



# **RULES & REGULATIONS**

**IMPERIAL SOUTHGATE VILLAS CONDOMIN ASSOCIATION (SECTION III), INC.**  
**RULES & REGULATIONS**

One of the benefits of condominium living is the shared expectation that all Unit Owners and Residents will follow the Governing Documents and BOD established Rules, all of which have been established to promote the health, happiness, and peace of mind of those living within our Community and to maintain the appearance, reputation, and property values of the Community.

Contained herein are BOD made Rules and selected Regulations established by the Association's Governing Documents (Articles of Incorporation, Declaration of Condominium, and By-Laws including their respective amendments) – all of which may be amended from time to time. In the event of any conflict(s) between these Rules & Regulations and the Declaration of Condominium and/or By-Laws, the Declaration of Condominium and/or By-Laws shall control.

Unit Owners are responsible to assure that any person residing in their Unit (a.k.a. Villa) and/or invited to their Unit (including but not limited to guests & contractors) shall abide by these Rules & Regulations, as well as all other regulations within our Condominium Documents.

This document was approved by the Board of Directors (BOD) on the date shown above.

**ASSESSMENTS**

- A. Regular Assessments can be paid quarterly or monthly.
- B. Quarterly Assessments are due and payable on the first day of each quarter (Jan. 1, Apr. 1, July 1, Oct. 1).
- C. Monthly Assessments are due the first day of every month.
- D. Whether paying quarterly or monthly, if not paid by the 10<sup>th</sup> of the month, a late fee of \$25.00 will be assessed at that time and on the first of each month thereafter. Payments actually received by the Association after midnight on the 10<sup>th</sup> will be treated as late. This late fee also applies to any Special Assessment imposed by the Board of Directors.
- E. If Assessments (regular and special) and/or late fees are not paid when due, the matter may be referred to the Association attorney for collection.

**VIOLATIONS OF GOVERNING DOCUMENTS & RULES AND REGULATIONS**

- A. Unit Owners have an obligation to comply with our Association's Governing Documents (Articles of Incorporation, Declaration of Condominium, By- Laws, and their respective amendments) and these Rules & Regulations.
- B. The Association may address failures to comply with our Governing Documents and Rules & Regulations through a variety of means including, but not limited to, issuance of Violations, escalation to the Association attorney, mediation, fines, etc.

**GARBAGE, RECYCLE, YARD TRASH**

- A. Regular pickup day is TUESDAY, IF pickup days falls on a major holiday, generally one day later. NO parking on street on garbage day.
- B. Garbage must be placed in plastic bags that must be closed or tied off and placed in the GREEN bin for pickup.
- C. Bins may be placed after dark the night before pickup. Allow 3 ft. around bin for each pickup. BINS ARE SPECIFIC TO ADDRESS.
- D. Use the BLUE bin for recycling of paper products, glass, plastic bottles, containers and tin cans. Cardboard boxes must be broken down.
- E. Use plastic bags or other receptacles for yard trash. Large amounts of limbs must be bundled and tied.
- F. After pick up, please take bins in promptly. Bins should be stored as inconspicuously as possible.
- G. Call the City at 863-834-8773 for special pickup of large items such as appliances, furniture or large amounts of yard trash.

**HOUSEKEEPING**

- A. Owner will keep villa area clean.
- B. No permanent clotheslines, hangers, or drying facilities shall be permitted or maintained on the outside of any unit. Do not allow clothes to remain out overnight.
- C. No wires, TV antennae, window air conditioner or aerial shall be installed.
- D. Carport and patio are not to be used for storage of unused furniture, appliances, bikes, brooms or boxes, etc.

