

**LAKERIDGE CONDOMINIUM ASSOCIATION
HOUSE RULES, REGULATIONS, AND GENERAL
INFORMATION
FOR OWNERS AND TENANTS**

INTRODUCTION

These rules and regulations have been developed because of the close proximity of our neighbors. Most of the rules are only a matter of common courtesy. All these rules are covered in the "Condominium Documents" which every owner agrees to at the time of purchase. Lakeridge is only going to be what we, the Residents, make it. With everyone's cooperation, Lakeridge Condominiums can be one of the most beautiful and enjoyable places to live in Florida.

1. PARKING

A. Each Resident has one (1) assigned parking space. Additional vehicles are to be parked in "Guest" spaces OTHER THAN THOSE ADJACENT TO THE NORTH END OF THE BUILDING. If residents with more than one vehicle are temporarily using under-cover parking spaces for both vehicles, A LETTER GRANTING PERMISSION MUST BE ON FILE IN THE OFFICE.

B. Please advise your Guests to use the parking spaces marked "GUEST."

C. The One Hour parking spaces at the South end of the building are for pick-up and delivery only and are not to be used for long-term parking. Once loading and unloading is completed, contractor vehicles must be relocated to the grass area outside the South gate.

D. Parking is for passenger vehicles only.

E. No inoperable or unregistered vehicles parked onsite.

F. Residents, visitors or contractors MAY NOT park any type of motor home, camper, pull behind trailer, or recreational vehicle in the Parking Area.

G. Vehicle maintenance in the Parking Area is prohibited, except in an emergency. Minor maintenance in the car wash area or grassy area outside the South gate is acceptable.

H. Bikes shall be kept locked in the bike rack and registered with the office.

2. RUBBISH DISPOSAL

A. GARBAGE – All garbage **MUST** be placed in plastic bags and **tied securely** before disposal down the rubbish chute.

B. FLUORESCENT TUBES – Fluorescent tubes are under **NO** circumstance to be sent down the Rubbish Chute. There is a dust coating on the inside of the tubes, which is extremely toxic. Bring burned-out fluorescent tubes to the Rubbish Storage Room and stack them on end against the wall to the right of the dumpsters. The Manager will see that the tubes are disposed of in a safe manner.

C. CARDBOARD CARTONS – Cardboard cartons are to be broken down and flattened prior to placing in the Dumpster farthest from the rubbish chute. The breaking down of the boxes is **NOT** the responsibility of the maintenance staff. Large cardboard boxes are to be placed on the right side of the dumpster after they have been broken down and flattened.

3. GARBAGE DISPOSALS AND WASTEWATER

A. In order to prevent wastewater back up in the lower units, only “low-sudsy” or “HE” (“High-Efficiency”) soaps and/or detergents are to be used in sinks and washing machines.

B. DO NOT use bubble bath in the tub or shower.

C. DO NOT put grease or coffee grounds into the sink drain or garbage disposal. In addition, DO NOT put citrus peels or pulp, or stringy vegetables such as celery, cabbage, etc., through the garbage disposal units.

D. Disposals should be flushed thoroughly with cold water.

E. Bones and grease should be put in sealable plastic bags or cans (these can be placed in your freezer until ready for disposal, if desired), and then placed in the Dumpster farthest from the rubbish chute in the Rubbish Storage Room prior to 8:00 AM on Mondays and Thursdays, when the Dumpsters are emptied.

4. RECREATION FACILITIES

A. Guests of the residents are not to use recreation facilities when the residents are not in residence, except by notification to, and approval by, the Board of Directors, and are to be used, only then, as outlined in Sections 4 A, B and C. It is the responsibility of the residents to advise their guests of the "House Rules" in order to avoid any possible embarrassment to the resident and/or guest because of noncompliance by guests. Residents will be held responsible for any noncompliance by guests.

