



SERENADE

***ON PALMER RANCH
CONDOMINIUM ASSOCIATION***

***CONDENSED SUMMARY OF
RULES & REGULATIONS***

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Introduction

The following are Rules and Regulations that have been extracted from your Condominium Documents, Declaration and By-Laws. The Board of Directors has the authority to update, modify or omit as it deems necessary to best serve the community at large.

This publication of Rules & Regulations has been created to provide each unit owner/resident with easy access to what otherwise is extensive information as contained in the Serenade on Palmer Ranch Condominium documents.

Violations are enforceable by fines up to \$100.00 per incident or occurrence; up to \$1000.00 TOTAL. Any and all violations are to be reported to the Management office for immediate action.

This Rules & Regulations booklet has been compiled and created by your management company ARGUS PROPERTY MANAGEMENT, INC., This booklet is for easy reference purposes ONLY. For more complete information please refer to your Condominium Documents.

ENFORCEMENT OF RULES

- *It is the policy of the Board that there will be a zero tolerance with respect to violations of the rules and Regulations stated in the document. This strict policy has been established to ensure that the quality of life is maintained in our community.*
- *It is the responsibility of every resident not only to be aware of these rules and comply with them, but also to immediately report any suspected violations to the Management Office.*
- *Violations may result in the levying of fines (to owners) up to \$1000 or, in the case of a tenant, eviction.*

USE OF COMMON ELEMENTS

- *No items are allowed in breezeways per Sarasota County Emergency personnel and section 9.2 of the Condominium's governing documents.*
- *Sidewalks, entrances, passages, lobbies and hallways cannot be obstructed or used for any other purpose except COMING and LEAVING.*
- *Carts, bicycles, carriages, chairs, tables, plants and planters, clothing, shoes or any other object cannot be stored anywhere in these areas. All personal property must be stored in your Unit, storage closet(s) or garage (if applicable).*

TRASH

- *No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association; i.e. all trash and recyclables are to be deposited in the compactor and recycling bins located near building 1. This includes any food item intended to feed wildlife.*
- *Under no circumstances are any of the items described above be allowed to be placed in the breezeways outside your unit or your storage closet as this will attract insects and rodents*
- *Smoking materials must not be disposed of in plant or tree beds, on sidewalks, in breezeways parking lots or any other common area.*

OCCUPANCY

- *Units are restricted for use as a residence and/ or home office.*
- *Home office use is restricted to the extent permitted by law and to the extent that the office is not staffed by employees, not used to receive clients and/or customers, and does not generate additional visitors or traffic into the unit or any part of the Condominium property.*
- *Number of occupants allowed: 2 persons per bedroom.*

PERSONAL PROPERTY AND PERSONAL COVERAGE

- *Personal property must be stored in units, storage closets or garages.*
- *Each unit owner or occupant shall be responsible for purchasing and paying for insurance for all risks not covered by the association, inclusive from the interior of the door and within the perimeter walls of their individual unit.*
- *The Association is not liable for claims against a unit owner due to accidents occurring within the owner's unit, nor casualty or theft loss to the contents of an owners unit.*

UNIT BALCONIES/LANAIS/WINDOWS

- ***Balconies/ Lanais ARE NOT TO BE USED FOR STORAGE.***
- ***Only patio-type furniture, electric grills, plants and statuary normally associated with landscaping are allowed on balconies or lanais.***
- ***No lights may be hung or strung on the balconies, patios, lanais or terraces except that holiday decorations may be displayed between Thanksgiving and New Years. Reading lamps are permitted.***
- ***No linens, cloths, clothing, shoes, bathing suits or swimwear , curtains, rugs, mops or laundry of any kind shall be shaken or hung from any of the windows, railings or doors, nor shall these items be hung or placed on lanais or any portion of the condominium or association property.***
- ***Throwing of any object, from any portion of the unit is prohibited.***
- ***Sweeping dirt or washing balconies is not allowed if the manner in which this is performed disturbs your neighbors.***

NOISE DISTURBANCES (also see Quiet time p. 8)

- ***No unit owner or occupant shall make or permit any disturbing noises, nor allow any disturbing noises to be made by family members, employees, pets, agents, visitors or licensees.***
- ***Unit owners or occupants must ensure that any conduct from such persons or pets do not interfere with the rights, comforts or conveniences of other unit owners or occupants.***

