

## **Rules and Regulations: Other Rules**

1. Each unit is assigned only one parking space. Unmarked spaces are unassigned.
2. Access to the roof is restricted to a need to use basis. The hatch is locked and the Maintenance Manager and President have keys. For safety reasons, no one is allowed to be alone on the roof.
3. Laundry rules are posted in the laundry room.
4. Parking: Only cars may be parked adjacent to the building. ( no trucks, vans, no closed panel vans)  
BOD mtg: 7/14/94.

Revisions added to parking at 2/15 Annual Meeting: Parking

Vehicles parked adjacent to the building must fit comfortably and safely in the space provided. (approximately 11' x 17'). No commercial vehicles or vehicles taller than a normal size van can use these parking spaces. These types of vehicles are welcome to use all other unassigned parking spaces.

Vehicles must be licensed and road worthy.

Trailers are not allowed to be parked on the property.

5. Cars parked adjacent to the building shall park with front end towards the building.
6. At the 1995 Annual Meeting, unit owners voted to put a restriction on BOD spending. BOD can only spend up to \$500. They will have to get unit owners approval to spend larger amounts. This does not include emergency situations. Breakdown for BOD spending is as follows:

Per Item

President	\$50.00
Treasurer	\$50.00
Maintenance Man	\$50.00
Pre/Treas.	\$300.00
Pres/Maint.Man	\$100.00
Pres/Treas./VP	\$500.00
BOD	\$500.00

7. There shall be no solicitation at the Fairways, e.g., outsiders going from door to door selling items, passing out literature. This is in compliance with posted "No Solicitation" signs.
8. The Community Board and shelves in the Laundry Room are to be used for community purposes, such as get well cards, thank you cards, death and funeral notices, and notices of social functions. Anyone who has a political or religious agenda should make personal contact with other owners.
9. Access to Units: It is the responsibility of association to maintain the common elements, Section 718.111(5) Florida State, gives association the irrevocable right of access to each unit during reasonable

hours, when necessary for maintenance, repair or replacement of any common elements. Our BOD maintains a set of keys to all units. These keys are used as stated above and for emergency purposes. If a unit has to be entered, two people must be present. It is the responsibility of all unit owners to keep a current set of keys with BOD.

10. Owners of Units on the second and third floors who plan to install tile, wood, or any other hard flooring surface shall be required to add a sound barrier under the new hard material.

11. No Unit Owner or Occupant will be allowed to install a clothes washer or clothes dryer within their Unit.

12. Replacement Windows: All new replacement windows frames must be white. The porch/patio window and screen frames will continue with the bronze finish. (2/15)

13. Landscaping: No type of additional landscaping is allowed without Board approval.

**Rules and information provided to owners during prospective owner's interview.**

1. New Owners Unit #:

2. Name of new Owner:

3. New owner's prior address:

---- Number of years at prior address:

4. Telephone Numbers, home, cell and email address:

**Review items:**

5. Annual meeting is 1<sup>st</sup> Thursday in February at the Peace Lutheran Church on Port Malabar Blvd:

6. Copy of Budget: attached

7. Copy of Doc's and By-Laws and other rules: Sent by email from Selling Real Estate Agency

8. Minutes of last Annual Meeting (Owners Only): attached

9. When someone uses your unit when you are not here, that person becomes the resident and is responsible for what the owner is responsible for.

**10. Over 55 years old**

---- at least 1 person over 55 years old in each unit

---- All others must be 18 or older. Visiting children under 18 can reside at the Fairways for only 30 days in any one calendar year.

---- Residents must provide a copy of their Driver's license or Birth Certificate for placement in the "55 and older" file.

**11. Explain the Fire Alarm System and the smoke detectors:**

----All units should have Smoke Detectors in the hallway by the water heater closet and in the hallway by the other bedroom.

----The building is equipped with a Fire Alarm System. The alarm is on the wall entering the dining room in each unit. This alarm must not be altered nor tampered with in any way. This is an alarm system only. It is not a detector. When there is a fire in a unit, whoever discovers the fire should go into the hall to the nearest Fire Alarm lever and pull the alarm. This sets off the alarm notification system to let others know that there is a fire. You should also call 911 to notify them of the fire. The alarm will stop when one of designated people shuts it off.

**12. Review Duties of Board:**

----The board of directors makes the decisions for the condo. Residents are invited to board meetings, but are unable to join in the discussion unless they give advance notice in writing to the board about topics they want to discuss. Owners are only allowed to address an item on the agenda. If an owner wants to discuss something not on the agenda, the owner needs to contact the board and request that the topic be placed on the agenda. Owners are then limited to 3 minutes per topic. The agenda for the meeting is always posted in the laundry room, the elevator, and the mail area at least 2 days prior to the meeting. The minutes of the meeting are posted in the laundry room and the mail area after the meeting.