- E. Villa owner is responsible for maintenance and repair of the plumbing systems (water and sewer) of their Unit. The Unit's plumbing system includes all plumbing items from the trunk line connection (a.k.a. main line) to the Unit and within the Unit. This includes the Unit's outside potable water turn-off valve and hose bibs. If the Association is responsible for the costs of any water pipe repairs, a written report must be secured by the Unit Owner from a licensed plumber before the work is approved by the Association and repair work is started under the Unit Owner's direction. See also Declaration of Condominium Article X(g).
- F. The unit owner shall be responsible for all sewage problems from within the unit to the connection at the trunk line (a.k.a. main line) unless the sewage backup has been caused by roots that have grown through the sewer pipe that connects the trunk line to the Unit in which case the Association will be responsible for the costs of the removal of the offending roots and the repair of any pipe damaged by the roots. If the Association is responsible for the costs, a written report must be secured by the Unit Owner from a licensed plumber before the work is approved by the Association and repair work is started under the Unit Owner's direction. See also Declaration of Condominium Article X(g).
- G. The unit owner shall be responsible for the electrical system, which includes electrical conduits, wires, switches, fixtures and equipment (including air conditioner handler) located within their Unit and on the Unit side of the electric meter. See also Declaration of Condominium Article X(g).

### **SELLING UNIT**

- A. Owners must notify the Board of Directors before they put their villa up for sale.
- B. Owners using real estate agents to handle their sale must inform agent
- C. Unit Owners selling their Units are responsible, at their sole expense, to furnish prospective purchasers with copies of the following Association documents: Articles of Incorporation + all amendments, Declaration of Condominium + all amendments, By-Laws + all amendments, current Rules and Regulations, the current approved budget, the most recent annual financial statements, and the Frequently Asked Questions And Answers Sheet.

**NOISE**

- A. Electrical machinery or apparatus of any sort, shall not be used or maintained in any unit or part of the common elements which causes interference with radio or TV reception in other units. Occupants of units shall not suffer, permit or maintain loud noises or obnoxious odors in or on the premises.

**PAINTING / DESIGN**

- A. All units shall be and remain of like exterior design, color and appearance. Any exterior changes to your villa MUST be submitted in writing to the BOD and prior written BOD approval must be provided before any work is commenced.
- B. Driveway aprons, carport floors and patios may be stained with approved color, after the Unit Owner obtains prior written BOD approval.
- C. The villa and all doors must remain white. Painting of same is the responsibility of the Association. With prior BOD approval, a Unit Owner may paint the front entrance door to their villa with a BOD approved color other than white.
- D. Shutters may be placed on all windows of the villa, submit request in writing to the BOARD, written approval MUST be obtained. They must match the style and design that is already there. Maintenance of shutters, EXCEPT those on the front windows, is the responsibility of the villa owner. Shutters may be painted by Unit Owners with any of the BOD approved colors after a Unit Owner has received prior written BOD approval.
- E. Solar collectors and/or electric vehicle charging stations are not to be installed without first obtaining prior written BOD approval.

**PARKING VEHICLES**

- A. Trailers, campers, RV's, boats, motorcycles or vehicles with loud mufflers are not allowed on any portion of the condominium property.
- B. Commercial vehicles are permitted only when rendering service. When moving in, these vehicles can only remain in an area that will not obstruct traffic or emergency vehicles. Any damage done to condominium property by a company vehicle or repairman while working privately shall be the owner's responsibility. This includes damage to underground wires, cables and water pipes, and sprinklers. Owner should make sure repair persons have proper insurance (general liability) and Workmen's Compensation.

- C. When vehicles cannot be parked in carport or driveways, one may be parked on the street. Guests are to follow the same regulations as unit owners. If parked on the street they must be located so as to permit an unimpeded flow of traffic around the vehicle.

This is very important: Emergency rescue vehicles, city garbage trucks, etc. must be able to drive through our section. They must be able to go around our curves and down our streets without problems.

