

IV. RULES AND REGULATIONS

Responsibilities of resident and non-resident unit owners and tenants

Ensuring that monthly dues are received at the office by the first of each month.
Reading and abiding by the Rules and Regulations and condominium documents and by-laws.
Informing the office of maintenance problems
Reporting suspicious persons and/or activities to the office
Applying for Board approval of unit alterations
Informing the office of the names and ages of unit occupants, number and type of pets, and registering all automobiles with the office
Obtaining guest passes for vehicles belonging to your guests.
The Unit Owner is responsible for the appearance of the limited common area(s) of ground-floor units.

Landlords-Additional Responsibilities

Non-resident owners who choose to rent out their units have a responsibility to provide every tenant with a copy of the Town Colony Condominium Rules and Regulations. It is the owner's responsibility to ensure that all tenants abide by these Rules and Regulations as per the Declaration of Condominium of Town Colony Condominiums. Please note: Town Colony Condominiums does not permit subsidized housing.

Town Colony Condominiums will provide credit and background checks for prospective renters. There is a charge of \$75.00 for the National Retail Report, Eviction History Check and Employment Verification Report. There is an additional \$30.00 for a Criminal Background Check. These fees will be collected at the Town Colony Office prior to the prospective tenant information being requested. If you have any questions regarding unit owner responsibilities, please contact a Board member.

Parents are responsible for their children's actions. Encourage your children to be considerate and safety conscious. Always know where your children are and with whom they are staying; make sure there is a responsible adult to escort them home, especially after dark. Resident owners and tenants will be held responsible for their guests' actions while using the pool, and other amenities. (For a more thorough discussion of this, see the Amenities section starting on page 15.)

Restrictions to the Common and Limited Common and Unit Elements

The Common Elements of Town Colony Condominiums, Inc. is for the use by all unit owners, tenants and/or maintenance personnel. For this reason, absolutely no alterations may be made to these areas by unit owners or tenants. Because of underground wiring and sprinkler system pipes, vehicular access to the grounds by automobile or bike is strictly controlled by the office of Town Colony Condominium Association, Inc. If any unit owner or tenant requires vehicular access to the grounds, they must contact the office and arrange for the gates to be opened.

The Limited Common Elements may not be used for storage of furniture, garbage, or trash receptacles or equipment. If the unit owner or tenant employs a garbage collection service, the service provider must collect the garbage directly from the resident. Garbage is not permitted to be left outside the unit in the front entryway or back patio or balcony at any time. All trash must be taken to the dumpsters located in the parking lots.

No laundry or other materials may be hung on or from the balconies or displayed outside unit walls, patios, entranceways, privacy fences or any other Limited Common Elements without written permission of the Board of Directors. There are clothes lines available for this purpose.

All window treatments (curtains, blinds, drapes) that are visible from the Common Area must be in good repair. No foil, foil-look, or mylar window treatments are permitted; no bed sheets, towels or paper materials are permitted. Any window tinting must be of a solid, uniform color, and must be approved by the Board of Directors prior to installation.

The following items are prohibited within the Condominium Unit interiors: hot tubs, water beds, washers and dryers.

Trash Pickup

Town Colony has dumpsters in the parking lot. Residents are expected to have their garbage in plastic bags and place *inside* the dumpsters, not on the ground or next to the dumpster. If the dumpster nearest to your unit is full, please walk to the next nearest one; do not leave garbage in the parking lot for the maintenance staff to dispose of. Please do not allow occupants in your unit to leave trash on the ground or beside the dumpsters - this is a violation, and the unit owner/tenant responsible will be fined.

Disposal of over-sized articles, such as mattresses, couches, tables, stoves, refrigerators etc. is at the expense of the unit owner or tenant; it is your responsibility to make the necessary arrangements with the Town Colony office for the disposal of these items. Once disposal arrangements have been made by the Town Colony office, place the articles neatly beside the assigned dumpster. Alternatively, you can donate old furniture to one of the charitable institutions; many of them will pick up large articles. Do not place them in the dumpsters, as they are a danger to the garbage collectors. VIOLATORS WILL BE FINED. If a non-resident owner or landlord is witnessed by the staff dumping over-sized items, he or she will be charged for a bulk pickup.

No personal garbage cans are permitted on front or back porches. As stated previously, if a resident employs a garbage collection service, the service provider must obtain the garbage from the resident directly.

Washing Machines and Dryers

There will be a \$50.00 violation fee for illegally installing Washer or Dryers in any units. The unit owner will be responsible to remove the equipment. If Town Colony is involved in the removal of the equipment it will be at an additional cost determined at that time.

