

May 2, 2012

In accordance with the provisions of Windchase Bay Condominium documentation (Section XXIII), the Board approved the following fine guidelines and procedures for correcting the violations of the existing rules.

Those procedures are as follows:

Step (1) the owner/renter will be notified of the number of the violation by registered mail at which time the violation should be corrected within seven (7) working days.

Step (2) If the violation is not corrected a twenty-five dollar fine will be levied.

Step (3) Owner/renter may appeal the fine at ***a scheduled Fine Committee meeting.***

Step (4) Should the appeal be denied and the violation continue the fine will accrue at the rate of one hundred dollars per day until reaching a total of one thousand dollars at which time the owner/renter will be sued. (FL STATUTES 718).

The following rules were approved by the association and are now in effect.

**100**

**GENERAL**

- 100.01 Owners are responsible for advising their tenants, guests, and visitors of applicable Rules and Regulations and ensuring that they are followed.
- 100.02 No additions, modifications, or other exterior alterations may be made to a building or unit, including patio/balcony, without prior approval by the Board of Directors.
- 100.03 All complaints shall be in writing to the Association through its managing agent.
- 100.04 Any consent or approval given by the Association under these Rules and Regulations shall be revocable at any time.
- 100.05 Each Windchase Bay unit will report tenant information to the management firm (by owner or owner's agent) within 14 days of occupancy of unit. Failure will result in a fine of \$50.00.
- 100.06 Units are restricted and are to be used for the sole purpose of residential single-family dwelling and for no other purposes.
- 100.07 No solicitation or distribution of written materials is allowed on the premises of condominium complex. Violators should be reported to management.
- 100.08 During power outage, generator must be placed on the grounds, outside the patio or balcony. The generator should be operated between 6:00 a.m. and 11:00 p.m.***

**200****DÉCOR**

- 200.01 No professional, commercial, or other signs of any nature shall be erected or maintained on the condominium property without prior permission of the Association. Professionally made "For Rent" signs no larger than 3 square feet in size may be placed inside the window or glass door of the unit. In the event trees or shrubs obscure view of the window, the sign may be hung from, but not attached to the fence or balcony.
- 200.02 Each unit resident shall maintain appropriate drapes or window coverings for each window or sliding glass door. The backing of said coverings shall be white or off white in color.
- 200.03 One US or decorative flag may be displayed provided it doesn't violate your neighbors space.
- 200.04 Water hoses should be neatly displayed and not left on the grassy areas.

**300****PATIO/BALCONY/BREEZEWAY**

- 300.01 All parts of the condominium shall be kept in a clean and sanitary condition. No rubbish, refuse, garbage, or fire hazard shall be allowed to accumulate in the unit's area including fences. (Note: In the past, some residents have placed bagged trash outside their doors for several hours until it was convenient to make the run to the dumpsite.)
- 300.02 No clothes, towels, clothesline or other similar personal items shall be placed on a balcony or patio fence for drying or any other purpose.
- 300.03 No unit resident shall permit bicycles, furniture, or similar equipment or materials to be stored or accumulate around the front door, breezeway or landing adjacent to the front door of any unit.
- 300.04 No item shall be hung/shaken/dropped from doors, balcony, window or patio. (Note: Permitted items for balcony/patio are plants, outdoor furniture, etc.). Please consider your neighbor when feeding birds or wild life as the hulls or residue may drop on the patio below. Sports items (bicycles, gym equipment, etc.) are to be stored inside the unit or storage room.
- 300.05 Balconies and breezeways located on the ends of the large buildings are permitted to have outdoor furniture provided entrances remain open for easy access.
- 300.06** *For additional Rules & Guidelines see attachment #1, dated August 2007.*
- 300.07** *Sunscreens are allowed to be placed on patios and balconies. For Rules & Guidelines, see attachment #2, dated August 2008.*

**400****RECREATIONAL EQUIPMENT**

- 400.01 Skates, skateboards, roller blades, etc. are not allowed to operate within the complex.
- 400.02 Bicycles are allowed on the streets within the complex provided they conform to the normal traffic rules.

**500****DISTURBANCES**

- 500.01 No resident shall permit any noise to originate from his unit or vehicle that would be an annoyance disturbance to adjacent neighbors, including radios, stereos, musical instruments, singing, barking dogs, meowing cats, or fireworks. Violators of this rule could be referred to the Pensacola Police Department.
- 500.02 No immoral, improper, offensive, or unlawful use shall be made of the condominium property. No nuisances shall be permitted on the condominium property. (See 900)
- 500.03 Vehicle/House alarms should have an alternate means of being disabled on file with a neighbor in the event it is activated while you are out of the complex. If a vehicle alarm is activated and the owner can't be located, the police will be notified and the vehicle will be towed away at the owner's expense.

**600****FOOD**

- 600.01 Due to our limited space food and beverages required by large gatherings may not be prepared / consumed on common property such as the pool, parking lots, and streets.

