

Sheffield Woods at Wellington

Condominium Association, Inc.
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Rules and Regulations

These Rules and Regulations are promulgated by the Board of Directors of Sheffield Woods at Wellington Condominium Association, Inc. for the information, safety, convenience and comfort of the residents of Sheffield Woods and are published pursuant to Florida Statutes.

If any term or provision of these Rules and Regulations, or the application thereof to any person or circumstance, shall to any extent, be determined to be invalid or unenforceable, the remainder of these Rules and Regulations, of the application of such Rule or Regulation to persons or circumstances other than those to which such term may be held invalid or unenforceable, shall not be effected thereby and each of these Rules and Regulations shall be valid and enforceable to the fullest extent permitted by law.

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| A. General Rules and Regulations | K. Prohibited in Swimming Pool Area |
| C. Prohibited Activities | L. Fining Procedures |
| D. Delinquent Accounts | M. Unit Rental Policy |
| E. Emergency Entry to Units | N. Unit Sale or Transfer |
| F. Clubhouse | P. Owner Participation in Ass'n Meetings |
| G. Pets | Q. Notice Posting for Association Meetings |
| H. Parking Regulations | R. Hurricane Shutter Specifications |
| I. Traffic Regulations | S. Handling of Refuse |
| J. Swimming Pool Use | T. Recycling |

A. GENERAL RULES AND RECOURSE:

1. The unit owner is responsible for all residents inside each unit. This includes guests. Resident when using Association recreation facilities must accompany guests.
2. Costs incurred in enforcement of provisions of Condominium Documents or Association Rules and Regulations will be assessed against the Unit Owner in violation. Additionally, after warning, a fine may be levied against the Unit Owner for the continued infraction.
3. When a unit is leased, the tenant shall have all the rights of usage of the Association facilities that are commonly reserved for Unit Owner. The Unit Owner of a leased unit may use Association Facilities only if he is a guest of an Association resident.
4. Unit is restricted to residential use as a single family dwelling residence only.
5. The maximum number of occupants per unit may not exceed 2 times the number of bedrooms originally designed for the unit.
6. No tenant or lessee may rent, lease, or sublease all or any portions of the unit.
7. Unit Owner shall notify the Association when unit will be occupied and by whom. If occupant is other than the Unit Owner, Association shall be notified and information furnished on the occupant. (Form available in the Association office).
8. Owner must make unit available to the Association. Pest control and maintenance must be able to enter the unit when the Resident is not available. A key may be left with the property manager at the clubhouse or you must have immediate assistance available.
9. Complaints regarding violations of Rules and Regulations or Condominium documents must be in writing and signed by the person making the complaint, or must be made at an Association Meeting or Board of Directors Meeting and recorded in the minutes along with the name of the person making the complaint.
10. Definition of a Resident: Any person in residence more than thirty (30) days with the exception Of your child, twenty five (25) years old or younger is considered a resident and must go through the Association's Application process.
11. Any Applicant making application for residency who has had a felony conviction within the past Seven years or there is an arrest pending will be denied approval for occupancy.
12. Units that are vacant for more than 2 weeks must shut the water off and turn off the hot water Tank
13. All windows must have either vertical or horizontal blinds on them in a white or beige color. Any other window treatment must have written Board of Directors approval.
14. All floors covered with a hard material such as tile or wood must have at least ½ inch cork or equivalent for soundproofing.
15. All rental units must have renters insurance including liability, property damage and mold.

B. PROHIBITED ACTIVITIES:

1. No solicitation or distribution of notices or other material.
2. No loud volume noise, radio, TV, stereo, musical instrument, etc.
3. Nothing is allowed to be thrown or allowed to fall from windows, doors, balconies, stairs or other areas, including sweepings, cigarette butts, etc.
4. No storage or use of FLAMMABLE, COMBUSTIBLE OR EXPLOSIVE substances.
5. No playing on stairways, parking lots, lawns and in other common areas due to safety considerations and potential damage to property.
6. No use of bicycles, tricycles, skates, skateboards, wagons and riding toys on common areas, including lawns, roadways and parking areas due to safety considerations and potential damage to property. Bicycles may be used on paved areas for transportation purposes only.
7. No advertising, business or commercial activity conducted within any unit or on condominium property.
8. No climbing or sitting on railings, patio fences, dumpster gates, enclosures etc.

9. No planting on common areas without permission, approval is required. Unauthorized plants may be removed at Unit Owners expense.
10. No tree climbing.

