

WILLIAMSBURG AT HERITAGE RIDGE CONDOMINIUM ASSOCIATION, INC.

**TO: ALL MEMBERS OF WILLIAMSBURG AT HERITAGE RIDGE
CONDOMINIUM ASSOCIATION, INC.**

Attached is a copy of the Rules and Regulations adopted by the Board of Directors.

These Rules and Regulations conform to the Declaration of Condominium, The Articles of Incorporation and the Bylaws, including Amendments to the same on file with Martin County.

The Board of Directors respectfully requests that every condominium resident and unit owners carefully read and understand the necessity of these rules. If you allow other persons to occupy your condominium – after proper approval from the Board, these Rules and Regulations must be made available to and be observed by such occupants. Your cooperation is mandatory so that all members will benefit from the observance of these rules.

If any clarification is required or if additional information is desired please contact the Association office at (561) 546-5244.

THESE RULES AND REGULATIONS MUST BE KEPT AVAILABLE IN YOUR UNIT.

[detach here]

TO INDICATE RECEIPT AND ACCEPTANCE OF THESE REVISED RULES AND REGULATIONS PLEASE DETACH THIS COUPON SIGN AND DATE IT AND RETURN TO MANAGEMENT, INTERVIEW COMMITTEE OR PLACE IN MANAGEMENT BOX IN CLUBHOUSE.

BUILDING NO. _____ UNIT NO. _____

SIGNATURE(s) _____
Owner Date

Lessee Date

WILLIAMSBURG RULES AND REGULATIONS

INTRODUCTION:

The adjustment to living in a condominium is often a big change to make in our lifestyle. The adjustment can be easier if three (3) things are remembered:

1. When I step out of my unit I am walking on OUR COMMON AREA. We all share in the ownership of the common areas such as the recreation facilities, sidewalks, stairways, parking areas, building exteriors and landscaped areas, etc.
2. Reasonable guidelines have been set to establish a basis for mutual cooperation. Everyone's compliance will greatly aid in establishing a pleasant and harmonious atmosphere. The close sharing of condominium life requires consideration of others.
3. These Rules and Regulations are based on the Documents you received at closing which include:

**THE DECLARATION OF CONDOMINIUM
THE ARTICLES OF INCORPORATION
THE BYLAWS**

PLEASE RE-READ YOUR DOCUMENTS TO ASSURE THAT YOU CAN ENJOY WILLIAMSBURG. WE REQUEST THAT ALL ADHERE TO THESE RULES.

[1]

WILLIAMSBURG is an exclusively residential community. Units if leased, must be leased by the same lessee for a minimum period of three (3) months. NO SUB-LEASING IS PERMITTED. This requirement is stated in the Documents to prevent a hotel-type atmosphere and provide for quiet enjoyment.

[2]

NO ARTICLES, including clothing, towels, bedding, etc. may be aired, dried or shaken from screened porches, front patio entrances, staircases or balcony railings. No drying racks may be used on the front patio entrances or screened porches.

[3]

Sidewalks, entrances, stairways, landings or other common areas must not be obstructed. No carriages, bicycles, chairs, benches, tables or any other object may be stored thereon. Only one (1) items such as a pot of flowers or bush should be on the front patio entrance to each condominium. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of a condominium unit that is visible from outside the unit or condominium property. Holiday decorations will be permitted providing they are removed within three (3) days after said Holiday.

[4]

No cooking is permitted on patios or porches. This is against Fire Regulations and constitutes a hazard. OUTDOOR COOKING IS ALLOWED AT THE CLUBHOUSE ON THE GAS GRILL ONLY.

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[5]

TRASH & GARBAGE: All garbage must be contained in a plastic bag securely tied to prevent spillage and odor and must be deposited inside dumpsters provided in building areas. If the dumpster in your building area is full, deposit in any dumpster located in the Williamsburg area. Cardboard boxes must be broken down and flattened before being placed in the dumpster.

[6]

Fire exits, including all stairways shall not be obstructed in any manner. The common elements shall be kept free and clear of rubbish, debris and other unsightly materials.

[7]

The Common areas are not for play, picnicking or sunbathing except in designated areas. Golf course property is reserved for the use of golfers.

