

BAYTREE FOUR RULES & REGULATIONS

BT4 = BayTree Four Condo Association+
R&R = Rules & Regulations

BoD = Board of Directors
HOA = Home Owners Association

PURPOSE and INTENT:

- The goal of your BoD is to maintain attractive, economically well managed condominium buildings and common areas. The BoD asks for the assistance of all owners and residents to comply with the R&R. They are designed to maintain property values, ensure the safety and well being of all residents, allowing all to live comfortably without infringing on their rights. This current R&R is much longer than previous. Not that it's more regulated, just in more detail so people fully understand, and to prevent any misunderstandings.

COMPLIANCE:

These R&R are applicable to all owners and lessees and will be enforced as follows:

- Violations should first be reported to BT4 Management Company. If not available, then a report can be made to a member of the BoD. Serious violations should be put in writing.
- Violations will be called to the attention of the violating owner or resident to be remedied.
- Appropriate action will be taken by the BoD for continued violations. Disagreements concerning violations will be carefully considered by the BoD and/or BT4 management.
- Unit owners are ultimately responsible for compliance of R&R by family members, guests, lessees, workers....and will be held accountable for any damage, vandalism and R&R violations committed.
- If the owner fails to comply or institute appropriate remedies, the BoD will take legal action. All legal fees will be at the expense of the owner.

FACILITIES:

- BT4 is part of "The Highlands". Each property owner must pay a fee for the upkeep of the various facilities provided for the use of The Highlands Association Members, their immediate family, guests and lessees. A clubhouse, swimming pool, tennis courts, pavilion, parks and playground are available. For more information on these facilities, contact the Highland office in the clubhouse at **407-327-0640**.

MANAGEMENT:

- The BoD have contracted with a professional Real Estate firm for the overall management of BT4. Paine Anderson Properties is this management company. They are available 24/7 in-case of BT4 emergencies, unrelated to ordinary emergency situations which would include fire, police and EMS. BT4 Emergency phone # is: **407-782-3276**.
- Lockouts are not considered an emergency.

OCCUPANCY:

- Each unit shall be occupied only by approved owners, lessees and occasional overnight guests.
- Units are to be occupied as residents, and for no other purpose. No Airbnb or similar pay per stay arrangements.
- No unit shall be sub-divided into smaller units or sub-leased.
- No unit shall be permanently occupied by more than (2) persons per bedroom.
- No immoral, improper, offensive, or any other unlawful use shall be made of any unit.
- All municipal, zoning ordinances and laws of all government regulatory agencies and underwriter associations having jurisdiction, shall be strictly observed.
- When a unit is vacated for an extended period of time, it is encouraged that a phone #, along with a forwarding address be left with BT4 management in case of an emergency.

SALES OR LEASES:

- All buyers and lessees must be approved by the BoD **prior** to occupancy through an in-person interview.
- The purpose of this is to ensure compliance with applicable occupancy, pet restrictions and R&R's in general.
- Prior to submitting sales and/or lease application to BT4 management, owner must do their own due diligence.

SALES OR LEASES continuation:

- Along with submitting sales and/or lease application, owner to include an application fee of **\$75/pp** over 18, and a signed receipt of R&R.
- Applications must be clear and concise with all information filled out.
- Association prepared "Lease Application" and "Buyers Application" to be used. Available from BT4 management.
- After Criminal Background Checks are completed, and applicant is deemed acceptable, an interview will be scheduled; normally (5) business days.
- If during the interview, it is determined that all information is not included in application, applicant will be rejected.
- No owner may lease their unit more than (2) times per calendar year.

