

# Cateleya Shores @ Tiffany Lake Association

904 E Tiffany Dr #1, Mangonia Park, FL 33407

Website: [tiffanylakeassociation@elite-pmc.com](mailto:tiffanylakeassociation@elite-pmc.com) Email: [tiffanylake@elite-pmc.com](mailto:tiffanylake@elite-pmc.com)

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## RULES AND REGULATIONS

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Tiffany Lake is a condominium community consisting of 240 units, which means that 240 families are living in close proximity to one another.

Consideration of other residents and respect for property are of the utmost importance. The Rules and Regulations of Tiffany Lake must be understood and adhered to by all residents.

### 1) **INTRODUCTION:**

- a) No person shall use a condominium unit, the common elements, the pool or any other commonly used property in any manner contrary to, or not in accordance with, the rules herein, or as published in the following documents:
  1. The Declaration of Condominium of Tiffany Lake, Phases I, II, III.
  2. Bylaws of Tiffany Lake Association, Inc.
- b) In case of conflict between the interpretation of the rules as published herein, and the Declaration of Condominium and Bylaws, then the Declaration of Condominium and Bylaws will govern.
- c) The Board of Directors may modify these rules from time to time as may be deemed necessary for the safety, care and cleanliness of the community, and for serving the health, comfort and convenience of all the occupants thereof.

### 2) **USE OF UNITS:**

- a) All of the units are two-bedroom apartments, and the number of occupants is **LIMITED TO NO MORE THAN FOUR (4) PERSONS PER APARTMENT.**
- b) All potential residents must submit an application to the Association for review and **APPROVAL PRIOR TO MOVING INTO THE UNIT. NO other persons are permitted to move into the unit without an application submitted to and approved by the Association.**
- c) Units shall be used as single-family, private dwellings by owners, family members, guests or tenants of owners.
- d) Each guest may visit for no more than three (3) weeks per year with the prior approval of the Association.
- e) Persons occupying a unit in the absence of the owner shall be considered tenants and must be approved by the Association and are subject to the rules and regulations as herein approved.
- f) Residents shall not commit or permit any nuisance, immoral or illegal acts in, on or about the community.
- g) The Association does and will make every effort to keep the community drug free.

### 3) **RESALES AND RENTALS:**

- a) **Application for Lease/Sale Requirements:**
  1. Applications must be submitted to the Association complete with all required documents.

2. Incomplete applications will be rejected.
3. Completed applications must be submitted at least 3 business days prior to the scheduled move in date.
4. Rush application processing requests will be an additional fee per application.
5. Applicants that have received an application approval will need to email the Association to schedule an orientation.
6. Minimum Credit Score 600 for at least one applicant on an application
7. Applicant #1 Completed Application
8. Applicant #2 Completed Application
9. Electronic Disclosure Authorization Form
- 1.** Authorization to Release Information Applicant #1 Form
2. Authorization to Release Information Applicant #2 Form
3. Association Consent and Agreement Form
4. Assignment of Rent & Subletting Agreement (Homeowners who intend to or are currently renting their unit must sign)
5. Subletting Agreement
6. HO-6 and Renters Insurance (Homeowners purchasing a unit must sign. All tenants leasing a unit must sign)
7. Pet Registration Form
8. Copy of Driver's License/State ID
9. Vehicle Registrations and Vehicle Insurance
10. Copy of Executed Lease - The Association requires an executed lease to verify it contains sufficient provisions and remedies needed to enforce Association policies and practices.
11. The minimum term of a lease is 7 months, but no longer than 1 year.
12. Owners and Tenants are responsible to renew the lease prior to expiration and are required to provide an updated copy to the Association. NO EXCEPTIONS
13. Copy of the Executed Sales Contract (For unit purchase only)

**b) Unit Sale Process:**

1. A homeowner that wishes to sell their unit must adhere to the sale process.
2. Upon entering into a contract with a buyer, the unit owner must submit the following documents to the Association to initiate the First Right of Refusal process. The first right of refusal process can take up to 25 days before an approval to a 3<sup>rd</sup> party buyer is provided.
3. "Intent to Sell" form completed and signed by the seller.
4. Copy of executed Sale Contract
5. Sales Disclosure form signed by both buyer and seller.