C. PROHIBITED ITEMS:

1. Signs, awning canopies, shutters (except approved hurricane shutters, antenna, screen, umbrella or other projection outside walls, roofs, balconies or windows.
2. Window mounted air conditioners.
3. Metallic or mirror-type window tinting on exposed glass surfaces.
4. Window treatments (blinds, verticals, shades, etc.) are to be of neutral color, such as beige on side exposed to the exterior of the unit.
5. Outdoors clotheslines or hanging clothing, towels, rugs, blankets, etc. on patio fences or balcony railings.
6. Obstructions on sidewalks, entrances, driveways, passageways, and stairways.
7. Storage and/or use of barbecue or gas grills, hibachis, etc. due to danger of fire.
8. Storage on front patio or balcony area or stairs due to exit fire requirements.
9. Storage on front patio/front balconies with the exception of patio furniture and plants. Storage on back patio/back balconies with the exception of patio furniture, plants, and bicycles.
10. Storage underneath stairways.
11. Alterations in electrical wiring, plumbing, or construction, unless specifically authorized by the Association, due to safety and Building Code requirements.
12. Changing or improvements to the patio or balcony abutting the unit or to the exterior of the building, including painting of decoration.
13. Plants which cause damage to balconies, stairs or patio fences. Hanging plants outside second floor units.
14. Waterbeds in upper units, due to excessive weight load.

D. DELINQUENT ACCOUNTS:

1. Late charges of \$25.00 will be assessed if quarterly maintenance is not paid by the 15th of the month.
2. A lien will be secured on the property and assessments will be accelerated for the balance of the current year and automatically become due when payments are more than 45 days late. Foreclosure will be initiated in accordance with the time period specified by law.
3. Florida statute provides for payment to be applied in this order: (1) Interest accrued to the Association; (2) administrative late fees; (3) costs of collection and attorneys fees; and (4) delinquent assessments.

E. EMERGENCY ENTRY TO UNITS (Authorized by Florida Statutes).

1. The Association or its representative may enter a unit by any means possible to affect emergency repairs or to prevent damage to other units or common areas.
2. If damage occurs during emergency entry, Unit Owner is liable for same, plus expenses incurred by the Association.

F. CLUBHOUSE (MAXIMUM GUESTS INSIDE (35))

1. May be reserved by an adult resident of Sheffield Woods, for their personal use at the discretion of the Board of Directors. A \$200.00 refundable deposit and a \$100.00 facility fee are required in advance. (Application is available at the Association office).
2. Persons under 18 years of age are not permitted unless accompanied by an adult resident.
3. Use of pool is not allowed in conjunction with the rental of the clubhouse.
4. Wet bathing suits and water is not allowed inside the clubhouse.

5. Must be cleaned after use by person making reservation.
6. No pets
7. No bare feet
8. Unit owner is responsible for damage by tenant or guest.

G. PETS

1. Must register with the Association (Use CONSENT TO PET OWNERSHIP) form.
2. Only ONE pet is allowed per unit, with 20 pound weight limit.
3. Pets are not allowed on common areas.
4. Pet must be on a leash at all times outdoors
5. Pick up after your pet when walking it outdoors.
6. Unit Owner is responsible for damages to property by pets.
7. Visitor pets must abide by the rules and regulations.

