

## **SUNFLOWER CONDOMINIUM ASSOCIATION, INC.**

### **THE RULES WE LIVE BY**

Effective Date: August 14, 2025

#### **PURPOSE**

To ensure pleasant and comfortable living at Sunflower Condominium, this document summarizes many of the Condominium's rules and restrictions. The rules are designed to follow common sense necessities created when a large number of people live relatively close together. Please follow the rules.

Because this is only a summary of the Condominium's restrictions, you are urged to read the Association's Declaration of Condominium, By-Laws, and Articles of Incorporation. Your cooperation is appreciated by your neighbors. If you have any comments, then please provide them to the Association.

#### **IN AN EMERGENCY, ALL UNIT OWNERS AND TENANTS ARE ENCOURAGED TO CALL 911**

The definitions contained in the Declaration are incorporated in these Rules. The owners, their families, occupants, lessees, tenants, invitees and guests are required to comply with all the provisions in the Declaration of Condominium, the Association's Articles of Incorporation, the By-Laws and these Rules. Each owner is responsible for the conduct of their families, occupants, lessees, tenants, invitees and guests! All Association approvals are issued by the Board of Directors unless the recorded documents require otherwise.

Please ensure that you provide copies of these Rules to all members of your family, and your unit's occupants, lessees, tenants, invitees and guests for their information and guidance.

#### **USE AND OCCUPANCY**

To ensure the quiet and peaceful residential atmosphere at Sunflower Condominium, units are to be used as a private residential dwelling and for no other purpose. Individual rooms or a portion of a unit cannot be leased, except by a unit owner taking on one roommate.

To ensure proper delivery of your mail please use the correct address of your unit as follows:

7200 N.W. 2nd Avenue, Unit # \_\_\_\_\_  
BOCA RATON, FL 33487-2347

THE POST OFFICE WILL NOT ATTEMPT THE DELIVERY OF MAIL WITHOUT YOUR UNIT NUMBER.

## **ABSENCE FROM RESIDENCE/HURRICANE PREPAREDNESS**

Each unit owner who plans to be absent for an extended period of time, especially during the hurricane season, shall prepare his or her unit prior to departure by:

- 1) Removing everything from their balcony/terrace and patios.
- 2) Designating a responsible firm or individual to take necessary precautions, to prevent storm and hurricane damage, and to care for the unit if the unit should suffer damage. The owner shall furnish in writing the name, address and telephone number of such individuals or firm to the Association.
- 3) Owners who fail to make hurricane preparations and/or make improper preparations for their unit shall be held responsible for any damage done to the property of other unit owners, and/or to the common elements resulting from their failure. While the Association may undertake protective measures concerning units, the Association is under no obligation to do so.
- 4) Owners that will be absent for an extended period should
  - Turn off their water using the emergency shut off valve in front of the unit. This will prevent the possibility of a flood.
  - Toilet seats should be taped shut or instead of tape, a heavy object should be placed on top of the shut seat so that rodents may not come up into a unit through the sewer.
- 5) The association may need to access a unit in the event of an emergency such as a fire or flood or in the event of a rodent or pest infestation. Especially if it may affect adjacent units. As such, the association should be provided with a key for emergency access.

## **HURRICANE PROTECTION DEVICES**

Hurricane shutters must be accordion style, comply with State and local building codes, and must be installed by unit owners on the exterior portion of sliding glass doors, exterior portion of windows. The hurricane shutters installed must be beige in color and match existing community color scheme. The Board of Directors may adopt further hurricane shutter style limits. The unit's owner is responsible for the maintenance, repair and replacement of the unit's hurricane shutters. A unit owner must obtain written approval from the Association before installation of any hurricane protection device, such as but not limited to hurricane shutters.

If hurricane shutters must be removed for any work, including work the Association is required to perform, then the unit owner must timely remove the shutters, and then after the work reinstall the hurricane shutters in a proper operational fashion.

Plywood may be utilized for hurricane protection, and the unit owner is responsible for the expense to repair any damage to the exterior of the unit, including but not limited to the expense to patch or paint the unit's exterior by the Association.