[8]

Owners are permitted one (1) pet which cannot weigh more than twenty-five (25) pounds at maturity. Pets must be on a leash at all times when outside a unit and shall not be left unattended at any time. Pet droppings must be immediately cleaned up, wrapped and disposed of properly. No pets are allowed in the Clubhouse or pool areas.

[9]

No person(s) or pets shall make disturbing noises in the building nor permit anything that will interfere with the rights, comfort or convenience of others. No person(s) shall play any musical instrument, phonograph, television, radio or sound amplifier in his/her unit in such a manner as to disturb or annoy other occupants of the Association complex.

[10]

Any owner wishing to make any change, addition or alteration to the porch, windows or doors of their unit must obtain advanced written approval from the Board of Directors. An Architectural change form can be obtained from Management or the "Form Rack" in the Clubhouse hallway.

(a) Exterior color of any and all installations must be Brown/Bronze to match existing colors. NO PLYWOOD may be attached to any window or porch; inside or outside except in emergency situations.

(b) Hurricane shutters may be installed with advance written approval by the Board of Directors. Previously approved types are: Wrol-Up, Solarol, Roladen, "Clear Shield" or "Bahama" shutters.

(c) In the screened-in porch areas, only Hurricane shutters are permitted. Blinds, enclosures, drapes, curtains, glass or any other type of shielding material is prohibited. The Board of Directors must approve all screen door installations.

(d) Second floor shutters must be able to be firmly closed and secured from the inside of the unit.

(e) All units shall maintain fully carpeted floors in said units at all times (except in the kitchen, storage and bathroom areas).

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[11]

Planting of flowers, shrubs, etc., on common ground is not permitted but the Board of Directors will consider an application from first floor owners to landscape porch areas for screen protection. Bed size and varieties to be used require approval by the Board of Directors in writing before proceeding with bed preparation and planting. Applications may be obtained from Management or from "Form Rack" in the Clubhouse hallway.

[12]

Parking spaces are for designated PASSENGER vehicles only. Two or three wheel bicycles will be parked in the racks where provided. No truck, boat, pick-up truck, trailer, motorcycle, moped, tractor trailer, recreational or commercial vehicle, nor any vehicle not designated by its manufacturer and registered as a passenger vehicle, shall be parked overnight, nor shall any inoperable vehicle be left within the area for more than twelve (12) hours. Unit owners are allowed a numbered parking space and an available guest parking space. If a unit owner brings in a third car, he or she must get Board of Directors permission and park in a Board approved space. A parking sticker is required to be displayed in the car window. These are available in the office.

No vehicles may be disassembled upon Association property except for emergency changing of tires and/or battery. Any other repairs or maintenance will be done after the vehicle has been removed from the Association property.

[13]

Space and hose facilities are provided on the westerly side of the Clubhouse for the washing of registered passenger vehicles only. These vehicles will be washed ONLY in this area.

[14]

Complaints or suggestions concerning the use of the condominium property and/or service shall be made in writing on forms provided next to the Clubhouse "Form Rack", signed by the unit owner and delivered to the black mailbox inside the Clubhouse hallway.

[15]

No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over a contractor or employee engaged by Association. A UNIT OWNER MAY NOT ENGAGE A CONTRACTOR FOR ANY WORK ON COMMON GROUNDS WITHOUT ADVANCE BOARD OF DIRECTORS APPROVAL.

[16]

The Association has a right of access to all units. In the event of your absence Management must be informed of your alternate telephone number and a local telephone number of whoever is retaining an entry key to your unit. In the event of an emergency, if no key is available, the unit will be entered by force. All costs are to be borne by the unit owner.

[17]

The clubhouse may be reserved for private use with two (2) weeks notice. Contact the Calendar Committee Chairperson for necessary information. A refundable deposit of \$50.00 for cleaning and/or

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breakage must accompany the application. The pool and pool deck cannot be reserved for private parties.

[18]

Tennis courts are to be used for tennis playing only and players must sign the "Tennis Sign-up Sheet". The key to the gate is inside the Clubhouse and please make sure key is returned.

