

Heritage Landings Condominium Association, Inc.

Rules and Regulations

January 1, 2019

The following list of Rules and Regulations are made in the genuine effort and spirit to provide all in our community with the best possible, rewarding and safe experience possible.

MOVING IN OR OUT

Moving Days and Times: Moving of furniture in or out of a unit is not permitted on Sundays or holidays. Moving hours are from 8:00 a.m. to 5:00 p.m. Monday through Saturday only.

RESIDENCY

1. Application for Residency: All residents, owners or their tenants must complete an application, pass a background check, participate in a board interview and must be approved prior to moving into their unit. There is an application fee per family, and/or a fee per additional non-family member(s) for background records check.
2. Residents living together who are not in the same family must each fill out an application, go through background check and board interview to receive approval. Failure to comply may result in a fine per incident and/or eviction of the tenant/relative.
3. Owners who want to have relatives/friends stay in their vacant unit must advise the Board and provide names, automobile information, as well as the approximate length of their stay.
4. Guests/relatives who reside in any owned or rented unit for more than 30 days shall be considered residents and must complete the application process as described. Owners will be held responsible for any damage caused by their guest/relatives.

RENTALS

1. Lease or Rental: Only one (1) lease or rental of a unit shall be permitted in any twelve (12)-month period, regardless of the term of the lease. **{Article XXVI, paragraph (1) of the Declaration of Condominium}**
2. Application Fee: Under Florida Statute, Chapter 718, condominium associations "in no event may such fee exceed \$100 per applicant other than husband/wife or parent/dependent child, which are considered one applicant."
3. Approval of Tenants: All tenants (even if an owner leases their unit to a relative, they must submit and go through the application process -see Residency bullet #1) must be interviewed by the Board and acknowledge they read and understand the Association Rules and Regulations prior to occupancy.

4. Owners must provide a copy of the rental lease to the Board of Directors.
5. It is strictly forbidden to lease or rent unit as transient, hotel or commercial purposes; for example: VBRO, HomeAway, Airbnb, Homes to Go.
6. Owners will be held responsible for any damage to the Heritage Landings common areas caused by their tenant.

ELEVATOR USE

1. Proper Use: Elevators shall not be abused or overloaded. Owners shall be responsible to the Association for any damage done by themselves their tenants, guests, contractors or delivery people serving them.
2. Elevators and Pets: It is the owner's responsibility to clean up and sanitize after pet accidents.

CONSTRUCTION

1. Authorized times: Construction work is permitted Monday through Saturday from 8:00 a.m. to 5:00 p.m. This does not apply to emergency repairs.
2. Construction Vehicles: Construction, contractor, or repair vehicles must be parked across the street after loading and unloading.
3. Noise Abatement: Suitable subfloor material (IIC 74 Rating) must be used prior to installing flooring (tile, wood or laminate) on upper floors. All work must be inspected and approved by the Board before beginning the floor installation.
4. Interior/Exterior Construction: Any changes to the unit that affect the exterior (doors, windows) must be approved by the Board prior to work beginning. Removal of load bearing walls within the individual unit is not permitted.
5. Floor Plan Adherence: All units are to remain according to the original floor plan design, unless the unit alteration is approved by the relevant City authorities and does not impact the common element property. Owners may not purchase (2) adjacent units with the intent to convert them to a single larger unit.
6. Code Enforcement: All work must meet building code regulations and proper permitting and code enforcement inspection schedules and approvals.
7. Common Area Damage: Owners are liable for any damage caused to common areas by workmen in their employ.
8. Clean Up: Owners are responsible for cleaning up any debris or dirt left by their workmen, in common areas, on a daily basis.

9. Contractor Responsibility: Contractors must remove any construction debris while working on the unit and at the end of the workday. Construction debris and garbage must not be thrown in the associations dumpsters but removed by the contractor at the contractor's expense.

PARKING

1. Commercial Vehicles: All construction and commercial vehicles must be parked across the street in the guest parking lot.