All removable hurricane protection devices, including but not limited to hurricane shutters or plywood may not be implemented more than 72 hours before the issuance of a hurricane watch and must be opened or removed no later than 72 hours after the hurricane watch or hurricane warning has been lifted.

## ALTERATIONS AND MAINTENANCE

To ensure that the aesthetic environment of the community continues, unit owners are required to comply with the following:

- 1) Each owner is responsible for all non-structural interior maintenance and repair of his or her unit, including but not limited to the balcony and patio areas, and the seal of the roof area where the screen/metal enclosure joins the building roof or wall.
- 2) Each owner is responsible for the maintenance and repair of the interior and exterior windows, doors, glass sliding doors and screens of his or her unit.
- 3) No owner shall change the outside appearance of a building unless the owner has first obtained the Association's written approval. With Association written approval owners may add a screen enclosure to their existing balcony or patio slab. Turbine vents are not permitted on the roofs. An ARC form found on our website including a sketch or line drawing of the proposed change must be submitted to the Board of Directors for approval. The size of the balcony or patio must conform with the dimensions provided in the Condominium Documents. A City of Boca Raton building permit must be obtained. Any addition is the sole maintenance responsibility of the unit owner and must be removed if reasonably necessary for repair or other work.
- 4) No window or glass door shall be covered or obscured in any manner, except for window treatments with an exterior appearance of a solid color such as drapes, curtains or conventional window shades or blinds. All window treatments determined by the Association to be unsightly shall be removed by the owner or resident. Unit owners are responsible for the maintenance and replacement of all doors, windows, and screens. Window air conditioning units are not permitted to be installed in any window or glass door.
- 5) Repairs and other work to Condominium property arranged for by an owner without the Association's prior written approval will not be paid for by the Association and if to common element are subject to removal.
- 6) The Board of Directors may at any time remove unsightly objects from the exterior areas of the Condominium to correct unsightly conditions.
- 7) No antenna, of any type, shall be erected or maintained by owners or residents on or about the roof or the exterior of any unit or the buildings. Cable TV is available to all units.

- 8) Security cameras and or Ring doorbells are permitted but may only be mounted on the metal plate on the wall or they may be mounted on the door, in line with the door handle and level with the peephole or attached to the underside of the awning bracket. Nothing may be mounted onto the building wall with the exception of an American flag in accordance with Freedom to Display the American Flag Act of 2005. Flags may be no larger than no larger than 4 1/2 feet by 6 feet.
- 9) No motion activated lights may be added to front or back of the building. Ring type cameras may be added inside the unit owner's patio and not adhered to the wall.

## **GENERAL RULES FOR COMMON AREAS**

- 1) **DRYING AND/OR AIRING:** Drying any item including linens, clothing, curtains, rugs, mops, bathing suits, etc., by the use of portable dryers or by hanging or draping articles outside the boundaries of a unit, such as on doors, windows, balconies, or patio furniture is not permitted. No clothesline or similar device is permitted outdoors.
- 2) **SIDEWALKS AND ENTRANCES:**
  - a) Sidewalks and entrances must not be obstructed, encumbered or used for any purpose other than entering and exiting a unit. Obstructions or encumbrances include, but are not limited to, bicycles, baby carriages and other wheeled vehicles left on a sidewalk or in an entrance.
  - b) The Association has the right to remove obstructions without notice. Obstructing articles may be held by the Association, but are not required to be, for three days after which the Association will provide for their disposal.
  - c) Homeowners are permitted to have potted plants or small decorative items such as a statuette in front of the window side of the door only. No items may be placed in the plant beds to the right or left of the entranceway. Further, no items, landscaping or otherwise may be placed in the common area landscaping nor hung or attached to any trees on the property.
- 3) **SIGNS:** No signs, advertisements, notices or other lettering shall be exhibited, inscribed, painted or affixed to:
  - a) Any common element,
  - b) The outside of a unit, or
  - c) The inside of a unit which can be seen from the outside.
  - d) Nevertheless, one open house sign per unit shall be permitted on common elements for a period no longer than 12 hours.
- 4) **METER ROOMS:** The meter rooms which are located at the end of some buildings shall not be used for storage of any item. Storage in the meter rooms is a fire hazard and restricts the reading of meters. Any item found in meter rooms will be removed and disposed of without notice.