A. SWIMMING POOL

1. The swimming pool is for residents and their guests only.
2. Guests should be accompanied by a resident or sign the Guest Register on the shelf next to the pool exit door.
3. An adult **MUST** always accompany children. **DO NOT** leave your child in the pool when getting out to talk on your cell phone. Take him/her with you when you exit.
4. Swimmers who have applied oils or sunscreen should use the shower prior to using the pool. Turn off shower after using.
5. Proper attire, including tops and/or robes and shoes, should be worn going to and from the pool area.
6. Infants and toddlers in the pool area are required to wear disposable pull-up pants designed specifically for swimming (such as "Little Swimmers"), instead of a diaper. There are several different brands of these.
7. Glass containers or breakable dishes are not permitted in the pool area. Plastic cups and dishes are to be used, and all foods are to be confined to the Gazebo area.

8. Swimming is not permitted after 10:00 PM.

B. COMMUNITY ROOM, KITCHEN, AND LOBBY

1. Residents may reserve the Community Room, including the Kitchen, for their private use. Reservation requests are to be made in writing using the required Permission Form and submitted to the Office, seven (7) days prior to the desired date.

2. Residents and their guests must “clean up” the area before leaving.

3. Appropriate dress, including tops and shoes, should be worn at all times. Bathing suits are not permitted in the Kitchen and Community Room.

4. Residents using the Community Room in the evening hours should make sure that all the lights, including those in the restrooms, are turned off before leaving.

5. Residents who have private parties must remember that the Lakeridge Parking Lot will not accommodate large parties and vehicle owners should be advised to park off premises. The capacity of the Community Room is fifty (50) people.

C. TENNIS AND SHUFFLEBOARD COURTS (Cornhole, Pickle Ball, Basketball)

A. The Tennis and Shuffleboard Courts are available on a first come, first serve basis unless prior reservations have been made through the Board of Directors.

B. Equipment is stored in a closet in the Community Room kitchen and must be returned there when finished playing.

5. PETS and PETS OF GUESTS

A. Unit owners may keep ONE (1) of the following as a pet: ONE DOG OR ONE CAT OR ONE CAGED BIRD. Fish are exempted from the one pet limit. NO OTHER PET OF ANY KIND SHALL BE KEPT BY UNIT OWNERS OR TENANTS.

B. Unit Owners may not keep a pet which exceeds twenty (20) pounds. If the Board requests, an Owner must submit confirmation of the animal's weight and/or breed, within thirty (30) days of written request, as documented by a licensed Florida veterinarian, and any cost for such verification of weight and/or breed shall be the sole responsibility of the Owner.

C. The following breeds, irrespective of weight, are not permitted on the property at any time and are NOT permitted to be kept as pets by Unit Owners: Akita, Alaskan Malamute, Chow Chow, Doberman Pinscher, German Shepherd, Staffordshire Bull Terrier, Pit Bull, Presa Canario, Rottweiler, Siberian Husky Wolf Hybrid, Husky, Dalmatian, Boxer, St Bernard and Great Dane. If a dog is not a purebred, the dominant breed trait is deemed the breed of the dog.

D. Breed restrictions can be amended from time to time to include any changes made and published as a dangerous breed by the Center for Disease Control.

E. All pets MUST be kept on a leash at all times when they are not in the unit owned by their Owner and such pet shall not be permitted at any time in the community room or around the pool area.

F. All pet accidents must be cleaned up.

G. All pets MUST be taken to the public area immediately outside the gates of the property to relieve themselves. All pet waste must be bagged and disposed of in the waste stations.

H. The Association's Board shall have the right to immediate injunctive relief for the removal of any and all pets not in compliance with this section.

6. PUBLIC WALKWAYS AND STAIRWELLS

A. Public walkways and stairwells **MUST** be kept free of all objects. Board approval is required for any items being placed in the walkway.

1. With approval of the Board of Directors, and consensus of residents on said floor, a bench and one plant (artificial or living) may be placed in the elevator alcove. The plant may only be placed behind the bench.

One resident on each floor is designated as contact person to be registered in the office to maintain bench and/or plant or remove same to designated area in any situation requiring removal/storage such as hurricane.