Maximum number of occupants and automobiles per unit -
There is a limit to two individuals per bedroom and one automobile per individual.

Noise

As residents of a condominium community you are expected to be respectful of your neighbors' rights. Please ensure none of your activities disturb your neighbors' enjoyment of their home, and do not violate any resident's right to quiet AT ANY TIME. The conjoining walls between the units are not soundproof, therefore, it is expected that you adjust the volume of your activities (such as talking, musical instruments, television, stereos and parties) to a level that can be heard in your unit ONLY. Walking on floors with noisy shoes or dropping items on the floor should be kept at a minimum, to the least. This rule extends to the common areas and the limited common areas; if you entertain guests in these areas, please keep noise to a minimum. Kindly refrain from gathering in the parking lots during the late hours and creating a noise disturbance. Do not disturb the other residents with loud talking or shouting, loud music, or excessively loud motor vehicles. You will be given a warning upon your 1st offense; your 2nd offense will result in a fine of \$25. Upon your 3rd offense, you will be fined \$50. See page 18 for a complete fine schedule.

Pets

A **Pet Registration Form** (See Appendix B) is required for all pets. Only one pet under 20 pounds is permitted at Town Colony Condominiums and will be strictly enforced. Pets permitted are dogs, indoor or leashed cats, non-screeching birds, and fish. The penalties for housing illegal pets are severe, and are outlined in Appendix B. Please be aware that the property is under surveillance and illegal pets may be impounded. **PETS ARE TO BE LEASHED AT ALL TIMES WHEN BEING WALKED ON AND AROUND THE PROPERTY.**

Specific rules and necessary forms regarding pets can be found in Attachment 2; please adhere to these regulations. Please note that used litter, bird seed and other pet waste must be discarded in the dumpsters; NEVER attempt to flush this type of waste into the toilet, in a sink garbage disposal system, or in the laundry room trash cans. Also, do not feed any wild ducks, cats, or pigeons that you may encounter in Town Colony as this will also result in a fine.

Parking

There are assigned parking spaces, including designated by handicapped, motorcycle or boat sign.

2. All vehicles must be registered at the office and issued a parking permit; if no permit is displayed in plain sight, a violation will be issued.
3. All vehicles must be kept in running condition with a valid license plate. Any vehicle in violation of this rule that is not moved within a two (2) week period is subject to being towed at the owner's expense.

3. It is strictly prohibited to park in front of the dumpster or to block another vehicle. Blocking the dumpster or another car will result in immediate towing. Please do not back in park.
4. It is strictly prohibited to park on the grassland, sidewalks or walkway, violators will be towed immediately.
5. Trailers cannot be attached to a vehicle while parked in the parking lot. They cannot be parked on the grass at any time. No trailers longer than 12 feet are allowed in the parking area.
6. Commercial vehicles, flat bed trucks, box trucks, lawn equipment trailers and vehicles longer than 18 feet are not permitted to park overnight at Town Colony Condominiums either by owner or tenant.
7. Vehicles are NOT to be utilized as storage facilities.
8. Please refrain from gathering in the parking lots and creating a noise disturbance.
NOTE: There is a noise ordinance in effect at Town Colony at all times.
9. Please refrain from emptying ashtrays into the parking lots; please dispose of litter in the garbage dumpsters.
10. It is strictly prohibited to stay parked in the loading zone.
11. Vehicle washing is not permitted at Town Colony.
12. The parking lot speed limit is 5 mph.
13. No automotive or maintenance work is permitted in the parking lots.
14. The Town Colony Office should be notified of out-of-town guests and the owner or tenant should secure a guest-parking pass for their visitors.

If your vehicle is issued a citation you have one week to move it or to bring it up to standard; if you fail to do so, you will receive another citation. If, after one week from the second citation, you have not complied with the Rules and Regulations, or have failed to contact the office, your vehicle is still in violation. You will receive a third citation, and your vehicle is subject to IMMEDIATE TOWING. Please call the office as soon as possible after receiving a vehicle citation. TOWING WILL BE AT THE VEHICLE OWNER'S EXPENSE.

Motorcycles, motorbikes, and gasoline-powered scooters

It is strictly prohibited for motorcycles, motorbikes, and gasoline-powered scooters to be stored in condominium units or on sidewalks, as this is a violation of the fire code. If you are seen or heard riding a motorcycle, motorbike, or gasoline-powered scooter to or in your unit, you will be fined. These vehicles must be parked in the designated parking spaces. Vehicles in violation will be towed at the owners' expense.