- 5) **SOLICITATION:** Solicitation for any purpose, cause or charity is prohibited.
- 6) **FEEDING PETS AND WILDLIFE:** To prevent unsanitary and unsightly conditions such as decaying food, pets and other animals shall not be fed outdoors.
- 7) **KEYS:** To allow the Association entrance into a unit in an emergency, to repair common elements or to perform the Association's maintenance, owners have a continuing obligation to deposit with the Association working keys and alarm codes to their units.
- 8) **EXTERMINATION:** To prevent infestation of unwanted pests, all owners and residents must permit the Association access to their units for this purpose on an as needed basis. **Vacant units must be checked on every 30 days to ensure unwanted pests are not present** nor potential damage from flood due, etc. Extermination fees incurred due to homeowner negligence of routine unit checks will be the responsibility of the homeowner. Homeowners must provide the name of the individual or company that will conduct these scheduled inspections.

## **LANDSCAPING**

Proper and coordinated landscaping will help promote and maintain the community's natural beauty as well as conserve the Association's water supply and reduce maintenance expenses. The following requirements are imposed to avoid lawn care problems and protect underground utilities and sprinkler systems.

- 1) Landscaping is planned and maintained by a landscaping company, with the Association's approval. To obtain the desired result of long-range planning and design, Sunflower residents shall not install or remove landscaping, including but not limited to trees, shrubs or plants. Any landscaping not installed by the Association may be removed and disposed without notice at the owner's expense.
- 2) A lawn maintenance company is contracted to perform all necessary services required to maintain our lovely acreage. This includes cutting, trimming, edging, spraying, fertilizing and soil treatment, as necessary.
- 3) Irrigation systems are maintained, and watering is directed, according to season, by Sunflower maintenance.

DO NOT ATTEMPT TO CHANGE OR REGULATE ANY SPRINKLERS OR TIMERS, as this will disrupt the system. Notify the Association of any problems.

## **GARBAGE AND TRASH**

Please assist our efforts to keep Sunflower clean and sanitary.

- 1) All garbage and trash must be securely tied in plastic bags and placed inside the dumpster.

- 2) All cartons, boxes and cardboard must be broken down and flattened and left inside yellow containers. Glass and cans must be placed in blue containers.
- 3) Residents are responsible to dispose of large items outside of Sunflower, e.g., old furniture and appliances, etc. These items are NOT permitted in the dumpsters, per order of the City of Boca Raton Sanitation Department.
- 4) Dumpsters are to be used by Sunflower residents and only for domestic use.
- 5) Garbage is picked up on Tuesday and Friday mornings. Should a dumpster be overloaded, place your refuse in another dumpster. Do not leave any items outside of a dumpster.
- 6) Recycling is picked up on Thursdays. Styrofoam is not recyclable and must be disposed of with your unit's garbage and trash.

#### **SALE, LEASE OR OTHER TRANSFER**

- 1) Application: Any owner, making a sale, lease, or other transfer of a unit, or taking on a roommate, shall submit to the Association a bona fide contract or lease, a completed Notice of Intent to sell or lease form, a completed application form, and any other information required by the Association. Application and Notice of Intent forms are obtainable from the Association. An owner may obtain an application by contacting the Association's management.
- 2) Limitations: A unit, whether in fee, lease, or otherwise may not be transferred other than to no more than two natural persons, none of whom, including their siblings, members of their household, and entities controlled by them, hold an interest in two Condominium Units or more.
- 3) Fee: A non-refundable fee of \$150.00 shall accompany each application for each adult, except for lease renewals. Pursuant to the Florida Condominium Act, a husband and wife, or parent and dependent child pay one applicant fee.
- 4) Association Approval: An owner must apply far enough in advance to obtain Association approval. Because of the volume of applications, and the time to process, there is no expedited process. Without the Association's written approval in hand, an owner may not sell, lease or otherwise transfer a unit.
  - a) The By-Laws allow the Association thirty days to process an application. The time does not start until the Association's receipt of a complete application and all other required information to the Association. No sale, lease, or other transfer shall be effective, nor shall occupancy of the unit be permitted unless the Association has first provided written approval of the application, applicants, and occupants, to the unit owner.