2. Guests: All guests should park their car in the guest parking lot.

3. Resident Trucks/Vans:

a. Must be no more than $\frac{3}{4}$ ton. Trucks must have a bed cover. There shall not be any exposed trash or debris, tools, equipment or racks of any kind.

b. Restricted Vehicles: Not allowed to be parked on the Condominium property are trucks/vans greater than $\frac{3}{4}$ ton, monster trucks, vehicles with dual wheels, airbrakes, modified exhaust, commercial plates, and or vehicle signage.

c. No parking of boats, trailers, motor homes, campers or recreational vehicles in either resident or guest parking.

4. Vehicle Condition: All vehicles parked on the property must be roadworthy with a valid license plate/tag. Any vehicle deemed in violation may be towed away at the owner's expense. Any vehicles leaking gasoline or oil must park in the guest parking lot until such vehicle is repaired.

5. Vehicle Repairs: No repair of vehicles shall be made on the property. Emergency repairs to start the vehicle to facilitate relocation to a repair facility are permitted. No motor vehicle shall be placed upon blocks, jacks, or similar device anywhere on the Association property. The drainage of any motor vehicle fluid on the association property is prohibited.

6. Timely Handling of Vehicle Issues: The Board of Directors shall make a reasonable attempt to notify a vehicle's owner of a violation. If a violation is not corrected within (24) hours, it will be towed at the owner's expense without further notice. Vehicles which cannot operate under their own power cannot remain on the property for more than (72) hours. Inoperable vehicles will be towed at the owner's expense if left on the property for more than (72) hours.

7. Common Area and Property Damages: Any damage caused to the property by an owner, guest or tenant's vehicle in any common areas is the responsibility of the owner.

8. Vehicle Detailing: Car washing and detailing, including employing mobile car wash companies, must be done in the car wash area in the guest parking between the hours of 8:00 a.m. – 6:00 p.m.

9. Assigned Parking Spaces: Owners must observe the parking space assigned to them. Each unit is assigned (1) parking space. Note: A limited number of spaces are available and shall be reserved by the Board for a second vehicle or guest parking on either a first come, first serve

basis or assigned by the Board for an additional monthly fee, payable annually or semi-annually. Any such assignment for additional parking for a fee must be assigned by the Board and in writing.

10. Maximum Number of Vehicles: The maximum number of vehicles per unit is (2) vehicles on the premises.

11. Walkway or Right of Way Obstruction: Vehicles should be parked so as not to obstruct the pavers, walkways or hinder pedestrian traffic.

12. Service Lanes: The service lanes located in the center of each building is designated as a loading zone. Lanes should be only used on days and times that do not interfere with Trash collection trucks. Loading zone lanes must be cleared as soon as items are loaded or unloaded and are only to be used for loading and unloading. Parking in these zones for any other reasons by residents or guest is prohibited.

BICYCLES

1. All bicycles must be kept in the owner's unit or their storage locker.

KAYAK – PADDLE BOARD RACKS

1. Racks: all racks for kayaks and paddle boards, standing or on floating dock are on a first come, first serve basis.
2. Kayaks and paddle boards must be stored in the racks and not in the pool area or dock path.
3. Hurricane: Kayaks must be removed or secured during hurricane conditions. Owners will be responsible for all damages to the racks or floating dock by their kayak or paddleboard.
Registration: Owners must register kayak/ paddleboard with the Dock Master or Board of Directors at: hlaboardofdirectors@gmail.com
(Contact Information, Make/Model/Color and Registration number if available)

POOL AREA

1. Pool Safety: All posted pool rules must be followed. Noise must be limited to meet Broward County restrictions. No glass items can be used at the pool. All minor children must be accompanied and supervised by an adult at all times.
2. Pool Hours: Hours are from 7:00 a.m. to 10:00 p.m., with a mandate for quiet swimming after 9:00 p.m.
3. Pool Equipment: Towels must be used on lounges to prevent damage from oils and sunscreens. All rafts and floats must be removed from the area when leaving. Pool furniture

cannot be removed from the immediate area. Umbrellas must be closed and secured when leaving.