**600.02**        ***Electric grills only are allowed for cooking on patios or balconies (charcoal and gas are not allowed on patios or balconies.) Cooking with gas or charcoal must be a minimum of ten (10) feet from the building per Florida Statute.***

**700****PARKING/MOTOR VEHICLES**

- 700.01 Each unit has been assigned two (2) parking spaces. No trailer, camper, boat, mobile home, house trailer, commercial truck or other commercial machine, or equipment shall be parked on the property (this includes any vehicle, regardless of size with any commercial type logo regardless of the logo being painted or attached magnetically). Vehicles not having a current license plate won't be permitted on the property. Special cases will be considered by the Board and a waiver may be granted. Unit residents are responsible for their guests.
- 700.02 Guest parking is available at the pool and Hyde Park Road, or arrangements may be made with a neighbor.
- 700.03 No parking of any vehicle on the yellow lines at any time. These areas are reserved for emergency vehicles. Illegally parked vehicles will be towed at owner's expense. The towing number is 932-2020.
- 700.04 Moving vans are allowed in the designated unit parking spaces for no longer than 48 hours for the purpose of loading/unloading cargo.
- 700.05 Exceeding the posted speeds is hazardous. Remember children and pets reside in the complex.

**800****TRASH**

- 800.01 Trash is to be securely bagged and placed inside the dumpster, never on the outside.
- 800.02 No trash (boxes, bags, etc.) are to be placed on the balcony/patio. All boxes are to be flattened before placing in the dumpster, and only items which fit the dumpster should be placed inside. It is the residents' responsibility to dispose of over-sized items such as furniture, carpet/pads, etc.

**900****POOL**

- 900.01 The swimming pool is reserved only for the use of condominium owners, tenants, and their guests. Owners/tenants are responsible for the conduct of their guests.
- 900.02 Children under 12 are only permitted to use the pool under adult supervision. Babies with diapers are not allowed in the pool.
- 900.03 No pets are permitted inside the pool enclosure at any time.
- 900.04 No running, chasing, diving, or other unsafe or annoying behavior will be permitted at the pool.
- 900.05 Smokers are to use the ashtrays provided and not throw their expended matter about the pool areas. (Filters do not dissolve.)
- 900.06 Under no circumstances will glass containers of any kind be allowed inside the pool enclosure. Beverage cans or paper cups are acceptable to provide limited refreshment for swimmers. Snack-type cookies and chips are also acceptable provided all trash is placed in trashcans provided.
- 900.07 Entry is by key only and the gate should be latched after entry and exit.
- 900.08 Hours of operation are from 7 AM until 10 PM.
- 900.09 Safety equipment if for emergencies only.
- 900.10 Swimmers swim at their own risk.

**1000****RUMMAGE/GARAGE SALES**

- 1000.01 No rummage/garage sales are allowed without prior written consent of the board of Directors. (The Board may designate certain dates (Spring/Fall) to have a condominium-wide sale).

## **1100**

## **PETS**

Let's start with which animals are allowed in the city of Pensacola – Cats, dogs, and certain other domesticated animals. Currently, animals that may be considered livestock are not allowed in the city, this includes: horses, mules, donkeys, goats, sheep, hogs and cattle. Wild or ferocious animals are not allowed, except under the charge of an armed guard or securely caged.

1101.01 Only dogs, cats, and birds owned as personal pets shall be permitted on the condominium property. All pets should be walked on a leash and under the direct control of their owner. Pets may not be tied to other objects on the property. All pets must be walked in appropriate grassy areas away from buildings, flower beds, and walkways. Owners are responsible for cleaning up after their pets. (This is a Pensacola Law).

1100.02 Owners/tenants are cautioned that on a random basis, poison may be placed inside and outside trash collection points.

1100.03 Violators will be turned over to the local law enforcement agency (animal control).

1100.04 Only two animals are allowed per unit. When they are outside they must be on a leash and under supervision of a responsible person.

1100.05 Unlicensed animals are prohibited in the city limits. Licensure is determined by the presence of a license tag on the collar or harness of an animal. Lack of an approved license on the animal can be used as evidence the animal has not been licensed or vaccinated. Licenses are issued upon the inoculation of an animal against rabies. Animals three months of age or older are required to be vaccinated by a licensed veterinarian. The tags are provided by Escambia County and are to be attached to the collar or harness of the animal. The tags are valid for one year and must be worn by the animal at all times. No other tag is valid. Tags may not be transferred from one owner, to another, or from one animal to another. Any animal found without a vaccination tag will be presumed not inoculated until proven otherwise. No person, except the pet owner may remove any licensed animal.

1100.6 While we have our dogs out in public, we are responsible for the removal of any feces left by the dog on any yard, sidewalk, gutter, street, right-of-way, or other public or private place. Dog owners are required to have in their possession a plastic bag or "pooper scooper" or other such device for the removal of canine waste while in public.

1100.7 Pit Bulls, Hybrid Wolves, Doberman Pinchers, and Rottweiler's are not permitted on Windchase Bay Property.

## **LATE ASSESSMENTS/INTEREST**

Even though the number of delinquent accounts is relatively small, owners continue to be late paying their condo fees. (Late payments could result in the entire year's fees being due.) To remedy this, the administrative late fee is \$25.00. Interest at the rate of 1.5% per month will accrue on unpaid balances. Accounts will be turned over to an attorney for collection when they are sixty days past due and a lien against them will be filed. At ninety days foreclosure will be initiated. Any payment received by our Association shall be applied first to any interest, then to any administrative late fees, then to any costs and attorneys fees incurred in collection, and then to the delinquent account. (FL STAT 718.116 (2f3))