The Board of Directors may have the bench and/or plant removed if proper upkeep is not maintained.

B. Walkways and stairwells are used for entry, exit, and emergency situations. Contractors are **NOT** permitted to use these areas to cut material for remodeling.

C. Personal items only are permitted in the entryway and walls of the owner's Units, provided they do not

block entry to the Unit. Plants, etc., MUST NOT be placed on the public walkway banisters.

D. Clothing, rugs, mops etc., MUST NOT be hung or draped over the public walkway banisters.

E. DO NOT shake rugs, tablecloths, bed sheets, etc., over the walkways, banisters, out of the windows, or in the stairwells.

F. All entry, exit and electrical doors must be kept clear of objects.

7. TV, RADIOS, AND STEREO

A. Please control the volume on your TV, radio, or stereo, so that it cannot be heard in any adjoining unit during late evening and early morning hours. Please remember you have a neighbor.

B. Exterior aerials or antennas are not permitted.

8. STORAGE ROOMS AND PERSONAL LOCKERS

A. Lockers, for storing personal items, are provided in the Storage Room located on each floor near the center of the building.

B. Residents are responsible for providing their own locks for the lockers.

C. DO NOT store flammable or hazardous materials in the Lockers.

D. In order to comply with FIRE PREVENTION REGULATIONS, the open floor space of the Storage Rooms must be clear at all times, except for the Carts covered in Section 9.

E. Turn off the light when leaving the Storage Room.

F. You must CLOSE THE DOOR SECURELY.

9. GROCERY CARTS

A. Carts for groceries, etc., are kept in each Storage Room.

B. Grocery carts MUST be returned to their respective Storage Room promptly.

10. WASHING VEHICLES

A. Facilities for washing Resident vehicles only are provided outside the Security Gate at the South end of the building.

11. MAINTENANCE FEE

A. Fees are payable on the first (1st) day of each month. There are three (3) options for paying your maintenance fees. **Fees not paid by the tenth (10th) day of the month will be considered delinquent and are subject to a 1.5% per month late charge.**

1. **Automatic Transfer Payments (ACH)**
(Preferred method)
2. **Mail check & coupon to Truist Bank**
3. **Deliver check & coupon to Truist Bank**

If paying by check, make checks payable to Lakeridge Condominium Association. **CHECKS MUST BE ACCOMPANIED WITH A COUPON.**

12. VACATION TIME

A. Prior to leaving for vacation or for an extended period notify the Manager in writing. A condo unit vacant for 30 days or more requires routine maintenance inspections. THE MAIN WATER CONTROL

VALVE IN THE UNIT MUST BE SHUT OFF. TURN OFF THE BREAKER THAT CONTROLS THE HOT WATER HEATER. TURN OFF ICE MAKER.

B. Residents are required to provide a key(s) for all doors to their unit to the Manager. Unit keys are kept in a security file and will be used only in the case of an emergency. To secure a key in an emergency, notify a member of the Board of Directors whose names are listed on the Resident Register.

C. For emergencies on the weekend an on-call Board member will be listed on the office door.

D. If relatives and/or guests of the unit owner are to occupy a unit during the absence of the Owner, the obligation of the owner is to inform the Manager of the dates of occupancy. The owner must also inform the relatives and/or guests of those parts of the House Rules that will apply to them.

13. ELEVATORS AND MOVING

A. Florida Statute 823.12 states that smoking in the elevator is unlawful. It is unlawful for any person to possess any ignited tobacco product, substance or vape while present in the elevator. Any person who violates this section is guilty of a misdemeanor in the second degree.

B. DO NOT use your hand to hold the elevator door open on any floor level. Please use the Door Open button.

C. If you are moving and need exclusive control of an elevator, Manager must be notified so arrangements can be made to use the elevator control key.

D. Residents proposing to move furniture and/or appliances in the elevator should make the necessary arrangements with the Board of Directors or the Manager. Please give as much notice as possible, but no less than one day in advance of the move-in/out date. The elevator and surrounding area will be modified as necessary for the moving of large items and padding will be installed in the elevator.