PETS

- ***One (1) domesticated dog or cat is allowed to be maintained in the unit.***
- ***Pet owners are responsible for picking up after their pet; pet valet stations are located throughout the property.***
- ***Pets cannot be left unattended on balconies or in lanai areas at any time.***
- ***Pets must be carried or leashed at all times (with leash not more than 6 feet long) when in common elements.***
- ***No pet, bird, fish or any other animal such as reptiles or wildlife are to be kept or maintained on any portion of the condominium common element.***
- ***Fish or caged domestic (household type) birds may be kept in the units.***
- ***The unit owner is responsible for any damage, injury or other event caused by his or his occupants pet.***
- ***No exotic animals such as snakes, lizards, monkeys etc. are permitted.***

BARBECUES OR OTHER FLAMMABLES

- ***Propane or charcoal barbecue grills are not permitted anywhere on the property, Unit or balcony/lanai. Electric grills are permitted.***
- ***A gas grill is available at the Clubhouse pool; charcoal grills are available at the rear pool.***
- ***No flammables, combustible or explosive fluids, chemicals, substances or equipment may be kept in any unit or on the common elements.***

LIFE SAFETY SYSTEMS

- *Any alterations or additions to smoke alarms, fire alarms or fire sprinklers require written Board approval*
- *No changes to common area life safety systems (fire alarms, fire sprinklers, fire extinguishers) are allowed.*

CLUBHOUSE

- *The Clubhouse is for the enjoyment of all residents by reservation. Owners may make a reservation only for the current calendar year; tenants may only make a reservation within 30 days of the scheduled event.*
- *A reservation is not firm until fees and deposits are paid.*
- *A non-refundable fee of \$25 is due at the time your reservation request is submitted. A refundable security deposit must be submitted in the amount of \$150.00. This will be cashed only in the event of damage to the Association property arising from such event or if extraordinary cleaning by Serenade staff is required.*
- *Reservation form must be read and signed by reserving party at least two weeks prior to the event.*
- *Management reserves the right to cancel the event immediately in case of misconduct, disturbance or for violations to any of the Rules & Regulations.*
- *Use of clubhouse is from 9:00 am until 11:00 pm.*
- *Maximum Occupancy is 30 persons.*
- *No rental of the Clubhouse is permitted for commercial purposes.*

EXTERIORS

- *Nothing should be affixed , attached to , or hung, displayed or placed on the exterior walls , doors , balconies, lanais or windows of the building, including awnings, signs, storm shutters, satellite dishes, screens, window tinting, furniture, fixtures and/or equipment without the prior written consent of the Board of Directors.*

ABSENCE FROM YOUR UNIT

- *All residents **MUST** furnish a key for his/her unit to the Management Office for use in the event of an emergency. The Association will not be liable for any damages caused due to forced entry.*
- *Residents planning on being absent for extended period should notify the management office of contact phone numbers in case of an emergency and/or a list of individuals who are authorized to act on your behalf and take care of your unit during your absence.*
- *Residents planning extended absences are strongly encouraged to engage the services of a company that makes periodic visits to ensure the integrity of their condominium. The Association cannot be responsible for making routine visits to vacant units.*
- *Notify the management office as to who will be responsible to put up and take down your hurricane shutters, if applicable, in case of severe weather conditions.*

ADDITIONS, ALTERATIONS OR IMPROVEMENTS

- *All additions, alterations or improvements to units require Board approval and the request must be presented in writing to the management office.*
- *Certificate of insurance from contractor is required naming Serenade on Palmer Ranch Condominium Association as additional insured, as well as the unit owner. Such certificate of insurance must be presented to management prior to commencement and after approval from the Board.*
- *Contractors: Plumbing, electrical, tradesmen must present a State Certified license prior to commencement.*
- *Unit owner is solely responsible for any eventuality of such addition, alteration or improvement and shall hold the Association, its officers and agents harmless.*

