

GOLFWOOD CONDOMINIUM NO. 2 ASSOCIATION, INC.

HOUSE RULES

October 17, 2022

PURPOSE: This handout was written with the idea to better explain the rules and guidelines, which our association lives by, and to answer common questions. This also contains items that the board has approved and then voted on at annual meetings.

A. When in doubt, ask the management company.

B. All condos shall be used for residential purposes only. They may not be used for any type of business or commercial use whatsoever.

C. Clothes, wash and laundry shall not be hung in carports. Any outside clothesline is prohibited.

D. Small dogs and house cats are permitted but owner must have control (on leash) of their animal at all times. No animal shall be allowed to disturb other unit owners. Carry a “pooper scooper” or other means and pickup after your animal. No more than two (2) household pets in each condominium.

E. Landscaping (eg Organic materials such as trees, plants, shrubs) planted within five feet of the unit falls within the unit owner’s responsibility to maintain. Such maintenance shall include the upkeep and appearance necessary to ensure healthy and thriving organisms and is consistent with the look of landscaping among other units in the association. Unit owners shall trim dead branches, pick up fallen fruit, remove intrusive, over grown and unsightly weeds. Width of shrubs should not extend beyond the driveways.

Landscaping within five feet of the unit lies under the roof soffit. The association is responsible for the maintenance of the roofs in the association. Unit owners shall not allow any landscaping materials to grow such that they exceed the height of the soffit. Trees and shrubbery allowed to grow over the roof line creates a potentially hazardous situation and can, in extreme circumstances, damage the roof or cause bodily harm should they be compromised (as in a hurricane, strong storm or diseased tree). Owners shall trim them to at or below the height of the soffit.

Unit owners’ maintenance responsibilities are in effect whether they presently occupy the unit or are away for any length of time. (see also Sec H).

F. No unit owner, their guest, or occupants are permitted to park automobiles or other vehicles on any grass areas within the condo property.

G. All vehicles must be able to fit within the carport. Unit owners must make their own arrangements to park other types of vehicles, for example: boats, campers, jet skies, etc., at other locations. Any type of commercial vehicle or vehicles used as a work vehicle or

has items showing that indicates a work vehicle is prohibited. For example: A pickup truck that has work tools showing in the bed of the vehicle.

H. Unit owners who are gone for any length of time will make arrangements to have their plantings taken care of. It isn't fair to your neighbors. The association has the right to have overgrown plants and weeds trimmed, with the cost being charged to the owner of the condo. Unit owners are also required to clean any rust off the unit, flower box, etc.

I. You may rent your unit. *However, prior* to renting your unit, renter must complete a renter's application background check and you must return to the management company for Board approval. There is a \$95.00 application fee. The renter must meet and follow all the association's rules. Renters or guest not following association's rules can be asked to leave. Any damages to unit exterior or common areas will be charged to the unit owner. Rentals must be for a period of 6 months or more.

J. Condo fees are due on the *first* day of each month. Make checks out to "Golfwood 2 Condo Association". If you pay quarterly or annually fees must be paid in advance. A late payment fine is \$25.00, if fees are not paid by the *tenth* of each month

K. *Prior* to the selling of any unit, the unit owner must deliver to the Board of Directors a written notice of their intention to sell. When an offer is made on the unit, an application, credit and background check authorization and copy of the purchase agreement must be returned to the management company for Board approval. An estoppel request must be received prior to closing to ensure all monies owed the association are paid prior to or at closing. A \$95.00 Application fee is required.

L. If you have a request, problem, complaint, correspondence, etc., you should contact the management company. They will contact the vendors, second party or Board if necessary.

M. Alterations to the exterior of a unit *may be* permitted, but *prior* to making any changes, you must have Board *approval*. For example: If you wish to add to your unit or enlarge the shed, you must submit a written request. The form is available from the management company. This request must include what you want to do, who is going to do the work, how and when it will be done and a detailed drawing of what it is you are planning to do. The ideal thing is a copy of the drawing the contractor would submit to the Lee County Zoning for approval. Since we are growing as an association below are a few of the items the Board has currently allowed, within the limits of what can be done.

- a) *After* Board approval, an enclosure designed to hide trashcans is permitted in the carport. It must be located on the side of the unit between the kitchen window and the electric box but can not cover either. This enclosure can be no larger than 75" wide and 30" deep and must be painted white to match the unit.
- b) *After* Board approval, a Satellite Dish no larger than 18" across may be installed on the roof above the carport. Any damages caused to the roof or structure directly or indirectly, by the satellite dish, wiring etc. will be repaired by the unit

owner at the unit owner's expense. Call satellite provider to find out where they will install the dish. Some have been told they won't install on carports.

N. Board of Director Meetings are held on the third Monday of January, March, May, October and November. Anyone who wishes to address the Board should notify the management company so your item can be added to the meeting's agenda. This is suggested so that if any background research is needed, it can be accomplished prior to the meeting.

O. A copy of the Condo By-Laws & Declarations is being furnished to new owner. Others who wish a copy may contact management. There will be a \$10.00 charge for the cost of copying. Emailed copies are free of charge.

P. All units are to be painted the same, using paint approved by the association (Sherwin Williams). A list of required paint can be obtained from the management.

Q. Each owner (unit) may hold Yard Sales only twice a year. They must be held on Friday and Saturday only, items for sale may be put out on day of sale only and must be removed from carport area the final day of the sale. Any damage to sprinkler heads, grass, etc. will be paid for by the unit owner who had the sale.

R. Post office requires new owners to have street mail boxes. They will be purchased and installed by the Condo Association. If the mailbox is damaged the owner will be responsible for repair/replacement, contact the management company as all mailboxes are uniform.

S. For Sale Signs: Signs must be the standard metal sign and placed in the ground in front of the Flower Box. They must not interfere with the lawn service,

T. Garbage & Recyclable receptacles must be stored under carport. They are only permitted to be set out at the curb the night before pickup which is Tuesday night for Wednesday pickup.

U. All carports shall be kept in a clean and sanitary manner and no household furniture, rubbish, refuse or garbage to accumulate, or any fire hazard allowed to exist. Garbage cans and other trash containers shall not be allowed to remain curbside overnight after day of pick up.

V. Vehicle maintenance is not permitted on the condominium property. For purposes of this section, vehicle maintenance shall include, but not limited to, changing oil and other fluids, engine maintenance or repair, body maintenance or repair. Cleaning the interior of the vehicle, waxing and checking fluid levels are permissible. Exterior washing of vehicles is permissible. Emergency repairs to vehicles such as changing flat tires or changing batteries are permitted.