Bicycles, skateboards, roller blades, and roller skates

Bicycle racks are provided throughout the Town Colony property; individuals are expected to keep their bicycles on the bicycle racks or in their units. No bicycle, skateboards, roller blades, or roller skates are permitted to be ridden on the sidewalks; please discipline your children with respect to this rule. The paths and sidewalks in the complex are narrow and have many areas of poor visibility that are hazardous both to riders and skaters, and pedestrians. Please walk your bicycle, skateboards, and skates to your unit. Please keep this property locked and secure at all times; Town Colony Condominiums will not be held responsible for stolen property.

Bulletin boards

Bulletin boards are located in the laundry rooms and in the clubhouse. Please check these boards for notices from the Board of Directors. You are welcome to use these bulletin boards for your own notices, however, please note that all postings must be dated. Do not cover other notices or remove notices to provide space for your own; if the board is full please inform the office and they can determine what must be removed. The office staff will periodically check the bulletin boards to remove outdated materials.

Laundry facilities

The laundry facilities are for the exclusive use of Town Colony residents and homeowners. Please contribute to their upkeep by removing pens, lipsticks, money and jewelry from pockets prior to placing articles in washers or dryers. Please do not use dye in the washing machines. If there are operating problems with any of the machines please report it to the office or board member immediately; their telephone number is listed on the wall of each laundry room. Please attend to your laundry; Town Colony Association is not responsible for laundry theft. Do not allow your children to play in the laundry rooms. The costs currently set are \$1.00 to wash, and \$1.00 to dry.

Violations, citations, and fines

If you are found to be in violation of any rules or regulations, you will be sent a certified letter that details the violation and cites the rule or regulation that is applicable. Fines will be imposed for non-compliance of any listed Rule and/or Regulation as per Town Colony's By-Laws. In addition, the Rules and Regulations Committee will walk the complex and issue a written warning describing any violation and allot a time period to correct the violation. If the violation is not corrected within the given time frame, a second citation will be issued, and the landlord (if applicable) will be notified of the violation and fined accordingly. If the resident believes that he/she was wrongly fined, a request to appear before the Board of Directors can be arranged by calling the Town Colony office. All fines can be paid in the office.

Landscaping

All plants need to be approved by the maintenance department before planting. Please contact the office to schedule. If a plant that has not been properly approved by the maintenance department and is deemed to be unacceptable a written notice will be made to remove the plant. If the request is not fulfilled a fine will be imposed. Due to the maintaining of the property the maintenance department has first right to approve or disapprove plantings. Refer to page 18 for the fine schedule.

AMENITIES-Descriptions and Limitations

The amenities at Town Colony are for the exclusive enjoyment of Town Colony residents and guests. Unescorted trespassers will be told to leave. Please see the safety section (page 16) for procedures to follow when you encounter a trespasser.

Swimming Pool & Grilling

All residents are required to observe and obey the swimming pool rules. **THERE IS NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.** An adult must accompany children under fourteen (16) years of age at all times. All pool patrons must be residents of Town Colony Condominiums; a tenant or owner must accompany visitors and guests using any of the Town Colony amenities. Also, bicycles, basketballs and footballs, and loud radios are prohibited. Please remember to dispose of waste in the garbage cans around the pool. No alcoholic beverages allowed in the pool area.

9:00 am until 7:00 pm All Ages

7:00 pm until 10:00 pm Adults Only

Violators will be assessed fines as follows:

First Offense	\$50.00
Second Offense	\$100.00

Swimming Pool Rules

- 1. Town Colony residents and their guests only are permitted to use the swimming pool.**
Non-resident owners are not permitted to use the pool under any circumstance.
Trespassers will be told to leave.
2. Resident owners and tenants are permitted five (5) guests per POOL/CLUB PASS.
3. An adult must accompany children under 16 years of age.
4. Only swimming suits may be worn in the swimming pool; street clothing is not permitted.
6. No glass containers are permitted in the swimming pool area.
7. Patrons are required to shower before entering the pool.
8. No running on the deck or diving into the pool.
9. NO smoking or alcoholic beverages are allowed in the pool area.
10. Headsets must be used with radios in the pool area. Radios without headsets are prohibited.
11. Do not throw rocks or other objects into the swimming pool.
12. Do not interfere with, remove or destroy the emergency life ring.
13. No pets are permitted in the pool area.
14. Do not remove pool furniture from the pool area.
15. Town Colony Condominium is not responsible for items that pool patrons leave behind; this includes, but is not limited to, pool furniture and toys.
- 16. SWIM AT YOUR OWN RISK.**
- 17. THERE IS NO LIFEGUARD ON DUTY.**