FLOOR COVERINGS – INSULATION

- *On second and third floors, the installation of all hard and /or heavy surface floor coverings, such as tile, marble, wood and the like is permitted only in “wet” areas (front door entries, kitchens, bathrooms and laundry areas) by written approval by the Board of Directors. All other areas (living/dining rooms, hallways and bedrooms) must be carpeted.*
- *Installation of hard or heavy surface floorings must meet the required soundproof material standard prior to installation and unit owner must obtain prior approval from the Association in writing.*
- *Acceptable insulation (soundproof) material must meet the Impact Insulation Class (IIC) approved by the Board of 59 or higher and the Sound Transmission Class (STC) of 54 or higher.*
- *Materials installed in balconies, terraces, patios and/or lanais shall not be above scuppers or diminish the required height of the rails. All must be compatible with the overall structural design of the building and be approved by the Board of Directors.*

WINDOW COVERINGS

- *Any window treatments (or linings thereof) which face the exterior windows or glass doors of the unit shall be white or off white in color and shall be subject to approval by the Board of Directors.*
- *Aluminum foil is not allowed on any window or glass door.*
- *Reflective or tinted substance placed on any glass must be approved by the Board, IN ADVANCE.*
- *No unsightly materials, as determined by the Board, may be placed on any window or glass door or be visible through any window or glass door.*

UNITED STATES FLAG OR ARMED FORCES FLAGS

- *One portable and removable, not larger than 4 1/2 ft by 6 ft, flag of the United States , may be displayed in a respectful way and on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day. A flag representing any of the Armed Forces of the United States is also allowed.*

PARKING/VEHICLES

- *All vehicles must have a Serenade parking decal displayed in the lower right or left corner of the windshield. Parking is on a first come first served basis except for carports and garages. All residents are required to register their vehicle(s) at the management office.*
- *Vehicles parked on the premises must be in good working order.*
- *Repairs to vehicles are not allowed at any time on the condominium property.*
- *All vehicles must have a current “state issued” license tag.*
- *Vehicles with expired tags will be “stickered” and towed away at the owner’s expense in 24 hours unless properly tagged.*
- *No trailers, boats, RV’s, jet skis, large commercial trucks or vehicles not approved by the Board are allowed overnight on property. They will be towed at the owner’s expense.*
- *Vehicles may not display FOR SALE signs at any time while on condominium property.*
- *The Association has the right to warn, ticket, fine and tow vehicles that are not in compliance with the Rules & Regulations.*
- *Sleeping or inhabitation of vehicles anywhere on the Condominium Property is strictly prohibited at all times.*

CHILDREN

- *Children are the direct responsibility of their parents or legal guardians.*
- *All children 12 and under must be accompanied by a responsible adult at all times while on property.*
- *Children must at all times comply with all Rules & Regulations.*
- *Loud noises by children will not be tolerated.*

GUESTS

- *Guests of tenants staying longer than 30 days will be considered a tenant and be subject to all leasing guidelines to include a criminal background check.*
- *Owner or occupant's guests must be informed of all Rules and Regulations.*
- *Owner and occupant residents are jointly liable for a guest's conduct or injury and for damage caused by them while on Condominium property.*

HURRICANE SHUTTERS

- *Please consult with the Management office as to the Board approved hurricane shutter specifications: styles, colors and materials.*
- *Hurricane shutters must remain off unless Severe Storm Warnings have been issued by State and Local officials.*

QUIET TIME

- *Quiet Time – Quiet time will be observed between the hours of 10pm & 8am daily. During this time the following will not be permitted: use of washer &/or dryer, vacuuming, stomping, jumping, yelling, loud music and any other activity that may be a disturbance to your neighbor.*

LEASES

- *Leases cannot be less than 6 months.*
- *No more than 2 leases per unit are allowed in one calendar year.*
- *All leases must provide that the tenant must fully comply with all covenant terms and restrictions of the Declaration and the Master Covenants Rules and Regulations, as adopted by the Board from time to time.*
- *The unit owner will jointly and severally be liable with tenant to the Association for any amount which is required by the Association for injury or damage to the property.*
- *The Association may deny permission to lease if the unit owner: is delinquent in payment; has an outstanding fine for violations unpaid within 5 days of adoption.*
- *The Association has the right to collect all rental payments due to the owner and apply same against unpaid assessments in case the unit owner fails to pay the condominium assessments.*

ALL LEASES MUST CONTAIN THE FOLLOWING LANGUAGE:

Pursuant to Section 17.8(b) of the Declaration of Condominium Governing Serenade on Palmer Ranch, should an owner default in payment of assessments, tenant agrees to pay all rents directly to the Association to be applied to unpaid assessments until current.

