

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA) RULES & REGULATIONS (Rev. Jan 2018)

These rules & regulations are designed to ensure the health, comfort, safety and welfare of Laurel Oak HOA unit owners and apply to all unit owners, guests & lessees. The legal basis for these rules & regulations is found in the Laurel Oak HOA By-Laws, Articles of Incorporation, Declarations & Covenants and other governmental regulations. Violations will subject you to a fine for each day of violation.

1. GENERAL

Nothing shall be done or maintained on or in any unit, the common property and limited common property which would be in violation of the By-Laws, Articles of Incorporation, Declarations and Covenants, the Rules and Regulations and governmental regulations. No person shall put to any use or permit to be put to any use, or allow to be done any act that may, or in fact does disturb, annoy or endanger the health, safety, convenience or welfare of any person residing within the Laurel Oak community. The Laurel Oak HOA board of directors may take disciplinary action against any unit owner, guest or lessee for breach of any By-law, the Rules and Regulations or the HOA Declarations and Covenants. Disciplinary actions may consist of a warning, a fine or other legal measures available to the HOA.

2. ADDITIONS TO VILLA UNITS

No villa unit shall be enlarged by any addition thereto extending outward from or over any villa unit or extended into the airspace above the roof of a villa unit or the planes thereof, including garages, porches, Florida rooms or fences without approval by the HOA.

3. ANTENNAS AND AERIALS

No radio or television antenna or aerial shall be attached to or hang from the exterior of a villa unit or its roof. As provided by the FCC and upon approval by the HOA a unit owner may install a small dish to receive services such as DirectTV, Dish Network, AT&T, etc.

4. AWNINGS, PATIOS, SHUTTERS & FENCES

No awnings, shutters (including hurricane & storm shutters), patios or canopies may be installed to the exterior of a villa unit without HOA approval.

5. BARBECUES

Barbecues may be located and operated on the back patio of a villa unit and on the common areas as designated by the HOA.

6. CLOTHESLINES

No clotheslines shall be placed and no clothes drying shall be permitted outside a villa unit or on the Laurel Oak common areas.

7. COMPLAINTS

Complaints regarding management of the villas and grounds or regarding actions of other owners shall be made in writing to the HOA.

8. INSURANCE RATES

No owner may take any action that will result in an increase in the rate of any insurance policies covering any portion of the HOA.

9. IMPROVEMENTS

No owner shall make any improvements, additions or alterations to or remove any of the common structural elements from the exteriors of a villa cluster building or any part or parts thereof, including without limitation the painting, staining or varnishing of the exterior of the villa cluster building, without the prior written approval by the HOA. In all cases where painting, staining or varnishing of the exterior of a villa cluster building is to take place it shall be the responsibility of the HOA to authorize or appoint a contractor to perform such work.

10. LITTER AND GARBAGE COLLECTION

No garbage, trash, refuse or rubbish shall be deposited, dumped or kept on any part of Laurel Oak villa area except in closed containers, dumpsters, proper sized (1mil thick or more) closed plastic bags. Trash cans, garbage bags and recycling bins may not be stored where they are visible from the roadways except on garbage collection days which are Tuesday for Garbage and Recycling and on Friday for Garbage and Bulk Trash. Garbage that is placed for pickup shall be located near the roadway next to the villa unit driveway and may be put out after 6pm the evening prior to garbage collection days. All household trash must be bagged and placed in the cans provided to you by the county. No trash bags may be placed outside, unless your can is full. Only black contractor bags may be used. Contractor waste may be placed outside for pickup, in black contractor bags.

11. NOTICES AND SIGNS

No signs, advertisements, lettering or design may be posted, displayed, inscribed or affixed to the exterior of a villa unit, except for a house number.

12. NUISANCES

No owner, guest or lessee shall make or permit any noises that will disturb or annoy the occupants of any Laurel Oak villa unit or do or permit anything to be done that will interfere with the rights, comfort or convenience of other owners.

13. PETS

Pets of any type are NOT permitted at any time, permanently or temporarily within the Laurel Oak Community. Guests and Visitors are NOT permitted to bring pets of any type during short or overnight visits. Exceptions to this rule may be requested for certain Service Dogs as defined by the ADA and Emotional Support Animals (ESA) by submitting a **Reasonable Accommodation Request** to the HOA for approval prior to bringing any animal on Laurel Oak property. An approved animal must be kept on a leash not longer than 6' when outside a villa unit. The animal owner shall provide a copy of an up to date vaccination for rabies & distemper on request from the HOA. Owners shall clean-up after their animal and are responsible for any damage done to other villa units or any of the Laurel Oak common property.