BBQ GRILL – PATIO AREAS

1. Grill areas are open from 7:00 a.m. to 10:00 p.m. with a mandate for quiet gathering after 9:00 p.m., Sunday thru Thursday; Friday and Saturday 7:00 a.m. – 11:30 p.m. Holiday hours are 7 a.m. – 11:30 p.m.
2. Owners using grills must turn off the propane gas, the grills, and the lights when leaving.
3. Persons using the grills must clean the grills (after cooled down), replace any grill cover, and clean the BBQ area before leaving.
4. Minor children must be accompanied and supervised by an adult.
5. Furniture or grills may not be removed from the BBQ areas.
6. Owners who use patio furniture where there is an umbrella must close and secure the umbrella if opened.

HLC GARDEN AREA

1. Persons using this area must clean up any items (food/beverage) before leaving.
2. Pick up any used cigarette or cigars butts or ashes.
3. Pets: Owners must monitor pet and pick up all waste.
4. Minor children must be accompanied and supervised by an adult.

STORAGE LOCKERS

1. Storage ID: All storage lockers must have the owner's condo # makes with a black magic marker on the storage pipe or an identifying tag (like luggage tag) on wire fence, in order to identify the owner of the locker.
2. No unit owner is entitled to more than (1) Storage locker.
3. Storage Use: Any items not inside or lying on top of the individual lockers will be discarded and any cost involved will be charged to the owners.
4. All entry doors to the storage lockers and the locker gates themselves must be locked at all time.
5. No combustible, hazardous, or unlawful items may be stored in lockers.

6. Please turn off storage room lights upon leaving.

STAIRWELL AND LANDINGS OF STAIRWELLS

1. Stairwell and landings of stairwell are Common Areas of the Association and will remain free of all materials owned by unit owners. As storage is limited at Heritage Landings, closets under the stairwell on the first floor of each building are Association Common Areas. They are to be used to store items belonging to the Association only. Any unit owner using any of these closets as a personal storage locker will be asked to remove their items and place them in a storage unit assigned by the Board.

GARBAGE AND TRASH RECEPTICAL

Garbage is picked up (2x) per week and recycling is (1x) per week. Only household trash is to be discarded. (No-bulk items) see website for days and times:

<http://www.heritagelandings-hoa.com/community-links.html>

2. All garbage must be placed in heavy plastic bags and closed tightly.
3. Do not put large items down trash chute.
4. Do not put furniture, appliances, building materials, carpeting, Christmas trees in or around the dumpster area. It is prohibited to litter or leave debris in this common area.
5. Recycling containers are placed adjacent to the garbage bins and all residents are encouraged to recycle their items.
6. Retractable door to the trash receptacle must be closed at all times. Leaving it open is a fire hazard and creates a rodent problem.

PETS

1. The keeping of pets is a conditional license, which is subject to termination at any time by the Board, upon determination that such pet is vicious, annoying, or has otherwise become a nuisance.
2. Owners having a dog or other pet assume full liability for all damages to person or property caused by such pet.
3. Pets must be on a leash at all times, except when inside the recreational "gardens" area, provided that such pet does not cause any nuisance, as determined by the sole discretion of the Board, with such nuisance conduct including, without limitation, any unreasonable, barking, attacking, or other aggressive/violent behavior. Further, pets shall not be left unattended on common grounds, and all owners and residents must maintain constant attention to their pet's behavior.
4. Pets must be up-to-date on all vaccinations.

5. All pets must be approved and registered by the Board prior to domiciling the pet on the property.
6. Pets Per Unit: A maximum of two (2) domestic pets, including support or emotional companion, per unit only.
7. Pet Weight Restrictions: Pets must be less than 35 pounds at mature weight.
8. Pet Waste and Excessive Barking: County laws requires pet owners immediately remove any feces deposited by the animal on any public property. Waste from pets must be placed in a sealed plastic bag and properly disposed. Barking dogs are subject to Broward County noise restrictions.
9. Residents are not allowed to pet sit an animal that would cause unit to exceed the (2) domestic pet limit.

BALCONIES AND WALKWAYS

1. Absolutely nothing is to be hung over the railing or thrown over the railing.
2. Due to Broward County Fire Department laws require walkways to be free of obstructions, including but not limited to furniture, chairs, potted plants, hibachi grills, bicycles, skateboards, or any other personal items that may be a fire hazard.
3. Welcome mats must be placed on the landings of individual unit doorways – not in the walkway.
4. Holiday and seasonal items/decorations, etc. must be removed within (7) days following the event.