RENTALS/LEASES - APPROVAL PROCESS

- *Leasing of units is subject to the prior written approval of the Association.*
- *Each lease must be in writing and shall specify that the Association has the right to Terminate the lease if tenant violates any of the Condominium provisions.*
- *Applicants must fill out an application for rental approval prior to entering into any lease agreement or moving in to the unit. This will include a background and check paid for by the owner or prospective tenant.*
- *Prior to move-in, tenants must participate in an Orientation Interview with a Board member or designee thereof.*
- *Failure to comply with this process will result in restriction to property amenities until all conditions are met.*
- *There is no charge for renewals, except for previous rentals that have not complied with the background and credit check requirements.*

EMPLOYEES

- *Employees are not to be used by an owner or occupant on personal errands or other individual requests to include maintenance and landscaping.*
- *Any request for maintenance or reporting of violations should come directly to the Management office. Only the Board, through the Manager, and the Management Company has direct authority to guide and supervise the employees.*

MAINTENANCE & REPAIRS - UNITS

Each unit owner is responsible for the maintenance and repairs of the following:

- *Interior side of unit doors*
- *Electrical; electrical fixtures and outlets (including wiring)*
- *Plumbing; fixtures and connections*
- *Heating and Air Conditioning equipment, including tubing between air handler and condenser units.*
- *Appliances*
- *Carpets and other floor coverings*
- *Interior surfaces and entire interior of Unit*
- *Interior non-structural walls*
- *Screens*
- *Windows*
- *Window coverings*

SATELLITE DISHES

- *Installation is limited to the unit or limited common element (balcony/lanai/patio) and cannot be installed on any common element such as roofs, outside windowsills, stairways, etc.*
- *Dish cannot be greater than 1 meter in diameter (approx. 3 feet) and cannot be attached, hung, drilled on to, or displayed from any building structure or limited common element.*
- *It should not interfere with the reception of existing service.*
- *It should not interfere with the maintenance of the existing service.*
- *It must be placed in a location which minimizes its visibility from the common elements.*
- *It should be installed on a removable tripod, in case of severe weather conditions.*

MOVE IN – MOVE OUT

- *Commercial or rented moving trucks are allowed on the condominium property between 9:00 a.m. to 9:00 p.m.*
- *Moving trucks or trailers are not allowed overnight on Serenade property.*
- *No loading or unloading between 9:00 p.m. to 9:00 a.m.*
- *PODS, that are no longer or wider than a marked parking space, are allowed to remain on the premises of Serenade on Palmer Ranch for no longer than five (5) days, unless the pod is there due to extraordinary circumstances as determined by the property manager.*
- *PODS shall not be placed in parking spaces designated as “Handicap Parking”*
- *Open top, roll-off containers are not allowed to be placed on the premises of Serenade on Palmer Ranch by owners or renters.*

SIGNS

- *No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the condominium property.*

COMMERCIAL USE OF AMENITIES

Use of the pools, fitness center, tennis courts and clubhouse is intended solely for the private use of the residents of Serenade and their guests only. Use of any of the Serenade property for commercial purposes including, but not limited to, professional fitness training, swim or tennis lessons, and Clubhouse rental is strictly prohibited.

POOLS

- *Both Pools are Open Daily 8:00 am to 10:00 pm for the enjoyment of all owners and occupants. The Clubhouse Pool is open until 11:00 pm Friday and Saturday ONLY.*
- *Anyone under the age of 16 must be accompanied by a parent or legal guardian.*
- *Swimming is at your own risk. There are NO lifeguards present.*
- *Owners/Residents are responsible for their visitors and guests.*
- *The pool or spa cannot be reserved for any private event at any time.*
- *FOB must be with the owner/occupant whenever they are using the facilities.*

BY ORDER OF THE SARASOTA COUNTY HEALTH DEPARTMENT:

- *Glass containers are not allowed at any time within the fenced pool areas.*
- *Food or drink is not permitted within 10 feet of the pool.*
- *Pets are not allowed in the pool/spa area.*

