

Fairway Palms Condominium Association Inc.
Common Area Rules and Guidelines
Revised December 13, 2016

These Rules and Guidelines are intended to preserve the quality and appearance of Fairway Palms and to protect the common areas (everything outside of your unit).

1. Personal Property

- a. All personal property, such as lawn chairs, bicycles, etc. must be kept inside your garage or lanai.
- b. Seasonal residents must be sure that when they leave for the season that there is nothing left in their lanai area and no potted plants left outside the unit.

2. Architectural Control

- a. **No structure** shall be erected on Condominium property, nor shall any exterior addition or alteration be made until the plans and specifications showing the details have been submitted to and approved in writing by the Board of Directors on the Fairway Palms “Request for Alteration” form which is available on the property or through the management company.
- b. **Flower Pots**
 - i. No flower pots in common area.
 - ii. No more than 2 flower pots per household in the mulch area near entry and/or porch plus the shared space between the garage doors without Board approval.
 - iii. Must be neutral color (no primary colors), round or square shape, attractively maintained and not to exceed 24” in height and diameter.
 - iv. Flower window boxes are not allowed.
 - v. No hanging pots in trees.
- c. **Ground lights**
 - i. Must be Malibu style lights, black or a dark color with white lights.
 - ii. May only be installed in mulch area.
 - iii. Previously installed lights are grandfathered in, but all new or replacements must follow the new standards.
 - iv. No hook or rope lights.
 - v. No other outdoor lighting.

- d. **Statues, statuettes, lawn or garden ornaments**
 - i. None permitted
 - ii. No shepherd hooks, trellises or colored lights.
- e. **Flowers and plants in common area**
 - i. May be planted in mulched areas.
 - ii. Artificial flowers are not permitted, even in pots.
 - iii. Any plants/flowers planted by the owner must be well maintained by the owner.
- f. **Stone mulch**
 - i. Not permitted, except for drainage purposes when approved by the Board of Directors.
- g. **American flags**
 - i. No larger than 15 square feet (3 foot x 5 foot) may be displayed outside units.
 - ii. No flagpoles permitted in the ground, except at the front entry to Fairway Palms.
 - iii. Flags cannot be attached to the roof or eve of condo.
 - iv. No other flags permitted, other than Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day may be displayed in a respectful way, portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard.
- h. **Name and/or number plaques**
 - i. Design and installation subject to written approval by the Board of Directors.
- i. **Wind chimes**
 - i. Must be located within lanai area only.
- j. **Hoses**
 - i. Must be detached and stored inside when not in use.
 - ii. No hose mounts attached to the building
- k. **Windows**
 - i. **Nothing** may be hung or displayed on the outside or inside of any window visible from the outside except drapes, curtains or blinds of neutral colors only.
 - ii. Owners are required to maintain screens and grids in windows and they may not be removed. Contact Board of Directors for replacement clips for grids.
 - iii. Installation of tinting film must be approved by the Board of Directors.

- iv. Replacement of any windows must be approved by the Board of Directors.
- v. Installation of hurricane shutters must be approved by the Board of Directors.
- vi. Installation of any solar tube skylight must be approved by the Board of Directors and maintained by the owner.

l. **Lighting**

- i. Installation of any exterior lighting attached to a unit must be approved by the Board of Directors.
- ii. Any changes to exterior lights must be approved by the Board of Directors.

m. **Lanai**

- i. Owners are responsible for lanai enclosure, screens, roof and gutters.
- ii. Enclosing of lanai must be approved by the Board of Directors.
- iii. No rope, holiday and/or party lights are allowed.
- iv. Neutral colored roll down blinds are permitted. Wood tone or dark colored blinds are not permitted. Blinds must be kept maintained and clean at all times.

3. Maintenance Request/Architectural Change/Suggestions

- a. Requests for architectural or landscape changes to a residence, requests for changes to the common areas, requests for maintenance and suggestions must be submitted to the Property Manager by email or USPS using the “Maintenance Request/Suggestion Form” that is available in the clubhouse. These requests and suggestions will be put on the agenda for review at the next Board of Directors meeting.
- b. For maintenance problems that cannot wait until the next Board of Directors, please contact the Property Manager.