- b) If the application is not approved, then the application is deemed denied. If the application is denied, then the sale, lease, or other transfer shall be void. The Association's determinations are final.
- 5) Leases:
  - a) Lease: Should the Association disapprove an application to lease, then the Association has the option to lease the unit upon the same conditions offered in the proposed lease agreement.
  - b) Frequency: Owners are not permitted to lease their units within the first twenty-four months of ownership. If the unit is subject to a lease at the time of a sale then either the lease must be terminated or no new lease may be entered into within twenty-four months from the expiration of the current lease.
  - c) Duration: No lease may be for a period of less than three consecutive months or more than a maximum of twelve consecutive months. Only one lease is permitted per any twelve-month period.
  - d) Lease Renewals: Lease renewals require advance Association written approval. Owners must notify the Association in writing at least thirty days in advance for approval of a lease renewal. If timely notice of a lease renewal is not provided to the Association, then the Association will presume that the tenant has vacated the unit. No tenant shall be permitted to remain beyond the expiration or termination of their lease without Association written approval.
- 6) All occupants of a unit must be listed on the application for lease.
- 7) It is the responsibility of the unit owner to provide new owners and tenants with the following:
  - a) Condominium Documents, including but not limited to all amendments and "The Rules We Live By" document.
  - b) Keys to Townhouse unit.
  - c) Mailbox key.
  - d) Clubhouse/Pool Gate Key – (Clubhouse – Bottom lock, only).
- 8) Resident owners are permitted to rent to no more than one roommate every twelve months. All roommates must be approved by the Association in the same manner as tenants before the roommate may occupy the unit.

## GUESTS

- 1) Each owner, as well as an owner's lessees, tenants and approved occupants are responsible for their guest's behavior and decorum.
- 2) A "guest" is anyone who is not an owner, lessee, tenant or an Association approved occupant.

- 3) A unit owner must register all guests, including but not limited to family members, staying at the Condominium for a period of FIVE DAYS or more, or on a daily basis. A unit owner must provide the registration to the Association no less than five days before the guest's arrival. The unit owner must provide the Association in writing their guests' names, relationship, addresses, telephone numbers, a description of their vehicles, if any and the vehicles' license plate number, and dates of stay.
- 4) All registered guests are permitted a stay of no more than fourteen days in a twelve-month period. An owner may obtain an additional fourteen-day guest extension upon Association written approval. Incoming mail to a guest should be addressed in care of the legal owner or tenant's name. Any guest staying beyond the fourteen days or twenty-eight days as approved in a twelve-month period must vacate the unit and the Condominium Property or legal action for the guest's removal will be taken. The unit owner will be responsible for all attorney's fees and fines.

## **PARKING AND VEHICLE RULES**

Because there is limited parking at Sunflower (174 units but only 310 parking spaces) it is imperative that the following rules concerning parking and vehicles be followed to ensure that there are available spaces for all residents.

- 1) Each unit is assigned one numbered parking space. Vehicles must be parked properly in the marked lines and assigned spaces. Use your assigned space for your ONE vehicle.
- 2) Two vehicles are allowed per unit only when there are two or more licensed drivers residing in the unit. No more than two vehicles will be permitted per unit. The second vehicle shall be parked in an available guest parking space. Under NO CIRCUMSTANCES is one person permitted to have more than one vehicle on the Condominium Property. If there is no available guest parking space, then the unit owner is responsible for properly parking the vehicle away from the Condominium Property.
- 3) All vehicles must be registered with the Association. Parking decals are issued to unit owners. Only vehicles with Association decals properly displayed and vehicles of registered guests will be allowed to park in Sunflower. Unregistered and unapproved vehicles are subject to being towed at the vehicle owner's expense.
- 4) Parking spaces are only for automobile and pick-up truck parking. No other truck, commercial vehicle [windowless vans] with commercial signage or equipment visible, vehicle in excess of eighteen feet in length, bus, recreational vehicle, boat, trailer, lunch wagon, motorcycle or moped shall be parked or stored on any portion of the Condominium Property.
- 5) Service vehicles shall only be permitted to park on the Condominium Property during the course of servicing a unit and in an emergency. All other commercial vehicles, including with commercial signage and/or commercial equipment, shall be prohibited from parking in the community.

