

## MISCELLANEOUS RULES

### Section 1. RULES AND REGULATIONS

In addition to the other provisions in the By Laws, the following rules and regulations, together with such additional rules and regulations as may hereafter be adopted by the Board of Directors, Bel Forest Manor Condominium, Inc., herein named the "Association", shall govern the use of the condominium units and the conduct of all residents thereof.

- A. The condominium units shall be used for residential purposes only. Business use of a residence which shows signs of commercial activity is prohibited. Business use shall mean and be defined as any use which shows or tends to show commercial activity of a unit, including but not limited to regular pick-up or delivery of supplies, materials, partially or completed goods, or any physical or tangible use which evidences any commercial activity whatsoever, and including signage. Businesses not requiring visitation of customers, clients, vendors or suppliers shall be allowed provided they meet the requirements herein. Such businesses include home offices for professionals such as accountants, real estate agents, attorneys or other persons who deal primarily in services and whose clients do not visit or make use of the premises and which is conducted primarily through telephonic and electronic media.
- B. Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to the other owners, or in such a way as to be injurious to the reputation of the property
- C. The use of the condominium units shall be consistent within the framework of the laws governing condominiums including all covenants and restrictions contained in the condominium documents and the Directory of House Rules as stated herein.
- D. Common areas shall not be obstructed, littered, defaced or misused in any manner. This includes tables, chairs, plants and the like on the common balconies and walkways, and screen doors left open which might cause injury to others.
- E. No structural changes or alterations shall be made in any unit without written approval from the Association Board of Directors, and must be in compliance with existing building codes.
- F. A condominium unit shall not be rented or leased except as permitted in the condominium documents and in the "Selling and Leasing" section of this document.
- G. No unit shall be occupied by more than one single family who are all related by blood, marriage or adoption, or one single housekeeping unit of no more than two unrelated persons.

## **Section 2. AUTOMOBILES**

- A. Carport parking spaces are assigned one (1) per unit. Carport use is restricted to the resident of the unit, the authorized tenant or guest. No more than two (2) vehicles per unit may be parked on condominium property. Condominium guest parking spaces are to be used on a short term basis. No vehicle shall be parked in the guest parking spaces for more than 72 hours (3 days) without prior written permission from the Board.
- B. Parking spaces are limited to passenger automobiles, station wagons, vans and trucks under one (1) ton. (The "one ton" refers to the load capacity, not the weight of the vehicle.) Water craft, campers, trailers, and motorcycles are **not permitted on condominium property**. Further, all vehicles parked in the carport must not extend beyond the carport canopy. Vehicles therefore cannot exceed approximately 19 feet in length.
- C. Recreational bicycles are permitted to be stored in the parking area of the unit owner. "Bikes" should be stored or chained toward the front of the vehicle parking space, and the security of said "bikes" are the responsibility of the owner. "Bikes" may be covered with a manufactured bicycle cover only; no plastic bags or tarps. "Bikes" stored are limited to 2 "bikes" per unit.
- D. Vehicles must be pulled into the designated parking space. **Backing into parking spaces is not permitted.**
- E. Automobile repair (except emergency tire or battery) is not permitted. Oil changing is not permitted. Any discharge from an automobile that causes damage to any common area (i.e. paving) will be the unit owner's financial responsibility to clean up, repair or replace.
- F. Wash automobiles in designated areas with a hose that has a shut off handle, and based on guidelines for water usage by the restrictions imposed by local or state government. **Only those vehicles owned by the residents of Bel Forest Manor Condominiums may be washed in the designated areas.**

## **Section 3. SIGNS**

Sign(s), advertisement(s) or notice(s) of any size or type are not permitted on the common elements or in the windows of any unit. This strictly prohibits "For Sale" or "For Rent" signs. Signs on resident vehicles are not permitted on the Association common elements.

## **Section 4. GUESTS**

In the absence of the unit owner, the Board is to be notified in writing by the unit owner if their unit is to be occupied by anyone during their absence. They are to give the dates of occupancy, along with the make, model and license plate number of the car, if known.



These guests are subject to all provisions of the Condominium Documents, including these Rules and Regulations. It is the owner's responsibility to provide a copy of the HOUSE RULES to their guests.

#### **Section 5. SAFETY RULES**

**Children under the age of 13 must be supervised by a parent or a responsible adult at all times.** Running, jumping or playing on the balconies or stairs is not permitted. Roller skating, skate boarding or "bike" riding is not permitted on the Association's common elements.

#### **Section 6. SELLING OR LEASING**

- A. If a unit owner wishes to sell, transfer, rent or lease their unit, the Association shall have the right of prior approval. The sale, transfer, rental or lease of all units are subject to the governing documents of Bel Forest Manor Condominiums, Inc., Section 10, pages 16, 17 and 18. An application must be completed and accompanied by:
  - i. A check in the amount indicated on the application payable to the Association.
  - ii. A copy of the purchase, transfer, lease or rental agreement.
- B. All applicants will receive a current copy of the House Rules and will be required to sign an agreement to abide by them.
- C. **No sub-leasing or sub-renting is permitted.**
- D. Leases for less than ninety (90) days **are not permitted**. All leases or rentals for less than twelve (12) months is discouraged. A unit may be leased for ninety (90) days **only once** during a twelve (12) month period.
- E. **No unit shall be occupied by more than one single family or one housekeeping unit of two unrelated persons.**

#### **Section 7. ALTERATION OF PROPERTY**

No changes to the outside of units may be made by owners/residents without Association approval.