4. Pets

- a. 2 household, domestic pets are allowed per unit.
- b. The Board of Directors has the right to place limitations on the size, number and type of domestic pets.
- c. The privilege of having a pet may be withdrawn if the pet is determined to be a nuisance by the Board of Directors.
- d. All pets must be carried or kept on a leash (not longer than 6 feet) when not inside your unit.
- e. No pet shall be tethered or left outside on the lawn or common areas.
- f. No pets are allowed in the pool area or clubhouse.

- g. All resident pet owners are responsible for picking up and properly disposing of their pet's feces.
- h. Failure to comply with the above rules will result in a written warning, fines levied and the possible requirement for removal of pet from the premises by the Board of Directors.

5. Trash

- a. Trash pickup is Wednesday (garbage and recyclable) and Saturday (garbage and yard waste).
 - i. Blue container is for recyclables only.
 - ii. Yard waste must be put in trash bags, boxes or tied in bundles before setting out for pickup.
- b. Do not put trash out before 6 P.M. the night before pickup.
- c. Promptly return trash containers to your garage after pickup.
- d. If your negligence causes trash to be scattered around common area, you are responsible for cleaning it up. Any cost incurred to clean up trash in the common area will be charged to the unit owner, including trash left by a tenant.

6. Landscape Alterations

- a. All requests for changes to landscape, including grass, shrubs, trees or plant material must be approved by the Board of Directors.
- b. The Association through the Board of Directors will replace any plants removed without permission and the unit owner will be charged for the cost of such replacement.
- c. If a resident feels that an area of the common property needs to be trimmed or cleaned up they are to submit a Maintenance Request Form to the management company. Do not trim vegetation yourself.
- d. The Association is not responsible for the removal of any lawn or vegetation trimmings placed on the common area by a resident.

7. Swimming Pool

- a. The swimming pool/clubhouse is for the private use of residents of Fairway Palms and their guests. Residents will be held responsible for the actions of their guests.
- b. Swim at your own risk – no lifeguard on duty.
- c. All children under the age of 15 must be accompanied by an adult.
- d. Small children must wear swimsuit; no diapers allowed in pool.
- e. Rowdy or disruptive behavior will not be permitted.
- f. No running or diving.

- g. Glass containers for food or beverages are not allowed.
- h. Dispose of all litter and trash in proper container.
- i. No loud music is permitted in pool area.
- j. No pets allowed in pool area.
- k. When entering the clubhouse from pool area swimmers must enter through restroom doors. Your key will open these doors.
- l. Lock gates, restroom doors and clubhouse doors when leaving the pool area.
- m. Swimming in pool is not permitted if pool pumped is not working.

8. Clubhouse Rental

- a. Residents may reserve the clubhouse for private gatherings of any size. Pool area and exercise room will still be available to condominium residents.
- b. Submit application plus \$50 refundable deposit and \$25 rental fee to Property Manager.
 - i. Rental applications are available in clubhouse.
- c. Resident is financially responsible for any clean up needed after event and/or any damage done.
- d. All trash must be removed after use.
- e. After use resident is responsible for locking all clubhouse doors, turning off lights and fan and returning thermostat to 80 degrees after use.
- f. No one household may reserve the clubhouse more than once a month.

9. Fire-pits

- g. No fire-pits are permitted anywhere on condo premises.

10. Parking

- a. No recreational vehicle may be brought into Fairway Palms without approval of Board of Directors.
 - i. Overnight parking of recreational vehicles is not allowed.
- b. No illegal parking in streets or turn around areas.
 - i. Illegal parking is a vehicle “routinely” and “consistently” parked in turnarounds or streets. Violations fitting this definition will be considered illegal and should be reported to the Property Manager.
 - 1. Property Management actions are: warnings (verbal or written), levy Association fines and/or towing. Repeated offenses by same parties may result in vehicle towing with prior actions.