- D. No parking on the grass.
- E. An operable vehicle without a current tag is not to be parked on villa property.
- F. A non-operable vehicle with or without a current tag is not to be parked on villa property. Notice will be served on owner of such vehicle. If not removed within 10 days of this notice, the vehicle will be towed to storage at the owner's expense.
- G. No parking on the street is allowed on trash pick up day.
- H. See clarifications to the above and/or additional parking restrictions in By-Laws Article XII Sections 1 & 2.

### **PETS**

- A. Villa owners must abide by Polk County animal ordinances. At the Welcome Meeting, the villa applicant must provide information of pets owned. If a pet is acquired at a later date, notify the Board.
- B. All pets, including cats, must be kept on a leash no longer than six feet and must be kept under control at all times. All droppings must be picked up and disposed of properly.
- C. The maximum is two per unit. Each may weigh up to 20 lbs. Visitors will also abide by these rules.

### **PLANTS AND TREES**

- A. Owner will clean flower beds. If owner is to be out of town for any length of time, arrangements are to be made to have flower beds cleaned during their absence or it will be necessary for the Association to have this done at the owner's expense.
- B. Any owner that purchases a villa with a large area of planting, must take care of same or plant sod at his/her expense.

- C. Plantings under windows must be no higher than the window sills.
- D. Do not extend any flower bed beyond 3 feet of the villa.
- E. NO trees should be planted by anyone other than the Association.
- F. Existing trees will be maintained, as needed by the Association.

## **ROOF**

- A. Each villa owner is responsible for the cleaning, repair, replacement and maintenance of the cement tile/metal portion of the roof. Duplex villas have a flat roof between that is maintained by the Association.
- B. As an alternative to our present cement tile roofs, metal roofs are permitted.  
Specifications:
  - a. Color: Pearl White #70 Metro Roman Material: 26 gauge coated sheet steel covered with 100% acrylic resin base coat embedded with natural rock granules and a clear 100% acrylic over glaze.
  - b. Rated: Class-A fire rated (non-combustible). Can be walked on.
  - c. Warranty: Class-4 hail impact (UL 2218) resistance, 120 MPH wind warranty.
  - d. 50 year limited warranty.
- C. Approval for new roof MUST be submitted to the Board prior to installation. The Association is responsible for damage caused by natural disasters.

## **SIGNS / FLAGS**

- A. No signs of any type shall be displayed or maintained on any part of common elements of any villa where same may be visible. When a villa is up for sale, a "For Sale" sign may be placed in the front bedroom window. This sign must be professionally printed (not hand written) and no more than 24"X30" in size.
- B. Under the Florida Condominium Statutes an owner may not be prohibited from flying the American Flag. The flag may be on a wall bracket or on a pole in the 3 ft. flower bed. Decorative flags are allowed as long as they are not considered objectionable.

**STORM SHUTTER (aka Hurricane Shutters)**

- A. Storm shutters and/or plywood installed on windows and doors must be removed as soon as possible after the hurricane has passed. If plywood is used and the concrete surface of the villa is damaged, it is the owner's responsibility to repair.

**USE OF VILLA**

- A. Each villa shall be used as a one family residential dwelling with no more than two (2) persons per bedroom.
- B. No business or trade shall be permitted or conducted.
- C. No soliciting on any nature is permitted on condominium property.
- D. Any person(s) who does not participate in a Welcome Meeting and becomes a resident of a Unit for more than thirty (30) days should attend a Welcome Meeting.
- E. Garage sales, yard sales or estate sales may not be held at the villa site.

**WALKWAY COVERING AND GUTTERS**

- A. A walkway covering and gutters may be installed at the owner's expense. Submit request to the BOARD in writing to obtain approval before installation. The owner MUST adhere to the specifications on file for the walkway covering. Repairs to the walkway covering and gutters are the owner's responsibility.

**WATERING**

- A. No automatic devices are to be connected to outside faucets. Sprinklers are put on twice a week and comply with water restrictions placed on us by the Southwest Water Management Division.
- B. Watering by hand is allowed only when new sod is installed, but not for a period longer than 30 days.