FITNESS CENTER

- *The Fitness Center is open 24 hours (with FOB access).*
- *No one under the age of 18 years of age is allowed at any time, with or without parental supervision or the supervision of an adult.*
- *Owners/Residents are responsible for their visitors and guests.*
- *No food, glass containers or smoking is permitted inside the Fitness Center at any time.*
- *Capacity is 13 people*

TENNIS COURT

- *Tennis courts hours are: daily from 8:00 a.m. to 10:00 p.m.*
- *No one under the age of 16 permitted without a parent or legal guardian.*
- *No bicycles, skate boards, roller skates/blades, or pets allowed in the tennis court at any time.*
- *No food, glass containers or smoking is permitted in the Tennis Court.*
- *Capacity: 6 people*

CONTRACTORS

- *Contractors (installers, with heavy equipment) are allowed Monday through Friday from 8:30 a.m. to 4:30 p.m.*

- *Contractors are not allowed on Weekends and Holidays.*

GARAGE USE

- *Garages, parking spaces and/or carports (“Garage” or “Garages”) may only be used in compliance with the governing documents and any Association rules and regulations. Garages have not been constructed for occupancy as living units. Use of a Garage as any type of living space or as a structural accommodation for any occupation, inhabitation or residence by persons or animals is strictly prohibited. Any occupancy of a Garage overnight is strictly prohibited.*
- *Garages may be used for parking of motor vehicles, boats, motorcycles, bicycles and trailers and general storage that may not be considered a fire or safety hazard. Activities that may jeopardize the safety or welfare of others, or cause safety or fire hazards are prohibited within Garages or anywhere on the Condominium Property. Only tools and equipment associated with routine garage use are allowed to be used in Garages.*
- *Garages may not be enclosed permanently or converted to another use. Except when in use for opening and closing to allow persons or vehicles to enter or exit from a Garage, Garage doors must be kept closed except for reasonable periods of Garage use, as may be determined in the sole and absolute discretion of the Board.*
- *Tenants may not sublet a Garage except to a unit owner or valid tenant, and only upon prior written approval of the Board and the unit owner who currently has the valid right to use the Garage. The Board may approve or deny any sublease in its sole and absolute discretion.*
- *The Association pays for electricity currently supplied to limited common element Garages, therefore any use or storage in Garages of appliances that are customarily used in living units, including but not limited to portable or window air conditioners, space heaters, televisions or any other entertainment broadcast systems or devices, refrigerators, stoves, hot plates, or microwave ovens, needs prior written approval by the Board.*
- *Any controversy regarding whether any Garage use is noncompliant with this rule shall be decided in the sole opinion of the Board of Directors. An attorney opinion supporting that any such Board decision is reasonable shall be conclusive determination of the controversy or matter.*

Bicycles

- *Bicycles must display a Serenade decal. Bicycles may be kept in garages, storage closets, in units (NOT ON LANAIS) or in bicycle racks.*
- *Bicycles kept in bicycle racks may be covered, but only with a cover designed for that purpose; i.e. a cover that has elastic around the bottom or some means to draw the cover tight at the bottom to keep it from blowing off. Square or rectangular tarps not specifically designed to cover a bicycle are not permitted. Seat covers designed for that purpose are permitted; grocery bags may not be used as a seat cover when parked in bicycle racks, except if the entire bicycle is covered in the manner prescribed above.*
- *Only bicycles and 2-wheeled foot operated scooters are permitted to be stored in the bicycle racks; kiddie-cars and skateboards are not permitted.*
- *Bicycles found chained to trees, stairways, carports or any other fixed object other than a bicycle rack will be removed and retained in the trash compactor enclosure for 30 days. If not claimed, they will be disposed of.*

PAYMENT OF ASSESSMENTS FOR COMMON EXPENSES (Owners only)

- *All monthly assessments are due on the 1st of the month and are late after the 10th of the month.*
- *On the 11th day of the month a late fee of \$25.00 will be imposed on your account. Additionally, interest on the unpaid balance will accrue at 18% per annum.*
- *Delinquent accounts of 60 days or more may be forwarded to the Condominium Attorney for collection*