- ii. Vehicles parked between midnight and 7 A.M. fitting the above definition will be issued warnings by security and reported to the Property Manager. Vehicles will be towed by security at their discretion. In unsafe and emergency situations, prior notice will not be given before towing nor will repeat offenders be notified once towed.
- iii. Routine = regular, unvarying procedure
Customary = prescribed or habitual, as of business or daily life; such procedure in general have the nature of using by routine.
Consistent = holding to the same principles or practices as consistent behavior.
- c. Residents must park in garage or driveway directly in front of their garage.
- d. Guest parking is available at clubhouse. No overnight resident parking in these spaces.
- e. Vehicles must not obstruct streets or drives. Violators may be towed away at owner's expense plus condo fines may be assessed.

11. Garage Sales, Estate Sales, Etc.

- a. Garage and estate sales are not permitted.

12. Signs

- a. No signs are permitted in common areas.
- b. One professionally prepared sign, not to exceed 9 square feet, advertising the unit for sale or rent may displayed on the interior side of a window or lanai screen or window.
- c. One security or emergency decal, not exceeding 4 square inches in size, may displayed on a window.

13. Holiday Decorations

- a. All holiday decorations must be removed within 10 days after the holiday.

14. Rentals

- a. After March 2016 unit owners are not allowed to rent their unit until they have owned the unit for 2 years or longer.
- b. Condo owner must submit completed rental application to the Property Manager for review and approval before tenants can move into the unit. Contact the Property Manager for rental application.

- c. Unit owners are responsible for the actions of their tenants. Any fines due to tenants' activities will be assessed to the unit owner.
- d. All renters are to be given a copy of the Fairway Palms Condominium Association Rules.
- e. Any unit owner that purchases a unit after March 20, 2016 cannot rent their unit within 24 months of the closing date.

15. Application to Serve on the Board of Directors

- a. When an opening is available on the Board of Directors any unit owners may apply to fill this opening by sending a letter to the Board of Directors asking to be considered.
- b. The Board of Directors will review any applications and fill vacancies through a vote of the Board.

16. Fines

- a. The Board of Directors has the right to assess fines against unit owners violating these rules per the Florida Condominium Statutes.

17. Fishing in the Condominium Owned Pond

- a. Residents and their guest are permitted to fish in this pond.
- b. Fairway Palms Condominium Association assumes no liability for any injuries related to this pond.
- c. BEWARE of ALLIGATORS and other wildlife in or around the pond.
- d. Do not feed any wildlife under any circumstances.

18. Mail and Mailboxes

- a. Resident mail is delivered to one of three banks of mailboxes on the premises.
- b. Hold or forwarded mail – a resident can submit a “Hold or Forward Card” at the post office or on the internet at www.usps.com.

19. Membership and Board of Directors Meetings

- a. Meetings are open to all property owners. Tenants are not permitted to attend General or Board of Director's meetings.

20. Speeding

- a. Posted speed limit is 14 mph. Speeders may be fined by the Board of Directors.

21. Emergency Procedures

- a. In case of severe weather, including hurricanes and tropical storms, residents need to prepare their unit accordingly.
 - i. All furniture and loose items must be removed from screened lanai areas.
 - ii. All flower pots and loose items in mulched areas must be stored inside.
 - iii. White aluminum accordion hurricane shutters have been approved for permanent installation on windows. Shutters may not be closed before official hurricane watch has been posted/
 - iv. If a resident chooses to board up their windows with plywood, it must be done in such a way that there is no drilling to the building exterior. Clips or other methods of attaching the boards to the building must be used. Boards may not be put in place before the official hurricane watch is posted and must be removed in a timely manner after the storm has passed.
 - v. If power outages are experienced and residents use a generator, it is only permitted to run from 7 A.M. until 10 P.M.

22. General Information (per sections 5(B) and 12 of Declaration of Condominium)

- a. Patios and lanais, including any enclosure thereof, shall be maintained by the individual unit owner. This includes any lanai roof, gutter and downspouts attached to the lanai. Gutters attached to the main structure of the building, excluding lanai, are responsibility of the Association.
- b. The Association shall be responsible for the common elements. However, the Association shall not be responsible for the maintenance of any air conditioning compressor that serves a unit, all other mechanical systems and appliances serving a unit, windows, entry and garage doors, patios, lanais and garden areas inside lanais, which responsibility shall, instead be borne by the owner of such unit.

The Board of Directors may revise these rules as deemed necessary. Being familiar with and voluntarily abiding by these rules will make Fairway Palms a better community for all.