H. PARKING REGULATIONS: (Apply to ALL Owners, Residents, and GUESTS)

***VIOLATORS WILL HAVE VEHICLE TOWED AT OWNER'S EXPENSE.**

1. All residents must provide the Association with a copy of their vehicle registration and driver's license and vehicle insurance. Any vehicle on the property must be registered to a registered resident. If not, the vehicle owner must register with the Association.
2. The following vehicles and transportable units which include, but are not limited to, some of those defined in Florida Statutes 320.01 are prohibited on Association property at any time, except when legitimately engaged in the provision of services to residents, unit owners or the Association. Violators are subject to having the vehicle towed at the owner's expense.
 - a. Vehicles used specifically for moving in are allowed for 72 hours and must be parked in guest parking only.
 - b. Not allowed are: Heavy truck (diesel, trucks with tandem wheels, truck must fit within white parking lines), commercial vehicle, truck tractor, motorcycle, moped, motor home, private motor coach, limousine, recreational vehicle-type units, trailer, semi-trailer, van conversion camper, park trailer, mobile home, bus, tractor, vans without windows all around & passenger seating in the rear, any vehicle which is not designed primarily for the transportation of passengers and their personal belongings.
 - c. *All vehicles parked on Sheffield Woods property from 12:00 midnight until 7:00 a.m. by Parking Permit only.*
 - d. **ALL RESIDENTS ARE RESPONSIBLE TO MAKE SURE THAT THE PERMIT IS VISIBLE FROM THE OUT SIDE. THE PERMIT IS TO BE PLACED ON THE DRIVERS SIDE REAR WINDOW. IF THE WINDOWS ARE TINTED THEN THE PERMIT SHOULD BE LOCATED ON THE DRIVERS SIDE FRONT LOWER WINDOWSHIELD. NO OTHER LOCATION IS PERMISSABLE. THE ASSOCIATION IS NOT RESPONSIBLE IF THE VEHICLE IS TOWED IF THE PERMIT IS NOT EXIBITED PROPERLY OR IS NOT ON THE VEHICLE**
3. **The following are PROHIBITED on Association Property and vehicle will be towed without warning**
 - a. Unauthorized uses of reserved spaces, Guest spaces are a first come first served basis.
 - b. Repair of vehicle other than emergency repair.
 - c. Vehicles leaking any type of fluid.
 - d. Oil changing is prohibited.

- e. **Parking on grass, sidewalks, or in traffic circle, double parking, or parking in the no parking zone on the side of the median where the dumpster doors are located in each court.**
- f. Vehicles must not be parked in other than assigned spaces.
- g. Blocking of dumpster gates, sidewalks or roadways.
- h. Back-in parking
- i. **Heavy trucks, duallys, inoperable, unlicensed, or uninsured vehicle or vehicle with expired tag.**
- j. Storage of unauthorized vehicles. Only vehicles used on a regular basis allowed.
- k. Vehicles with missing or broken windows, flat tires, and any other disrepair are subject to towing.

I. TRAFFIC REGULATIONS (The following are PROHIBITED)

- 1. Speed in excess of 10 MPH
- 2. Reckless driving (spinning tires, driving on wrong side of road, etc.)
- 3. Clockwise travel in traffic circles. Vehicles must enter circle to the right.
- 4. Two-way traffic in traffic islands.

J. SWIMMING POOL USE:

- 1. Showering is required prior to entering pool and after each application of suntan lotion. Suntan lotion and body oils clog the pool filters and can cause the pump motor to burn out.
- 2. No lifeguard is on duty. SWIM AT YOUR OWN RISK.
- 3. Hours: Posted at the pool.
- 4. Emergency phone is on the wall near the Clubhouse restroom.
- 5. Residents must accompany guests. Maximum of 4 guests per unit.
- 6. Bathing load limited to 27 persons in the pool. Proper swimsuits are required.
- 7. Food is prohibited in gazebo and barbeque areas only.
- 8. Furniture must be beyond the brown line. Poolside to be kept clear as a safety precaution.

K. PROHIBITED AT SWIMMING POOL AREA:

- 1. People (either children or adults) who are not toilet trained or incontinent.
- 2. Blue jeans, cut-offs, or wet suits in swimming pool.
- 3. Radios and cassette players must be played at a volume that no one will complain.
- 4. Pets or animals
- 5. Private parties in pool area, except for barbeque area.
- 6. Removal of pool deck furniture.
- 7. Floats, rafts, toys, or other such pool paraphernalia in pool if other people are in the pool at the same time.
- 8. Glassware of any type in pool area or gazebo.
- 9. Diving or jumping from pool edges.
- 10. Persons under 16 years of age unless accompanied by an adult.
- 11. Litter around pool area or in the pool. Please use trash containers.
- 12. Reservation of lounges or chairs. Use is first come, first served basis.
- 13. Scuba Gear or water rescue equipment, except in an emergency.
- 14. Ball playing, rough playing, yelling, loud profanity, skating, bicycle riding, running, etc.
- 15. No loud screaming around the pool.

L. FINING PROCEDURES:

In the event the Association deems it advisable to assess a fine for violation of Association Rules and Regulations or Association Documents, the following procedure will be followed.

The party against whom the fine is sought shall be afforded an opportunity for a hearing after reasonable notice of not less than (14) fourteen days and said notice shall include:

1. A statement of the date, time and place of the hearing.
2. A statement of the provisions of the Declaration, Association By-Laws, or Association Rules which have allegedly been violated; and
3. A short and plain statement of the matters asserted by the Association.

The party against whom the fine may be levied shall have an opportunity to respond, to present evidence; and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.