- 6) No maintenance or repair of vehicles or boats shall be permitted on the Condominium Property including but not limited to changing oil.
- 7) To keep the Association's costs and expenses to a minimum, each owner is required to keep their parking space free of any rust, oil, or other automobile fluids and is responsible for cleaning any guest parking spaces fouled by persons visiting or residing in their unit.
- 8) The Board of Directors requests that only passenger vehicles be parked in front of units.
- 9) The maximum speed limit is 10 M.P.H. Extreme caution must be exercised for the safety of all pedestrians, especially children.
- 10) Playing or congregating in parking areas is prohibited - e.g., the riding of tricycles, bicycles, skateboards, playing ball etc. Parking areas are limited to ingress and egress only.
- 11) All vehicles must be properly parked in a parking space within the marked lines front facing in. No vehicle shall back into a parking space.
- 12) No parking of any vehicle shall occur on roadways, sidewalks, swales, or grassy areas.
- 13) Homeowners may own and operate EV's however EV charging cables may not be run from inside a unit to the vehicle. EV charging stations may be installed in accordance with Sunflower / State of Florida guidelines. For EV guidelines please see addendum on website under Homeowners.

## **CLUBHOUSE**

- 1) Clubhouse **IS FOR** the general use of Sunflower approved owners, lessees, tenants and occupants.
  - a) Your Clubhouse key will allow entrance to the Clubhouse during regular hours.
  - b) Children under 12 years of age must be accompanied by responsible adult.
  - c) Bathing suit attire and bare feet are not permitted inside the Clubhouse.
- 2) No person under the age of twelve years is permitted to use the pool tables.
- 3) No person under the age of eighteen years is permitted to use the exercise equipment. Use of the exercise equipment is at the user's own risk. Consult with your physician before using the equipment.
- 4) Use of the Clubhouse, picnic area and any other recreational facility is restricted to Sunflower approved owners, lessees, tenants, and occupants. Guests may use the Clubhouse only when accompanied by an approved owner, lessee or tenant, or occupant.

- 5) Owners, lessees and tenants who desire to use the Clubhouse for a private party or event must complete and submit an application to the Association with payment of a minimum usage fee of \$250.00 and provide a refundable security deposit of 250.00. No private use may occur unless the applicant receives written approval from the Association. Rental application may be found on our website.
- 6) Pets are not permitted in the Clubhouse. If an accommodation is requested for an assistance animal or emotional support animal, then a request must be made to the Association with reliable documentation.

### **SAUNA ROOMS**

- 1) Operating instructions for the sauna bath are posted near the entrance. Read and follow the instructions. The heating elements are electric -- DO NOT POUR WATER ON THEM. Persons damaging the unit by pouring water on it will be responsible for the repair
- 2) If no one remains in the sauna when you leave, confirm that you have turned off the Master Switch, and turn off ALL lights when exiting the sauna and restroom area.
- 3) No person under eighteen years of age is permitted the use of the sauna rooms without being accompanied by a responsible adult. For your safety it is suggested that you do not use a sauna room unaccompanied.
- 4) Sauna facilities are for same-sex use only.

### **BULLETIN BOARDS**

- 1) All posted announcements (with the exception of approved Sunflower activities) shall be subject to the approval of the Board of Directors before posting. The distribution of commercial advertising at Sunflower is prohibited.
- 2) The Association periodically emails Sunflower owners and residents as well as posts on the community Facebook page. These emails and posts are intended to inform Sunflower owners and residents of Association activities, plans and accomplishments.