- A. This includes any addition to, removal of or painting of common elements.
- B. This further includes additions to or removal from the Association provided landscaping. No pruning, cutting, fertilizing or planting without prior Board approval.
- C. **No washers or dryers are permitted in any unit of Buildings A, B or C.** The Town of Belleair will not grant a permit to install such machines in these units because the waste drainage is inadequate.

### Section 8. SWIMMING POOL

- A. Pool and pavilion hours are from 8:30 a.m. to 10:00 p.m.
- B. Residents and guests must read and obey all "Pool Rules". Residents are responsible for their guests. **All residents and resident guests must have and display a pool tag while at the pool or pavilion.**
- C. Children under the age of 13 must be supervised by an adult.
- D. Proper bathing attire must be worn in the pool. Walking shorts, bicycle shorts, sports bras, cut-offs and the like are not acceptable. No "T-backs", thongs or string bikini's are permitted.
- E. Infants that are not "potty trained" **MUST wear appropriate swimming attire** to prevent accidental contamination of the pool water. Infants wearing "standard" (i.e. Huggies, Pampers etc.) **disposable diapers are not permitted in the pool.**
- F. Long hair must be tied up securely before entering the pool and at all times while in the pool.
- G. No glass is permitted in the pool or deck area. No food is permitted within three (3) feet of the pool.
- H. Shower BEFORE entering the pool and EACH TIME you enter the pool thereafter. **SUNTAN OIL MUST BE REMOVED BEFORE ENTERING THE POOL.** Soap and warm water are provided. Oil fouls the pool filters and tiles and is difficult to remove.
- I. Towels or covers must be used on the chairs and lounges, and must be of sufficient size to cover the entire area of the lounge or chair, to prevent skin/suntan oils from coming into contact with the chair/lounge straps.
- J. Rafts are permitted ONLY when three (3) or less people are in the pool. "Noodles" are permitted without restriction. Rafts, baby pools or other large pool accessories may not be stored in the restrooms. Provision has been made for "noodles".
- K. Blaring radios are NOT permitted. If you wish to listen to a radio/CD player, please be sure it has a head phone.
- L. When leaving the pool area, return chairs/chaises to proper places and chaise lounges to upright positions. Lock restroom doors and turn off ceiling fans.
- M. Outdoor grilling is permitted in the pavilion ONLY. An electric grill has been provided for your convenience, and we encourage our residents to use and enjoy our pavilion! Please return the tables and chairs to their original position, empty ashtrays and clean the area before leaving. If you have a party or gathering, and fill the waste basket(s), please tie the bag(s) and carry it/them to the



**dumpster.**

- N. Restroom key is located behind the water cooler. Please be sure to return it to the same location after use.

#### **Section 9. PETS**

**Pets are not permitted on the premises, in the units or on the Association's common elements. (Condo. docs. paragraph 19.06)**

#### **Section 10. NOISE**

- A. Volume of radios, amplifiers and televisions should be kept to a minimum. Control volume so as not to disturb adjoining neighbors, especially between the hours of 10 p.m. and 9 a.m. Practicing of loud musical instruments is not permitted.
- B. **Town of Belleair law prohibits construction and/or decorating noise after 6 p.m., and all day on Sundays.**
- C. Running, jumping and boisterous behavior in units, on balconies and stairs, and in parking areas is not permitted.

#### **Section 11. UNIT ACCESSIBILITY**

- A. We recommend that each unit owner provide the Board with an emergency key. If the unit owner chooses not to make a key available to the Board for emergency access (i. e. running water, fire, police or medical emergency) the owner will be financially responsible for any and all costs incurred in forced entry. The keys are stored in locked boxes on the premises, available **ONLY** to two (2) Board members.
- B. No access to your unit will be made without prior notification except in an emergency. Two (2) Board members must be present when any unit is entered during the absence of the unit owner/tenant.