Rules for the use of the pool are posted in the pool area as well as in these pages. Children not toilet trained are not permitted in the pool. This avoids the potential need to empty and clean the pool. If this course of action is necessary, the cost of treatment will be charged to the offending party or parties.

[19]

SALES OR RENTAL REGULATIONS: The Board of Directors must be notified in advance of any unit owner's intention to sell or lease. An "Intent to Sell or Lease" form must be filled out and given to Management. Minimum rental period is three (3) months. Forms may be obtained from Management or from the "Form Rack" in the Clubhouse. Lessees are subject to all Rules and Regulations and any violation will be reported to the unit owner for corrective action. Continued violations may be cause for the Board to revoke approval of the lease.

[20]

Guest notifications shall be filed in ADVANCE with the Board of Directors when anyone will be using your unit in your absence. This is a security measure taken for your protection. Guest notification forms may be obtained from Management or from "Form Rack" in the Clubhouse hallway.

[21]

When leaving your unit for an extended period turn off the water at the shut-off outside. Give a key to a neighbor or the office and notify the Manager. Check washing machine hoses from time to time to prevent damage to your unit and others.

WILLIAMSBURG CLUBHOUSE

WILLIAMSBURG IS SPECIAL. WE HAVE ONE OF THE FEW CLUBHOUSE FACILITIES IN HERITAGE RIDGE. PLEASE ENJOY THIS FACILITY AND CARE FOR IT AS YOU WOULD YOUR OWN HOME - BECAUSE *WE ALL OWN IT.*

USE OF THE CLUBHOUSE

1. Clubhouse is open, free of charge to:
 - a. All Williamsburg residents
 - b. Their family members
 - c. Escorts of single residents
 - d. Overnight guests
 - e. Outside guests at the invitation of residents

2. The Clubhouse normally shall be open seven (7) days a week to members of the Williamsburg Condominium Association from 6:30 AM to 10:00 PM. Any extension of these hours is subject to availability of responsible personnel on duty.

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3. Scheduled meetings and events shall be given priority over any unscheduled Clubhouse activities (including daily games).
4. Clubhouse may be reserved by residents for special activities involving both residents and invited guests. To do so, contact the Calendar Committee Chairperson for necessary information at least 2 weeks in advance of event. A refundable deposit of \$50.00 for cleaning or breakage must accompany the application. Organizations shall provide the calendar Chairperson a reservation form and an annual schedule of meetings and events to permit total yearly scheduling to be available and posted.
5. Fee of \$50.00, plus refundable deposit of \$50.00, is charged for special events reserved by residents where majority of the people present are outside guests – residents must be present at these events.
6. On completion of an event the Clubhouse shall be left clean and in proper order by anyone using it.
 - (a) Garbage is to be placed in containers or bags provided by the Custodian with secured covers and deposited in the dumpster.
 - (b) All ash trays shall be emptied into separate metal containers.
7. The Committee for any given event has the option of hiring cleanup personnel. Funds paid out for cleanup shall be paid directly to the person(s) performing the service and will be part of the expenses incurred for the event.
8. Fire exits and aisles shall be kept clear at all times.
9. Chairs and tables shall be set up in accordance with the building and floor regulations.
10. Permission must be obtained from the House Committee before anything can be hung or displayed in the Clubhouse.
11. Meetings for the benefit of members of Heritage Ridge North may be allowed at the Clubhouse. All groups shall be approved by the Board of Directors.
12. SMOKING is permitted only on the porch.
13. Proper attire is required at all times for residents and their guests. Bathing suits and bare feet are permitted in the rest rooms and pool area only.
14. No alcoholic beverages shall be stored or sold in the Clubhouse.

CLEAN UP AFTER THE PARTY OR MEETING – SHOULD INCLUDE:

Remove rubbish.

Sweep & vacuum the floor (NO SOAP).

Put the chairs back in the closet.

Do not put wet tablecloths on the tables. Make sure they are cleaned and dry before you fold them.

Nothing is to be borrowed or taken out of the Clubhouse.

15. TO USE THE POOL TABLE – PLAYERS MUST BE OVER SIXTEEN (16) YEARS OF AGE.
16. Capacity of Clubhouse for any function is a MAXIMUM of seventy-five (75) persons.