13. The Association is responsible for the maintenance and repair of all the common elements and determines the landscaping, exterior color scheme and decoration and exterior lighting of building. No owner shall paint any exterior wall, door, window, patio, or any exterior surface nor plant nor make changes to any plantings nor erect any exterior lights, nor erect or attach any structures or fixtures within the Common Elements, without the written consent of the Association.

14. Complaints or concerns are to be brought to the attention of a board member.

**15. List of Recommended Service People**

----There's a list of service people (electrician, plumber, etc.) that other residents have used and liked. It's in the laundry room.

**16. Review Parking Procedure.**

----Each condo unit has one designated parking spot near the building. The number of your condo is painted on the parking spot. If you have more than one vehicle, your second vehicle should be parked in one of the non-numbered spots in the main parking area, not next to the building.

----If someone parks in your parking space, you are the only one who can have that car towed if the problem persists. The number for the towing company is on the phone list.

17. **Visitor Parking:** Have your visitors park in the designated visitor parking area.

**18. Bicycle storage**

Bicycle storage is available in the shed in the main parking lot as room allows There is a lock on the door. Access is available from the board.

#### **19. Review trash and recycle location**

----Garbage goes in the dumpster. There is an opening to the dumpster on the wall opposite Unit 100, Unit 200, and Unit 300. Pick up for the dumpster is on Tuesdays and Fridays.

----See Recycling Guidelines attached. Items qualifying as recycling do not need to be sorted. Put all in the recycling bins next to the shed. (No plastic bags in the recycling)

----Cardboard should be put in the dumpster.

---- Do not put garbage or regular recycling in the yard waste bins.

---- Kitchen waste goes in the dumpster only.

#### **20. Items That Won't Fit In The Dumpster**

The trash service is now charging the Fairways for removing large items.

INSTRUCTIONS : Large Item Removal

- 1) Contact a board member to notify the board that you are using Republic (formerly called Waste Management) to have large items removed.
- 2) Call Republic at 321-989-6038 to schedule removal of items. Give them the account number (891-186-27). Find out what day they will pick up your items.
- 3) Place the large items in the designated area *the day before* the scheduled pickup. *Do not place items in this area prior to the day before pickup.*
- 4) Fairways will send you a bill for the fee.

**NOTE: Contractors working for residents must always remove their own large items and trash from the premises.**

#### **21. Mail Box Location and Key** (key is new owner's responsibility).

----The mailboxes are located in the alcove at the Port Malabar front entrance.

----Owners replace the lock on the mailbox if the keys are lost or the lock is broken. This is no longer the responsibility of the Postal Service.

#### **22. Laundry Room Location:**

----Laundry room rules are posted on the wall. Be considerate of others and use no more than 2 washing machines at a time.

----Clean dryer filters after use.

----Use dryers for freshly laundered items only.

----Explain the clothes pin ID system.

----Unit Owner or Occupant are not allowed to install a clothes washer or clothes dryer within their Unit.

**23. FAIRWAYS library:** the library is in the laundry room. Feel free to borrow a book, enjoy it, and return it. (Also, feel free to donate books to the library at any time.)

#### **24. Moving Procedure (elevator).**

----Please have movers be mindful of residents needing to use the elevator.

----Have movers be careful not to scratch the inside of the elevator with furniture.

----Do not hold the elevator door in an open position for any length of time as it causes the elevator computer to malfunction.

**25. After the moving is complete**, all cardboard boxes shall be folded or cut up and put in the dumpster or taken away by the moving firm.

#### **26. Units are for single family use only.**

**27. Pool Rules** are posted on the wall at the pool and are attached to this document.  
---- Residents must be home when they have guests using the pool.

**28. Homeowners Insurance.**

**29. Emergency Key** must be provided to the BOD President  
----The board of directors has keys to every unit to be used in emergency situations.

**30. Emergency Numbers:** New owner shall provide 2 telephone numbers to the BOD for use in an emergency.

**31. Pets:** No dogs or exotic animals are permitted.

**32. Monthly Maintenance Fee:** Dropped in the box next to mailboxes or mail to:

Fairways of Brevard  
725 Port Malabar Blvd, NE  
Palm Bay, FL 32905

**33. Lease Waiting Period:** Unit Owners may lease or rent their Unit after the Owner has owned the Unit for at least two (2) years. However, should an Owner take title to a Unit where a lease is already in place, the lease may continue until the end of the lease term after which time no renewal or new lease or rental shall be permitted unless the Owner has owned the Unit for a period of at least two (2) years.

As stated in the documents, unit owners must notify the board at least 7 days prior of the intent to sell, lease, or otherwise dispose of their unit. When leasing a unit, the owner will ensure that the length of a lease is at least a year.

34. Alterations or replacements to exterior windows, screens, doors, walls, etc. must be completed according to guidelines set up by the board. Ask approval of the board before making changes.

**35. Roof Access:** Access to the roof for A/C repairs is on the 3<sup>rd</sup> floor by unit 307. Please see the BOD whose unit number is posted in the Laundry room for a roof key

Each board member has a key for emergency purposes only.

36. Sign the signature pages.