**4) VEHICLES & PARKING:**

- a) **Only two (2) vehicles are permitted per unit.**
- b) NO commercial vehicles, boats, trailers, tow trucks, or campers are permitted to be parked in the community.
- c) Driving or parking on the grass is strictly prohibited. Parking is not permitted on any of the streets within the community or on the grass beside the streets.
- d) Parking rights are limited to designated parking spaces ONLY. Two parking spaces are assigned per unit. One (1) vehicle may be parked in the garage and another directly behind it.
- e) Guest parking space is provided in front of the laundry room for the GUESTS OF THAT BUILDING ONLY. Additional parking for guests, or for temporary use only, is available by the pool area. RESIDENTS ARE PROHIBITED FROM PARKING IN A GUEST SPACE.
- f) Use of other residents' parking spaces without their consent is forbidden.
- g) NO DISABLED OR UNREGISTERED VEHICLES MAY BE PARKED AT TIFFANY LAKE.

- h) Residents are required to register their vehicles with the Association.
- i) To register a vehicle, the resident must provide a copy of current insurance and vehicle registration to the Association to obtain a vehicle decal.
- j) Residents must clearly display their vehicle decal as instructed by the Association.
- k) Residents who have a visiting guest will be responsible to register their guest vehicle with the Association.
- l) No major mechanical repairs, oil changes, or body work on vehicles are permitted within the community. If your car develops an oil leak place a pan under it until repairs can be made. Residents will be responsible for any cleaning or repair costs associated with oil leaks.
- m) NO parking in front of dumpsters or mailboxes.
- n) NO vehicle washing is permitted in the community. Public car wash facilities are conveniently located nearby.
- o) When moving in or out of the community, please remember NO DRIVING OR PARKING ON THE GRASS. DRIVING TO THE DOOR OF YOUR UNIT OR ANY OTHER UNIT IS PROHIBITED. Therefore, it may be necessary to have extra help or equipment for moving heavy items.
- p) **Any vehicle to be found in violation of the parking rules will be subject to towing and or booting (immobilization) without warning at the vehicle owner's expense.**

5) **GARAGES:**

- a) Garages are assigned to units for the exclusive use of the residents if that unit only. It is the responsibility of residents to keep the garage uncluttered, neat and clean.
- b) Only certain items may be stored in the exposed area – cars, bicycles, and folding lawn chairs.
- c) All other items must be stored in the two assigned and enclosed storage areas of the garage.
- d) NO TRASH SHALL BE ALLOWED TO ACCUMULATE IN GARAGES.
- e) DO NOT BLOCK ACCESS TO THE STORAGE CLOSETS.
- f) No trash cans are allowed in garages.
- g) Residents are not permitted to use the garage as a play area or hangout area.
- h) Please cooperate in turning off garage lights in the daytime.
- i) The Association has the authority to inspect the garage at any time and has the authority to determine if any garage is considered cluttered or unsightly.

6) **LAUNDRY:**

- a) Washers and dryers are provided in the laundry rooms of each building, to be used by the residents of that building only.
- b) Residents are responsible for cleaning the washer and dryer, including the lint filter and laundry room after each use.
- c) No laundry is to be hung outside on racks, on the balcony of Number 4 units, draped over shrubs, railings or in any common area.
- d) Approved locks are provided for the laundry room doors. Each resident will be provided with a key or code. Residents are responsible for replacing a lost key.
- e) Laundry room doors must be closed and locked at all times when not in use.

7) **PETS:**

- a) No more than one (1) pet is allowed per unit. No aggressive breeds to due Association insurance policy.
- b) No pets over twenty (20) pounds at adult growth.
- c) No pets are to be chained outside, on balconies, garages, or in the common areas.
- d) Pets must not be a nuisance. Owners must ensure that their dog does not bark incessantly when in the unit.
- e) Pets must be on a leash at all times when in the common areas and can only be walked along the western boundary or along 45<sup>th</sup> street.
- f) Any pets allowed to run loose will be picked up by animal control.

- g) Residents are responsible for cleaning up after any pet who leaves pet waste on lawns or common areas.
- h) Pets must be registered with Palm Beach County.
- i) Pets must be up to date on vaccinations.
- j) All pets must be registered with the Association and the Association provide an approval before any pet can reside in a unit.

k) **Pet Registration requirements:**

1. Pet Registration form must be completed and submitted to the Association for review and approval.
2. A current copy of veterinarian records to include:
  - (a) Name of pet
  - (b) Weight of the pet (if a puppy the weight at adulthood)
  - (c) Breed
  - (d) Color
  - (e) Age
  - (f) If registering a CAT, you must provide a veterinarian statement confirming the cat has been spayed/neutered.
3. Current photo of pet
4. Copy of Palm Beach County registration (if pet is a dog)
5. Copy of Lease or Lease Addendum to include pet (Tenant must have approval by the unit owner in the lease)
6. NO pet may be replaced, or new pet added without the prior written approval of the Association and the completion of a new Pet Registration form and requirements.