PETS:

- No pets shall be allowed to occupy a unit without BoD written approval.
- No more than (2) pets per unit.
- Pets weight cannot exceed 25 lbs. at maturity.
- Prohibited dog breeds: Pit Bulls, Rottweilers, German Shepherds, Staffordshire Terriers, Chow Chows, Presa Canarios, Akitas, Doberman Pinschers, Mastiffs, Great Danes, Cane Corsos, Siberian Huskies, Alaskan Malamutes, Wolf Hybrids.
- Pets must be walked in area between parking lot and Sheoah Blvd. on a leash - NOT in front of units.
- Pet owners are responsible for the waste cleanup of their pet immediately.
- Pet owners are responsible for any damage caused by their Pet.
- No reptiles, rats, mice or other exotic animals are allowed.
- As Per Seminole County. "All dogs and cats residing in Seminole County are required to obtain a Seminole County Animal License for each animal in the household, to be renewed annually. In order to purchase a County animal license, your animal must first have a current rabies vaccination certificate registered in your name."
- If you get a pet after you move in, you are required to make the BoD aware of this with current Vaccination Certificate and Animal License.
- Pet occupancy is a privilege, not right. As such, pets must be removed from premises when requested by the BoD.
- Instances may include excessive barking, physically aggressive, causing damage to property....
- Any special cleaning or spraying of unit is at the pet owner's expense, including fleas or odors emitting outside of unit.

VEHICLES:

- No trailers, RV's, boats, duallies, **COMMERCIAL VEHICLES**, or trucks over 3/4 tons allowed, regardless of them being covered. Exceptions are made for moving vehicles no longer than 48 hours.
- All vehicles must be registered with BoD via initial application. When vehicles are changed, application to be updated.
- All vehicles must be properly licensed and registered.
- All vehicles must be in running condition and in a good state of repair.
- No vehicle maintenance allowed except in an emergency to get vehicle operational, ie: jumping, changing flat tire....
- Unregistered, unlicensed, unauthorized, nonoperational. ... vehicles will be towed at owner's expense.
- No driving on grass. Damages to sprinkler system, landscaping... to be charged to unit owner, lessee or vehicle owner.

PARKING LOT:

- Traffic is one way around the median, with a max. speed limit of 10 mph.
- There is (1) assigned space, and (1) visitor space available per unit.
- No more than (2) vehicles allowed per unit without BoD written approval.
- Extra visitor spaces available as needed, but not to be abused for occupants use.
- Parking lot and sidewalks are not to be used as a playground, including skate boarding, bike riding, ball playing, etc.
- At times visitors might inadvertently park in an assigned space temporarily. Please have patience.

DOOR LOCKS:

- Residents must abide by “Right of Access”, (Fl. Stat. 718.111(5)(a)), into unit in case of emergency.
- In the case of emergencies originating in, or threatening any unit, regardless of whether resident is present at the time of such emergency, the BoD, BT4 management or any other person authorized by it shall have the right to enter.
- As such, to facilitate entry in the event of emergencies, the owner of each unit shall deposit keys, (both handset and deadbolt) under control of the association as mandated by state law.
- Locks are not to be changed by lessees.
- In the event of an emergency, and proper authorities are unable to access unit, unit will be broken into with the owner of unit liable for the cost of damages.
- Monthly pest control is provided by the HOA, which requires entry into each unit.

NUISANCES:

- No nuisances are allowed, nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession by its residents.
- Radios and TV’s must be turned down to a minimum volume between the hours of 9:00 pm and 8:00 am.
- Car radios must be turned down when entering the property.
- Vehicles must have proper muffler system in place.
- Any renovation work, or maintenance must be done between the hours of 8:00 am and 6:00 pm.
- No hard floor surfaces allowed on 2nd floor units without proper insulated sub floor. ARB form required for approval.
- No loitering allowed in any common areas of property.

OBSTRUCTIONS:

- Sidewalks, entrances, driveways, passageways and patios must remain unobstructed.
- All wheeled vehicles must be kept inside unit. Exception, there is a bicycle rack near mailboxes.
- Plants, pots and other movable objects must not be kept, or hung on ledges of balconies or windows.
- Clothing, rugs, mops...shall not be hung or shaken from windows, doors, balconies or patios.
- Clothesline hangers or drying facilities are not allowed outside of units.
- Closets in the stairwells are for the use of the association and not for residents’ use. They must remain clear for access by utilities.
- Common areas are not to be used in such a manner as to impede or block traffic, create damage or any dangerous situation for themselves or others, or to interfere with the enjoyment of these areas by others.
- Patio and balconies are not to be used as storage units.
- Chairs and/or tables used outside unit must be placed inside unit once not used, as heavy rains and high winds are always expected at any time.