### **POOLS AND PATIOS**

- 1) Because there is no lifeguard on duty, common sense concerning health and safety rules of pool use and operation is especially required. Anyone violating the rules will be requested to comply or leave the pool areas and be subject to action by the Association. County regulations are posted at both pools.
- 2) The use of the pools is restricted to approved owners, lessees, occupants, tenants, and their guests when accompanied by an approved owner, lessee, occupant or tenant.

- 3) Regular pool hours are from 1/2 hour after sun-up to 1/2 hour before dusk. The Clubhouse pool is heated and has gates because of its location near a city street. YOU are responsible for closing the gate as you enter or leave the pool area.
- 4) Persons using the pools do so at their own risk. No one under the age of twelve years is permitted in the pool areas unless accompanied by responsible adult.
- 5) Because of the pools' limited size and for safety reasons diving is prohibited.
- 6) Pool users must shower before entering the pool as required by Florida Law. An outside shower is provided. Showering helps remove excess suntan lotion, oil and grime which may clog the pool machinery and leave a residue on the pool walls.
- 7) No pets are allowed in the pools or the pool areas. If an accommodation is requested for an assistance animal or emotional support animal, then a request must be made to the Association with reliable documentation.
- 8) Beach towels MUST be placed on all Poolside furniture before use.
- 9) No swimming devices such as face masks, snorkels, flippers, floats or toys of any kind are permitted in the pools.
- 10) Glass containers are not permitted within the pools or the pool areas.
- 11) NO SMOKING or vaping in or around pool area. In an effort to promote a healthier and more enjoyable environment for all residents and guests, smoking and vaping are strictly prohibited in all pool areas and within 25 feet of the pool or clubhouse. Violators of this policy will be subject to fines.
- 12) Sunflower owners, lessees, tenants and approved occupants must acquaint all of their guests with complete information regarding the rules governing the use of the pools and proper behavior around the pool areas.

## **PETS**

Lessees, tenants and approved occupants are not permitted to keep, harbor or maintain any household pet except only fish at Sunflower. ONLY A UNIT OWNER IN RESIDENCE may keep a household pet in addition to fish, but no more than two household pets, subject to these regulations and the Declaration of Condominium, as amended from time to time, including but not limited as follows:

- 1) **Nuisance.** If an animal or a pet is obnoxious or a nuisance to the Association or to another Condominium resident by barking or otherwise, then the offending unit owner and the unit owner's occupant, lessee or tenant, if any, shall immediately remedy the problem.

- 2) Each pet shall not exceed sixty pounds in weight at the time of maturity. The Association may adopt a standard reference manual to conclusively determine a pet's weight at maturity.
- 3) All household pets, except fish, must be registered with the Association **BEFORE THE PET IS BROUGHT TO THE CONDOMINIUM**. Registration is complete upon the Association's written acceptance of the registration.
- 4) Pets are not permitted in the pool, pool areas or Clubhouse.
- 5) **Leashing.** Pets and animals required by law must be on a leash or in a carrier at all times and under the control of a responsible adult when outside the unit.
- 6) Any pet or animal required by law causing or creating a nuisance or unreasonable disturbance or noise shall be cured by the pet or animal owner and/or unit owner. Upon written notice from the Association that a pet or animal is considered to be a nuisance, obnoxious, or a third violation, then the Board of Directors may revoke the pet privilege including an animal accommodation, and the pet/animal owner and unit owner shall remove the pet/animal from the Condominium immediately.
- 7) **Curbing.** Pets are not permitted to be curbed on the Condominium Property and must be walked off the Condominium Property. **Dogs are not to be curbed between the sidewalk and the front of the building in front or side of homeowner units.** Owners shall immediately remove and properly dispose of their pet or animal's waste. Dog bags must be disposed of properly in the dumpster. Not following the curbing policy after repeated warnings will incur a fine per incident.
- 8) A violation of any pet restriction will incur a fine of \$100.00 per incident.