E. If possible, moving vans, delivery trucks, etc., should make deliveries and/or pick-ups Monday thru Friday only. If this creates a hardship, please consult a Board Member or the Manager.

F. A large moving cart and small dolly are available in the Fourth (4th) Floor storage room and a small dolly is available in the Eighth (8th) Floor storage room. These must be promptly returned after being used.

14. PERSONAL REGISTRATION FORM

A. All Residents **MUST** complete a Personal Registration Form and forward it to the Manager. Any person occupying a unit more than 45 days in a 12 month period will be considered a permanent resident.

B. The information on this form is required to notify relatives, friends, etc., in the event of an accident or an emergency.

C. It is the responsibility of each Resident to see that the information described in the Personal Registration Form is kept current.

15. MEDICAL EMERGENCIES

A. It is suggested that Residents provide a friend or neighbor within the condominium, and the Manager, with a key(s) to all doors to their unit in case of an emergency.

B. Should an emergency occur, **CALL 911** and/or call your friend or neighbor, for assistance.

IT IS IMPORTANT TO GIVE THE 911 OPERATORS THE SECURITY CODE SO THE EMERGENCY RESPONSE TEAM CAN QUICKLY GAIN ENTRANCE TO THE PREMISES.

C. WHEN CALLING 911, BE PREPARED TO GIVE A NAME, ADDRESS, UNIT NUMBER, TELEPHONE NUMBER, THE SECURITY CODE, AND THE NATURE OF THE EMERGENCY.

D. Instruct the 911 operator to have emergency responders use the Hwy 17 gate.

16. BOARD OF DIRECTORS' MEETINGS.

A. REGULAR BOARD MEETINGS are open to all owners, and everyone is encouraged to attend the meetings. The right to attend such meetings includes the right to speak at such meetings. Speaking time may be limited to three (3) minutes.

B. REGULAR BOARD MEETINGS are held monthly in the Community Room at 2:00 PM, usually on the third (3rd) Thursday of the month and usually during the months of September through May. The Board may call additional meetings at which time a notice will be posted on the Lobby bulletin board.

17. CONDOMINIUM SECURITY

A. The condominium complex is completely fenced. The complex has three (3) Security Gates: 1) The "Main Gate" on Highway 17, with a Keypad, Intercom, and Remote Control 2) the so-called "TECO Gate" at

the Northeast corner of the Parking Area, Remote Control only and 3) and an "Exit-Only Gate" at the South end of the building. The three (3) gates in the Parking Area are always kept locked. The two (2) Lobby Doors are always locked. The Swimming Pool Door is always locked. Ground Floor Doors to the Stairwells are always locked from the outside.

B. When the Security Gates are closed, entrance to the Parking Area is possible by using a Remote Control or by entering the Security Code on the Keypad at the Main Gate. The TECO gate is for Residents only using a Remote Control.

C. All gates open automatically when exiting by vehicle. The Remote Control must be used when exiting on foot through the Main Gate or the TECO Gate. The Lobby Door key is used when going through the walk-thru gate at the South end of the building.

D. Gates MUST NOT be forced open physically when leaving the Parking Area.

E. Entering the Security Code on the Keypad outside the Lobby Door(s) or using the Lobby Door Key will open the Lobby Door(s).

F. Visiting Guests must contact the Resident to gain admittance by using the Intercom at the Main Gate and/or at the entrance door to the Lobby.

G. INSTRUCTIONS FOR USING KEYPAD: Press the A-Z button below the screen. Keep pressing the A-Z button until the screen advances to the name of the person you are here to visit. Press the call button and the resident's phone will ring. The resident must push the number "9" on his/her phone to authorize admittance and open the gate.