8) **RECREATIONAL FACILITIES:**

- a) At Tiffany Lake are limited to a pool.
- b) No sports areas are available for ball playing such as football, tennis, baseball, basketball or soccer. **NO BALL PLAYING IN PERMITTED ON THE GRASS.**
- c) Bikes, skates, and skateboards are not permitted on the grass, sidewalks, patios, in garages or in the pool area.
- d) Tree climbing is not allowed.

9) **POOL:**

- a) NO lifeguard service is provided. All persons using the facilities do so at their own risk.
- b) Use of the pool is limited to owners, renters and their guests.
- c) Observe pool hours as posted at pool. **Unaccompanied minors are strictly prohibited from the pool area at all times.**
- d) Maximum number of guests at the pool per unit is two (2)
- e) Pets are NOT permitted in the pool area.
- f) Bicycles, roller skates, skateboards or any other item not directly related to normal pool activities are PROHIBITED in the pool area.
- g) No glass containers, food, or beverages are permitted in the pool area.
- h) All minors must be accompanied by a resident at least 18 years or older and must not be left unattended at any time.
- i) No running, jumping, ball throwing, or rough playing in the pool area at any time.
- j) Showers at poolside are required before entering the pool per the Palm Beach County Health Department. Persons using suntan lotion or oil must shower before each entry to the pool. Failure to comply will damage the pool filters causing the pool to close for repairs.
- k) Conventional bathing suits must be worn. **ABSOLUTELY NO STREET CLOTHES PERMITTED IN POOL!**

- l) Infants/Toddlers/Children that are not potty trained MUST wear SWIM PULLUPS UNDER A SWIMSUIT. REGULAR DIAPERS ARE PROHIBITED.
- m) No tubes or rafts are permitted in the pool.
- n) Music devices with earphones are permitted in the pool area.
- o) The life preserver and life saving hook are life saving equipment required by the Health Department. As such, they shall not be used as toys, or removed from the pool area at any time.
- p) NO pool parties are allowed at the pool without prior approval of the Association. All pool rules must be observed at a pool party if approved by the Association.

10) **TRASH DISPOSAL:**

- a) Dumpsters are conveniently located for trash disposal.
- b) All household trash must be placed in plastic bags and tied before placing it in the dumpster.
- c) Dumpster lids must be kept closed at all times.
- d) Large items such as discarded furniture must be placed next to the dumpster, but not in proximity that would cause interference in trash truck emptying of the dumpster.
- e) DO NOT place any loose items around the dumpster. All items with the exception of BULK items should be broken down and placed in a trash bag for disposal.
- f) No trash cans are permitted in garages or outside the units.
- g) Do not pour grease, fats or oils into the sink or toilets. Dispose of these items with your household trash.
- h) Do not dispose of liquids such as paint, solvents or acids into the sewer lines.
- i) NEVER put disposable diapers or feminine products into the toilets.

11) **NOISE:**

- a) The units are not sound proofed. Consideration of other residents is very necessary.
- b) Do not play music loudly inside your unit, outside your unit, or in your car. Turn down the base.

12) **FIRE PREVENTION:**

- a) Owners are responsible for equipping each unit with at least one smoke detector and one fire extinguisher to comply with local fire ordinance. For your protection, make certain these items are provided and in working order at all times.
- b) NO barbeque grills of any type are permitted in the community. The Florida Fire Code PROHIBITS any cooking on a balcony or within ten (10) feet of any structure, and any storage of propane gas in any apartment or condominium.