Grilling Rules

1. Grilling from the walkways are prohibited.
2. Propane grills are located inside the pool area and must be cleaned after use.
3. Please be careful while grilling and take all safety precautions

Common Area Features

At various sites within the Town Colony complex, there are benches for the use of Town Colony residents and guests. As a courtesy to your neighbors; if you plan to eat, drink, or smoke at these sites, please do not scatter your trash or cigarette butts on the surrounding ground. Similarly, the decks should be kept clean, neat-looking, and free of trash.

V. SAFETY

Children

Parents are responsible for their children's actions and safety, and must encourage their children to be considerate and safety conscious. Parents should always know who their children are with, and should have contact information for their children's friends in case of emergencies. It is especially important to arrange for children to be escorted after dark.

Parking lots and common areas

The parking lots and common areas experience heavy traffic, and it is important to obey the rules that pertain to these areas. The speed limit in the parking lots is 10 mph. No vehicles, including bicycles, skates, skateboards, or rollerblades are allowed on the sidewalks or common areas as the view ahead is frequently blocked by trees and shrubbery. Pedestrians could easily be knocked down by a bicyclist riding on the sidewalks of Town Colony. These structures are not to be played on or used in any manner inconsistent with their intended purpose. Town Colony will not be held responsible for injuries sustained while misusing these structures. This is especially true in the pool deck area. Similarly, anyone caught climbing the fences in Town Colony will be escorted off the premises.

Nighttime

Town Colony's common areas are lighted at night, but it is still possible for trespassers to hide among the foliage. Be aware of your surroundings at all times, and stay on the lighted paths.

Trespassers

Because Town Colony is located on a corner lot, non-residents from neighboring properties frequently "cut" through Town Colony's common areas. It is important to take note of anyone that seems out-of-place or spending too much time admiring the items on the patios. Also, Town Colony has posted "No Solicitation" signs, so be cautious with anyone that knocks on your door that you do not know.

If you see a group of non-residents using the amenities, please do not hesitate to call the Hollywood Police Department. They will respond and ask the individuals to leave.

FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FLDE) WEBSITE

All unit owners and tenants are strongly encouraged to visit this website. It has a link to the list of sexual offenders and sexual predators in the area. The web address is:

www.fdle.state.fl.us

This website provides useful information and features ready-made printable flyers that list the offender or predator's information and picture.

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APPENDIX A

VIOLATION AND FINE SCHEDULE

Fines will be imposed for non-compliance of any listed Rule and/or Regulation as per Town Colony's By-Laws. If the resident believes that he/she was wrongly fined, a request to appear before the Board of Directors can be arranged by calling the Town Colony office. All fines can be paid in the office.

The fine schedule for aesthetic violations is as follows:

1st Offense	Written warning (taped to unit door) allowing one week to correct the violation and the owner will be notified (if applicable).
2 nd Offense	If the violation has not been corrected at the end of one week a fine of \$10.00 per day will be imposed on the owner of the Unit until the violation is corrected.

The fine schedule for illegal pet violations is as follows:

1 st Offense	Notice to the resident stating that an illegal animal has been witnessed or heard at the unit, and that each time the animal is seen or heard after this warning, the owner will be fined \$10.00 per day up to seven times/days (the equivalent of one week), and the owner will be notified (if applicable) with a copy of the notice.
2 nd Offense	If an illegal animal is detected after the initial "seven-time" period, a fine of \$20.00 per day, up to seven additional days, will be assessed on the account each time the illegal animal is seen or heard at the unit.
3 rd Offense	If the illegal animal has been witnessed or heard more than seven times (the equivalent of one week) after the second offense, a fine of \$25.00 for each infraction will be imposed on the owner. After 14 illegal pet infractions (the equivalent of two weeks), the owner is subject to legal action.

The fine schedule for noise violations, failure to pick-up waste after pet and unruly behavior at the amenities is as follows:

1 st Offense	Written warning (taped to the unit door) stating that the Rules and Regulations have been violated, and that if the behavior continues, fines will be imposed. A copy will be sent to the unit owner (if applicable).
2 nd Offense	\$25.00 fine
3 rd Offense	\$50.00 fine

PLEASE NOTE: After the 3rd offense you are considered a **HABITUAL OFFENDER** and subject to legal action. Also, please note that in the case of tenants, your landlord will be promptly notified of all violations.