: _____		LANDLORD & PHONE: _____	
PREVIOUS ADDRESS: _____		PREVIOUS ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
EMPLOYER: _____		EMPLOYER: _____	
OCCUPATION: _____		OCCUPATION: _____	
GROSS MONTHLY INCOME: _____		GROSS MONTHLY INCOME: _____	
LENGTH OF EMPLOYMENT: _____		LENGTH OF EMPLOYMENT: _____	
WORK PHONE NUMBER: _____		WORK PHONE NUMBER: _____	
HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO	
HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO	
SIGNATURE: _____		SIGNATURE: _____	
PHONE NUMBER: _____		PHONE NUMBER: _____	

**IMPORTANT**  
Please complete this form and return it to  
Ameri-Tech with your owner/tenant  
application. Applications received without this  
form will not be processed.

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A  
SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE  
REPORT.  
A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR:  
REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES /  
MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

FEDERAL LAW REQUIRES THE END USER TO MAINTAIN THIS FORM FOR A PERIOD OF FIVE YEARS (tenant check application rev. 06/2003)