LAUNDRY ROOMS

1. Washer and Dryer are on a first come, first serve basis.
2. Never leave laundry in the washer or dryer past its cycle. Remove promptly.
3. Please remove lint and keep laundry room area clean and free of litter.
4. Be a good neighbor and refrain from using laundry room at times (**before 8 a.m. or after 11 p.m.**) that may disturb residents.
5. Owners with washers and dryers in their units are responsible for all damage caused to any other unit or common area caused by their washer and dryer.

NEW OWNERS – Door Replacement

Impact Door Replacement: New owners are to replace the exterior entry doors (Front Entry and Kitchen) within (6) months of closing the sale of the unit. **Both doors must be six (6) panel steel, impact rated entry door and approved by the Board prior to installing.** Doors must be permitted and inspected by the City and pass Code compliances. If you have closed on your unit and have not replaced doors, please contact TMG management for further details.

UTILITY DOORS – REPLACEMENTS

Owners whose utility doors are in poor condition due to rotting, splitting/cracking, mold/mildew or termite damage/infestation shall replace doors with a slab-style, fire-rated door as approved by the board.

MISCELLANEOUS CONDOMINIUM REGULATIONS

1. Occupancy by no more than 4 persons per unit.
2. Heritage Landings is a residential only condominium. It is for residential occupancy only, not for business purposes.
3. Sale of Residence and Notification: Seller must provide purchases with a full set of HOA documentation: By-laws, Rules and Regulations.
4. Sub-leasing: The subleasing of units or dock space is not allowed.
5. Access Keys: A set of unit entry keys must be provided to the Association according to Florida Condominium Law.
6. Fire Hazards: Fire doors must be closed at all times. Smoking is not allowed on the elevators or any enclosed common ground space. Fireworks are not permitted at any time.
7. Signage: No signs are allowed on Condominium property. No sign, advertisement, notice, or other lettering shall be exhibited, displayed, inscribed, painted or affixed without prior approval of the Board of Directors.
8. Building Exterior: No satellite dishes, receivers can be attached to the walls of the building or roof. Individual mounted AC units, protruding from windows, are not allowed.
9. Littering in the common areas is strictly prohibited. This includes, but is not limited to: feeding wildlife and throwing cigarette/cigar butts on the ground.
10. Noise: Owners, tenants, and guests must comply with noise restrictions to meeting Broward County restrictions. Televisions, radios, musical instruments, parties must be used at such times as will provide a minimum disturbance to other residents.

11. Exterior lighting: Only white light bulbs may be used at the front door light fixtures of each unit. Wattage must be 60 watts or under as stated on fixture.
12. Common Areas: Patio's on the north side of the West building are part of the common areas.
13. Employee(s) of Heritage Landings should never be asked to perform maintenance jobs/repairs on units during employee's work hours. The maintenance of each unit is the responsibility of the owner.
14. You may only grill in designated patio/BBQ grill areas. Open hibachi's and grills in pool areas, hallways or other common areas is prohibited.

MAINTENANCE FEES

1. Maintenance Fees (HOA Fees): Fees are due within 10 days after the first day of each month and will be considered late after this time and subject to a late fee.

MAINTENANCE REPORTING

Complaints, maintenance and repair problems should be submitted to the Association's Property Management company in writing, by phone, or email by the owner. If there is an emergency, contact the Property Management and a member of the Board immediately. Property Management information is located in the bulletin board on the first floor of each building

IMPROVEMENTS AND SUGGESTIONS

Suggestions and concerns should be submitted by the owner in written form. The Board of Directors will determine if the suggestion should be placed on the agenda for a future Board of Directors' meeting.

PROPERTY VIOLATIONS

All violations of Condo Documents, Bylaws, Rules and Regulations, are subject to fines according to Section 4, Paragraph j, Sub-paragraph (xiv).

BOAT DOCKAGE

Arrangements for renting dock space must be made through the Board of Directors or designated Dock Master. (See included dockage rules next page.)