## NUISANCES

- 1) No owner, tenant, lessee, or approved occupant shall make, or permit, any disturbing noises, nor permit any conduct that will interfere with the rights, comforts or conveniences of other residents.
- 2) No musical instruments, stereos, televisions or radios shall be played at a noise level so as to disturb any resident.
- 3) No construction work shall occur before 8:00 a.m., or on Sundays. All construction work must cease no later 6:00 p.m.
- 4) All construction waste must be disposed of offsite by the unit owner's contractor. Contractors may not use our dumpsters to dispose of construction materials or waste

## **MONTHLY AND SPECIAL ASSESSMENTS**

All Sunflower unit owners are required to pay assessments for expenses associated with maintaining the common elements of the development. Failure to pay assessments in a timely manner will impede the Association's ability to provide the development the materials and services which attracted owners' attention when they bought their units. "Regular" assessments are due and payable on the first day of every month without notice or demand.

A late charge will be assessed for delinquent assessments received after the 5th of each month. If a unit owner is in default of any assessment payment for thirty days, then the Association may accelerate the remaining assessment installments. Each unit owner who is delinquent in paying assessments is required to pay interest, costs and attorneys' fees concerning the assessment. If delinquent, the matter will be turned over to the Association's attorney. Upon the owner's continued delinquency, a lien will be placed upon the unit owner's property. If the unit owner fails to pay the amount due within thirty days of the recording of a lien, then the Association will file a lawsuit to foreclose its lien and obtain a judgment for the amount due.

A more detailed explanation of assessments is contained in the Association's Declaration and By-Laws. You are urged to read and refer to these provisions.

## **COMPLAINTS/SUGGESTIONS**

All complaints, requests or suggestions are to be submitted, in writing, only, to the Association. These writings are to be placed in the locked mailbox at the front entrance to the Clubhouse or emailed to [Board@sunflowercondo.com](mailto:Board@sunflowercondo.com). Directors are not managers and are volunteers to set policies, they are not paid and like all unit owners must pay all assessments. Please respect their privacy and under NO circumstances should a director be contacted directly.

## **DOCUMENT REQUEST**

- 1) Method. A member seeking to inspect or obtain photocopies of Association's records must make a request to the Association in writing. The request must be legible and specify to the extent possible the item(s) to be inspected or photocopied. A written request will not be considered delivered to the Association until actually received by the Association's manager mailed to 7200 N.W. 2nd Avenue, # 175, Boca Raton, Florida 33487. Requests for inspection or photocopies in any other form or manner shall not be deemed received by the Association. Most association documents are available on the Sunflowercondo.com website.
- 2) Costs. Photocopy costs of items sought by members shall be charged at \$0.25 per page. Payment must be made before a photocopy is provided.
- 3) Inspection. Inspection shall be at the Association's office unless otherwise specified in the Association's response to a request. Because of the Association's limited size, staff, and office facilities, inspections are not contemplated to occur more than once per week for two hours per week. A representative of the Association shall be present at every

inspection. Members shall not be permitted to remove or obscure a document from the sight of the Association's inspection representative. The Association's representative shall not answer questions during an inspection.

## **ENFORCEMENT**

All owners, occupants, lessees, tenants, guests and invitees are required to comply with all use restrictions, Rules of the Condominium and rights and obligations created by the Declaration of Condominium, By-Laws and their Exhibits, as each are amended from time to time.

- 1) Each **owner** is responsible for their families, unit's occupants, lessees, tenants, guests, and invitees, including but not limited to contractors and service personnel and any violations of these Rules, actions and any damage caused by them.
- 2) Each lessee, tenant, and approved occupant is responsible for their guests and invitees, including but not limited to, contractors and service personnel, their guests' and invitees' actions and any damage caused by them.
- 3) Violations of these Rules may subject the violator, an owner, occupant, lessee, tenant, guest or invitee, to any and all remedies available to the Association and other owners pursuant to the terms of the Declaration of Condominium, Articles of Incorporation or By-Laws of Sunflower Condominium Association, Inc. and Florida law, as amended from time to time, including but not limited to a fine, payment of the full cost of actual damage incurred, and any legal fees.