Fines are to be levied as follows:

1. First Violation - \$50.00
2. Second and subsequent Violation of same Rule and Regulation - \$100.00

M. UNIT RENTAL POLICY:

1. The Association must approve all leases, lease extensions and occupants of units. Contact the Association office for approval requirements and forms.
2. **Occupancy prior to approval is prohibited.**
3. No lease may be written for a period longer than one year.

N. UNIT SALE OR TRANSFER:

1. The Association prior to closing or transfer of title must approve all sales or transfers. Contact the Association office for approval requirements and forms.
2. Association has (15) fifteen days to approve or disapprove of sale or transfer.
3. Seller prior to Association's approval of transfer must furnish copies of condominium documents to buyer.
4. The Association may void unauthorized sale or transfer of unit at any time.
5. Pool keys and mailbox keys must be turned over to the new owner.

O. ASSOCIATION RECORDS-INSPECTION AND COPYING:

1. Association shall make documents and Association records available at Association office, upon reasonable notice, for inspection by Owners.
2. Owner may order copies of documents or records. Association will establish prices and accomplish the reproduction.

P. OWNER PARTICIPATION IN ASSOCIATION MEETINGS:

1. Owners are invited to attend all meetings of the Association, its Board of Directors and Committees.
2. Any Unit Owner has the right to speak at any Board meeting, Committee meeting or Unit Owner meeting with respect to all designated Agenda items, subject to the following restrictions:
 - a. The unit Owner must identify himself by name and unit number.
 - b. Is not allowed to speak in excess of (3) three minutes.
3. Any Unit Owner may audiotape or videotape meetings of the Board of Directors, Committee meetings, or Unit Owner meetings, subject to the following restrictions:

- a. The only audio and video equipment and devices that Unit Owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
- b. Said equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- c. Anyone video or audio recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. Advance notice of at least (2) two working days shall be given to the Board by any Unit Owner desiring to utilize any audio or video equipment.

Q. NOTICE POSTING FOR ASSOCIATION MEETINGS:

1. Written notice of regular and special meeting of the Association, the Board of Directors and its committees will be posted on the official bulletin board at the Association office.

R. HURRICANE SHUTTER SPECIFICATIONS:

1. If an owner desires to install hurricane shutters on a unit, the shutters must meet the standards and specifications approved by the Association.
2. Association will establish professional specifications and drawings, which are standard for all units and which are esthetically appealing.
3. Association will set the price for reproduction of specifications and drawings.
4. Association will follow up during installation to insure proper installation and compliance with specifications.

S. HANDLING OF REFUSE:

1. Garbage
 - a. Garbage must be disposed of in securely tied plastic bags and placed in the dumpster.
 - b. If the dumpster is full, garbage must be stored in the apartment or its storage closet until the next garbage pickup clears the dumpster.
 - c. Garbage must no be left on the floor of the dumpster enclosure as the garbage hauler will only take items which are in the dumpster.
2. Trash (furniture, mattresses etc.) Small items may be placed in the dumpster.
3. Large Item Disposal: Call the Association office so that a special pickup may be arranged.
4. Construction Debris: (old water heater, drywall scraps, old carpet, carpet scraps, blinds, closet doors and appliances). Service personnel must arrange for the disposal of construction debris. The dumpsters are for the disposal of regular household garbage generated by the residents of Sheffield Woods.
5. Hazardous waste must not be put in dumpsters. You must call Solid Waste Authority or the Fire Department to dispose of waste.
6. Dumpsters are for the use of Sheffield Woods residents only.

T. RECYCLING:

1. Recycling is MANDATORY at Sheffield Woods.
2. Two types of plastic bins (yellow and blue) to be used as follows are provided for this purpose in each dumpster enclosure. Only items mentioned below may be recycled at Sheffield Woods.
 - a. **Yellow Plastic Bin:** Newspaper inserts, paper bags, magazines, catalogues and corrugated cardboard. Corrugated cardboard boxes must be broken down and loosely placed in the yellow bin.
 - b. **Blue Plastic Bin:** Aluminum cans, aluminum foil, pie plates, glass bottles, glass jars, plastic containers with either 1 or 2 on the bottom, drink boxes, milk and juice cartons.

3. Please remove all caps, straws, etc. from all the containers and rinse containers prior to recycling. Remember, NO PLASTIC BAGS OF ANY KIND ARE ALLOWED IN THE RECYCLING BINS. Plastic bags should be returned to grocery stores for recycling.
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