#### **Section 12. GENERAL RULES**

- A. There is to be no storage of personal property on the exterior of the unit. All common elements must be left uncluttered for safety, cleaning ease and uniform exterior appearance. Door mats are to be positioned in the recessed entrance and nothing is to be placed on window sills. Plants are permitted at the recessed (extended) ends of the buildings when they are positioned so as not to interfere with walkway traffic or cause a safety hazard. Plants kept in the "alcove" of individual units must be kept neat and not constitute a safety hazard. These rules recommended by the Belleair Fire Dept. and are enforced.
- B. **Unit owners, tenants, residents or guests may NOT hang any laundry, garments or other unsightly objects which are visible outside of the unit.** This includes, but is not restricted to, rugs, mops, towels, bathing suits,

**buckets, blankets and the like.**

- C. All contractors, hired by unit owners, must remove excess or replaced construction material from the Association common elements. The dumpsters are NOT to be used to dispose of this material. Unit owners are responsible for any damage caused by a contractor to any Association common or limited common element.
- D. No unit owner, tenant, resident or guest shall allow any rubbish, refuse, garbage or trash to accumulate in places other than the receptacles provided therefore, so that each unit, the common elements, and limited common elements shall at all times remain in a clean and sanitary condition. (The recessed entrance to each unit is a "limited common element".)
- E. No loose trash or garbage is to be placed in the dumpsters. **All garbage/trash must be bagged and securely tied.** Newspapers (MUST BE UNBAGGED!), plastic milk cartons, glass and aluminum cans should be deposited in proper (marked) recycle containers. Close the dumpster lids and tops of recycling containers after disposing of trash and recyclable materials.
- F. Owners/residents leaving their units for any extended period of time should turn off their water **at the outside shut off**, to prevent damage to their unit and the units of their neighbors. **Please turn water heater circuit off when turning off the water.**
- G. ***Air handlers and the condensate drain require periodic maintenance, including filter and drain flushing.*** Unit owners who do not maintain their condensate drain and filter may be held responsible for any damage caused to other unit owners property.
- H. When entering or leaving the **parking area**, please observe the **10 MPH** speed limit for the safety of our residents. Unit owners are asked to remind their visitors of this rule.
- I. Mail boxes must be identified with resident(s) name(s). Replacement of faulty locks or lost keys is the responsibility of the unit owner.
- J. Window coverings, i.e. blinds, shades or draperies, in the Florida room and master bedroom should be of neutral color on the outside. Brown or black window tinting is permitted.
- K. Screen doors, replacement of screen doors and screens are the responsibility of the unit owner. All first floor residents are requested to keep the **glass closed** on their back screen/storm doors to prevent rain damage to the interior door.

### **Section 13. LAUNDRY ROOMS**

Laundry rooms are located in buildings A, B & C. For the benefit of all residents of these buildings:

- A. Do not leave clothes in the machines for long periods of time. Other residents



may be waiting to use the laundry room.

- B. Laundry machines are to be used ONLY during the hours posted.
- C. When finished, clean the dryer lint catcher, wipe up any spilled laundry soap or powder, and leave the folding table clean and uncluttered. No soap, dryer sheets, softener, etc. is to be stored in any laundry room. Take them with you when you're finished.
- D. Be sure the lights are turned off and the door is locked when you are finished.
- E. No tinting or dying is permitted.
- F. Unit owners must advise guests/tenants of proper use of these facilities.
- G. No smoking is permitted in any laundry room.

**All residents of Bel Forest Manor are expected to abide by these House Rules. Violations of the Rules may subject the unit owner to legal action, and the responsibility for costs' and attorney fees incurred by the Association in connection with the enforcement. (Condo Docs - Article 10, Sect. 2)**

**Your cooperation is appreciated and will enhance the peace and tranquility of the community.**

May 25, 2017

Re: Changes to Rules and Regulations of Bel-Forest Manor

Dear Unit Owners:

At a duly-noticed meeting held on Thursday, May 11, 2017, the Board of Directors voted in favor of the following revisions to the Rules and Regulations:

**Changes are bolded and underlined**

1. Section 2,A, Automobiles

Carport parking spaces are assigned one (1) per unit. Carport use is restricted to the resident of the unit, the authorized tenant, or guest. **A written authorization signed by the owner is needed to park in another owner's spot, and a copy should be given to the Board or Management.** No more than two (2) vehicles per unit may be parked on condominium property. Condominium guest parking spaces are to be used on a short-term basis. No vehicle shall be parked in the guest parking spaces for more than 72 hours (3 days) without prior written permission from the Board.

2. Section 2,B, Automobiles

"Parking spaces are limited to passenger automobiles, station wagons, vans and trucks under one (1) ton. (The "one ton" refers to the load capacity, not the weight of the vehicle.) Watercraft, capers, trailers, and motorcycles are not permitted on condominium property. **This includes motorized bikes, mopeds, golf carts, and scooters.**" Further, all vehicles parked in the carport must not extend beyond the carport canopy. Vehicles, therefore, cannot exceed approximately 19 feet in length.

3. Section 12, General Rules

"There is to be no storage of personal property on the exterior of the unit, **with the exception of corner units may have a small table and up to two chairs.** All common elements must be left uncluttered for safety, cleaning ease and uniform exterior appearance. Door mats are to be positioned in the recessed entrance and nothing is to be placed on window sills. Plants are permitted at the recessed (extended) ends of the buildings when they are positioned so as not to interfere with walkway traffic or cause a safety hazard. Plants kept in the "alcove" of individual units must be kept neat and not constitute a safety hazard. These rules, recommended by the Belleair Fire Dept., are enforced.

These rules are now in effect and will be enforced. Please comply accordingly.

Sincerely,

Your Board of Directors