14. REMOVAL OF SOD AND SHRUBBERY; ADDITIONAL PLANTINGS

No sod, topsoil, trees or shrubbery shall be removed from the Laurel Oak area without approval by the HOA. No change in the elevation of any Laurel Oak area shall be made, and no change in the condition of the soil or the level of the land of such area shall be made that result in any permanent change in the flow and drainage of surface water that the HOA, in its sole discretion, considers detrimental. Owners may place additional plants or trees on their front or back lots with approval from the HOA. If additional plants or trees are placed then the HOA shall no longer be responsible for mowing and maintaining the front or back of said lot, as the case may be, and such unit owner shall thereby assume responsibility for maintaining said portion of his lot, and at the same time remain responsible for that portion of the HOA Monthly Unit Assessment earmarked for lawn maintenance. Unit owners shall be responsible for the upkeep, maintenance and removal (if necessary) of any additional plantings which must not interfere with grass cutting and property maintenance.

15. VEHICLES AND PARKING

Parking is not permitted on any Grass Surface or in front of a Fire Hydrant within the Laurel Oak area. Overnight Parking on any Laurel Oak Roadway is not permitted between Midnight and 6am. No truck, bus, boat, trailer, motorcycle, camper, RV or van of any kind shall park or be parked at any time within the Laurel Oak area unless it is a commercial vehicle in the conduct of its business or unless such commercial vehicle is used by an owner, his family members, guests, invitees or lessees as a regular means of transportation of his family. No vehicle which exceeds the dimensions of the garage of a villa unit is permitted to park in the Laurel Oak area. Unauthorized vehicles may be towed at owner's expense.

16. VISITORS/GUESTS/LESSEES

Unit Owners are fully responsible for the activities and actions of their guests, visitors and lessees and shall take all action necessary or required to insure compliance with the Laurel Oak HOA By-Laws, Declarations and Covenants and these Rules and Regulations.

17. CHILDREN

NO children under the age of **15** are permitted to reside in any unit except that the children are permitted to visit temporarily for a period not to exceed a total of 30 days in the calendar year.

18. 55+ AGE REQUIREMENT

In accordance with the Fair Housing Amendments Act of 1988 and the Housing for Older Persons Act (HOPA), each unit of the Laurel Oak HOA must be occupied by at least one (1) person that is 55 years of age or older, unless otherwise permitted.

19. STANDING CYCLES OR OTHER ITEMS

No bicycles, scooters, wagons, carriages, shopping carts, chairs, benches, tables, toys or other such items shall be parked or be permitted to stand for any period of time on a roadway or other part of the villa unit area except in the garage of the villa unit.

20. UTILITY ADDITION

No additional utility system, including without limitation water, sewage, electrical, air conditioning and heating systems, lines, ducts, conduits, pipes, wires or fixtures, shall be added to service any villa unit without the prior written consent of the HOA.

21. HOLIDAY LIGHTING

The use of reasonable (as determined by the HOA) holiday lighting on villa units is allowed starting on Thanksgiving Day. All holiday lighting must be removed from the villa unit by January 15th.

22. RENTAL RULES & RESTRICTIONS

As approved by the Board of Directors on March 8, 2016, not more than 10% of villa units (9 units) may be occupied by renters at any time. A complete copy of the lease must be provided to the Laurel Oak HOA on lease start and on each lease renewal. As approved by the Board of Directors on November 22, 2016, requests to renew a lease must be submitted to the HOA not less than 60 days prior to the lease renewal date for review and approval of the lease renewal by the HOA Board of Directors. Leases may be for no more than or less than 1 year in term. A unit owner must occupy a unit for a minimum of 1 Year before the unit can be rented. All rentals require completion of a rental application, payment of an application fee of \$175, criminal history check, verification of age (55+) and a personal interview by the HOA. The HOA criminal history check policy will be made available on request by applicant.

23. MAINTENANCE ASSESSMENTS AND LATE CHARGES

As approved by the Board of Directors on November 22, 2016 and effective January 1, 2017, monthly maintenance assessment payments are due on the 1st of the month and will become late if payment is not received by the 15th of the month. A late charge of \$20 will be assessed if the monthly maintenance assessment payment is not received by the 15th of the month.

24. VILLA PURCHASES

Per Article XII, Section 7 of the Laurel Oak HOA Declarations, no villa may be purchased, transferred or otherwise conveyed for occupancy without approval of the HOA. The approval process includes completing a purchase application, payment of an application fee of \$175, credit & criminal history check, verification of age (55+) and a personal interview by the HOA. The HOA credit and criminal history check policy will be made available on request by applicant.

25. HOA REQUEST FOR ALTERATIONS, PERMITS & INSURANCE

Any repairs, modifications or improvements to any part of the outside of a villa unit, to include reroofing, driveway work and window/door replacement, must be approved by the HOA on a Request for Alterations. A copy of the contractors business license and liability/workmans comp insurance must be provided to the HOA prior to any work being started. The HOA will advise if a building permit from Palm Beach County is required. Requests to widen driveways requires an "HOA Agreement to Expand Driveway" which must be recorded with the Palm Beach County Clerk.

26. WORK BEING DONE ON YOUR HOME

Contractor/Handyman work permitted works hours are as follow:

M-F 8:00 AM - 5:00 PM

Sat 9:00 AM - 4:00 PM

There is to be no work on the following days:

Sundays

New Years Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Yom Kippur

Emergency work is exempt, and other special circumstances will be considered.