REFUSE:

- Disposal of garbage and trash shall be deposited **INTO** dumpsters provided by HOA. Not on concrete floors.
- Boxes need to be broken down, allowing for adequate space in dumpsters.
- No garbage cans, trash bags, or other articles are to be placed in entryways or staircase landings.
- **NO FURNITURE, APPLIANCES, MATTRESSES, TV SETS, CONSTRUCTION DEBRIS....**is to be left at dumpsters. Broken or old TVs, appliances, computers, etc. can be taken to the Winter Springs Transfer Station, 1950 FL-419, Longwood, FL 32750
- For large items requiring special pickup, please contact BoD or BT4 management.
- Unit owners will be charged for the removal of such equipment that is dumped by lessees. \$75 fee.
- Dumpsters are emptied on Mondays and Thursdays. **DO NOT LEAVE OUTSIDE OF DUMPSTERS.**

FLAMMABLES:

- No flammable material, ie: gas, propane.....are allowed inside of buildings at any time.
- Winter Springs Fire Department regulations require ground level BBQ grills to be 10’ from building during use.
- Under no circumstances is cooking allowed under any balconies, patios, overhangs, entrances....

EXTERIOR APPEARANCES:

- No awnings, antennas, air conditioners, screens or enclosures are to be attached to outside walls, patios or balconies without approval from BoD.
- No antennas or satellite dishes are to be installed on roof, exterior or common areas.
- The exterior of all units shall remain as like all other units design, shape, color and appearance of same class or type.

ROOF:

- Owners, lessees or any other persons are not allowed on roof for any reason. Only licensed repairmen, inspectors of roofers are allowed.

SOLICITATIONS:

- There shall be no solicitations by any persons for any causes, charities or any purpose, unless authorized by the BoD.

PERSONAL PROPERTY SALES:

- Sidewalk, parking lot, patio, entrance way.... sales are prohibited unless authorized by The Highlands and City of Winter Springs. Usually twice a year in the Spring and Fall The Highlands obtains a yard sale permit, and you must go to the office and list your name on the permit if you choose to participate.
- No in-unit estate sales are permitted unless authorized by the BoD.
- Display of signs are strictly forbidden.

UTILITIES:

- All units are all electric, no gas. Water and electric are the owners/lessees responsibility.
- Refuse disposal is provided by the HOA.
- Cable TV and internet is provided by Spectrum, (currently), and paid for by BT4. Contact Spectrum with issues.

FEES:

- BT4 maintenance fees are due the first of every month. Any amounts considered late in payment are subject to the collection policy adopted by BT4 management.
- The Highlands fees are due the first of the year.
- Special assessments are due when the BoD deems it necessary to maintain property values.

DELIVERIES:

- Residents shall be responsible for any damages to building, landscape, parking lot or entryways caused by receiving deliveries, including the moving of furniture in or out.

OWNERS RESPONSIBILITIES:

- Owners of units are responsible for maintaining at all times in good condition: patios, balconies, floors, ceiling, doors, windows, screens, electrical and plumbing, a/c unit....
- Owners of units are required to obtain Homeowners Insurance, with an additional insured amendment to include Bay Tree 4, c/o Paine Anderson Properties Inc., 301 W State Rd 434, Ste. 325, Winter Springs, FL 32708, so they have a copy on file.
- All units must have a working smoke detectors and fire extinguisher. There is a fire extinguisher in each entrance way.

RULES & REGULATIONS CHANGES:

- The BoD reserves the right to make changes, revoke or add to existing R&R from time to time, when, in their opinion, it is necessary or desirable for the safety and protection or the building and its residents to promote cleanliness and good order of the property.
- Updated R&R will be mailed to owners and lessees. Signature Page must be signed and returned to BoD.
- Approved by the BoD June 30th, 2020.

SIGNATURE PAGE:

I _____, of unit # _____ acknowledge receipt and agree to abide by Rules & Regulations as set forth on approved R&R dated July ____, 2020

To be signed by all occupants over 18 years.

Signature

Printed

Date

Signature

Printed

Date

Signature

Printed

Date

Signature

Printed

Date