H. Call boxes must be used to open the gate or door.

I. Residents should not reveal the Security Code indiscriminately.

J. You cannot use the keypad during a power failure. Key must be used for access.

18. CONVEYANCES, SALES, AND TRANSFERS

A. Prior to the sale, conveyance, or transfer of any condominium parcel to any other person other than the transferor's spouse, the owner shall notify the Board of Directors of the Association in writing, of the name and address of the person to whom the proposed sale, conveyance or transfer is to be made, and such other information as may be required by the Board of Directors of the Association.

B. The Board of Directors must receive a copy of the Sales Contract within five (5) days of it being negotiated and signed by all parties concerned.

C. The Board of Directors, prior to closing, must interview prospective owners.

D. Prospective owners MUST complete the required Membership Application and Personal Registration Forms and forward them to the Board of Directors at least three (3) days BEFORE their interview.

E. New Owners should receive from the Seller, copies of the Declaration of Condominium, Articles of Incorporation, By-Laws, Amendments, and House Rules, Regulations, and General Information for Owners and Tenants, of the Lakeridge Condominium Association, Inc. If not available, copies of these documents will be provided by the Association at cost. The documents are also available on the website: Lakeridgemedia.com

F. In addition, New Owners should receive from the Seller a Mailbox key, the keys to the Unit being purchased, and if available, a Remote control for the Security Gates.

G. It is the responsibility of the Seller to return ALL Security Keys to the Office for assignment to new

owners. Additional security keys purchased may be returned to the office for reimbursement.

H. Realtors: Condominiums for sale are shown by appointment only.

19. BUSINESS USE

A. Conducting a business or a commercial enterprise in a Unit or in any of the common elements is prohibited.

20. MAINTENANCE RESPONSIBILITY & CONTRACTORS

A. Inside each Unit, repairs and maintenance, including pest control, are the responsibility of the Owner. In addition, Owners are responsible for the repair and maintenance of their doorbell and the air conditioning compressor unit on the roof of the building.

B. You must notify the Board in writing two weeks in advance of your intent to secure a contractor for construction (remodeling to be performed in your unit). You must provide the Board with their name, date work will begin, contractor license number and

certificate of insurance. You must give your contractor a set of Rules and Guidelines for Contractors. The Contractor Rules Packet & forms are available in the Lakeridge office & on commercialization website.

C. Residents are responsible for workmen and repairmen who they employ, as well as for their materials and equipment. Neither the dumpsters nor the roadways are to be used to dispose of old fixtures or old materials which have been removed from the apartments.

D. All work by owners or contractors is allowed Monday through Friday, 8am to 5pm.

E. The Condominium Association is responsible for the repair and maintenance of the outside of the building and all common elements – for example, if there is water damage from a leaking roof, a leaking window, or a defect in the community water supply – the unit owner or occupant **MUST** contact the Manager or a member of the Board to determine how the repairs are to be done. If the owner or occupant acts unilaterally and fails to alert the Board and/or Manager in such an emergency, it may negate the Association's responsibility.

21. MAINTENANCE VENDORS AND VENDOR SOLICITATION

A. Vendor solicitation on the premises is prohibited.

B. Residents are cautioned about “telephone solicitations” for maintenance and repairs.

C. The Board of Directors does not recommend any specific vendors for maintenance and/or appliance repair. However, if assistance in selecting a vendor is desired, contact the condominium Manager or a Member of the Board of Directors.

22. THE SMOKING POLICY

A. No Unit Owner, tenant, visitor, caregiver, or worker shall smoke in the common elements or in the limited common elements. Smoking is only permitted within the Units. The Board may fine, in the amount of \$100.00 per instance upon credible testimony or evidence, any Owner found to be in violation of this section.

23. ESTATE SALES & YARD SALES

A. No Estate Sales, Yard Sales, or any sale advertised to the public will be permitted on Lakeridge Property.

24. HARD SURFACE FLOORS

A. Residents with hard surface floors, such as tile, hardwood, and laminate, are required to place felt pads or similar floor protectors on the bottom of the furniture pieces to eliminate noise to a unit below when the furniture is pushed or dragged across floors.

25. FIREWORKS

A. Discharging fireworks of any kind is prohibited anywhere on Lakeridge property.