13) **WINDOWS:**

- a) Only conventionally accepted window treatments such as drapes, curtains or blinds are permitted as window coverings.
- b) Under no circumstances shall material such as aluminum foil, cardboard, paper, or wood be permitted on windows.
- c) Emergency measures for storm safety are as follows:
  1. Due to the buildings being comprised of a wood frame structure, residents are PROHIBITED from installing any material that requires drilling into the building structure.
  2. Drilling into the building structure causes water intrusion and damages the common elements.
  3. The only approved hurricane and storm protection are hurricane impact windows and doors.
  4. Owners that wish to install windows must submit a request to include the items below to the Association for review and approval.
    1. Contractor license, liability, and workers compensation insurance.
    2. Contractor certificate of insurance must name the Association as additionally insured.
    3. Material spec sheet for windows
    4. Copy of the contract/proposal

14) **ARCHITECTUAL CHANGES:**

- a) Painting , altering or otherwise changing the exterior appearance of any unit or common element without written consent of the Association is prohibited.
- b) Nothing shall be affixed or attached to, or hung from, or displayed, or placed on the exterior of any building, including awnings, vents and storm shutters, without written consent of the Association.

15) **WATER USE:**

- a) **ABSOLUTELY NO CAR OR VEHICLE WASHING IS PERMITTED!!**
- b) All hoses and water spigots connected to condominium water lines must be equipped with a nozzle and are strictly for Association use ONLY.
- c) No excessive watering of flowers or shrubs is permitted in any area serviced by the sprinkler system.
- d) Owners are required to repair water leaks IMMEDIATELY! Renters are REQUIRED to report all leaks to their Owner IMMEDIATELY! If an Owners do not make the necessary repairs, Renters must report it to the Association IMMEDIATELY!
- e) Conservation of water is extremely important. Please cooperate and conserve water in all possible ways.

16) **SIGNS:**

- a) No sign will be permitted on the outside of any building, balcony, or in the common areas. Only signs placed by the Association will be allowed.
- b) A “FOR SALE” or “FOR RENT” sign will be permitted inside the window of a unit, provided the sign does not exceed 9” x 12”.
- c) No electric or neon signs are permitted in any window.

17) **GENERAL:**

- a) Please report promptly to the Association office any of the following:
  - 1. Lawn sprinklers that do not operate properly.
  - 2. Building lighting or post lights that are not working.
  - 3. Any water leaks in laundry rooms or common areas.
  - 4. Any problem concerning the common areas.
- b) Please cooperate and report violation of rules and regulations.
- c) Any complaint that cannot be resolved will be referred to the Board of Directors.
- d) No employee of the Association is permitted to perform personal services for residents during normal working hours.
- e) It is the residents’ duty to keep the front door of the unit clean and free of unsightly fingerprints and marks.
- f) Allow no items or debris to accumulate around your unit. Put discarded houseplants and flowerpots in the dumpsters.
- g) Please help keep all areas clean by placing drink cans/bottles and food scrapes/wrappers, paper scraps, etc., into bags and place them in the dumpsters.

18) **RESPONSIBILITY:**

- a) **YOU ARE RESPONSIBLE FOR THE ACTIONS OF FAMILY MEMBERS AND GUESTS. MAKE SURE THEY ARE AWARE OF THE RULES. ANY ACTION WHICH IS A NUISANCE OR CAUSES DAMAGE, WILL NOT BE TOLERATED. YOU WILL BE HELD RESPONSIBLE. DISREGARD OF RULES AND REGULATIONS BY TENANTS COULD RESULT IN EVICTION.**

19) **BOARD AND MEMBER MEETING RULES:**

- a) Per Florida Statute 718, Unit owners have the right to participate in meetings of unit owners with reference to all designated agenda items. However, the association may adopt reasonable rules governing the frequency, duration, and manner of unit owner participation.
  - 1. Unit owners that wish to make a statement at a meeting must submit a request via email to the Association at least twenty-four (24) hours prior to the scheduled meeting and specify which agenda item they are requesting allotted time for.

2. Unit owners that have requested to make a statement will be allotted three (3) minutes to speak after Roll Call has been taken.
3. Unit owners are permitted to speak on agenda items only.
4. Matters relating directly to a Unit owner, or their unit should be directed to the Association office and not at a meeting.
5. Owners are expected to conduct themselves in a respectful manner during the meeting.
6. A Unit owner's right to participate per Florida State does not constitute a question-and-answer session for the Board of Directors. If a Unit owner has questions pertaining to items on the agenda, a unit owner can mail or send an email to the Association to be answered at a later time.

20) **RENTERS INSURANCE:**

- a) Renters are required to have a HO-4 Renters Liability Insurance Policy prior to the start of their lease.
  1. The policy must be written in the name of the Renter and list the Unit Owner and Tiffany Lake Association Inc. as additional insured.
  2. Liability coverage limits should be a minimum of \$100,000.