

GLEN ACRES APARTMENTS AND TOWNHOUSES
Community Rules

1. The greens and walkways and the entrance ways shall not be obstructed or used for any purpose other than ingress to and egress from.
2. No exterior surface shall be decorated by any owner in any manner without prior consent of the Phase Management Committee.
3. No article shall be hung or shaken from the doors or windows or placed upon the window sills of the townhouses or apartments. Water from hanging flower baskets shall be retained within the unit or lanai. Pots or planting boxes on window sills or lanai railings shall be securely fastened. Any structural damage or paint discoloration resulting shall be the responsibility of the owner.
4. No owner shall make or permit any noises that will disturb or annoy the other occupants in the community or do or permit anything to be done which will interfere with the rights, comfort or convenience of other owners.
5. Each owner shall keep such owner's townhouse or apartment in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors or windows thereof, any dirt or other substance.
6. No shades, swings, window guards, ventilators, fans or air conditioning devices shall be used in or about the buildings except such as shall have been approved by the Phase Management Committee.
7. No signs, notice or advertisement shall be inscribed or exposed on or at any window or exterior surface, except such as shall have been approved in writing by the Phase Management Committee, nor shall anything be projected out of any window of the townhouses without a similar approval. The information board at the complex entrance is for sales and rental advertising. For posting a unit for sale or rent, contact the HOA Management Office.
8. All garbage and refuse from the townhouses shall be deposited with care in garbage containers provided by the owners and intended for such purpose only at such times and in such manner as the Phase Management Committee may direct. All disposals shall be used in accordance with instructions given to the owner by the Phase Management Committee. Wet garbage shall be deposited in the owner's disposal rather than in the garbage containers whenever possible.
9. Water-closets and other water apparatus in the buildings shall not be used for any purposes other than those for which they were constructed nor shall any sweepings, rubbish, rags, paper, ashes, or any other article be thrown in the same. Any damage resulting from misuse of any water-closets or other apparatus shall be paid for by the owner in whose townhouse it shall have been caused.

10. No orders or instructions shall be given to employees by an owner.
11. No bird or animal shall be kept or harbored in the development unless the same in each instance be expressly permitted in writing by the Phase Management Committee. In no event shall dogs be permitted in any of the public portions of the development unless carried or on leash and any excrement deposited must be immediately removed. Exercising pets must not disturb other residents in their use of the common areas. Droppings must be placed in plastic bags and securely sealed before placing in garbage containers. The owner shall indemnify the Phase Management Committee and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal in the development. If a dog or other animal becomes obnoxious to other owners by barking or otherwise, the owner thereof must cause other problem to be corrected or if it is not corrected, the owner, upon written notice by the Phase Management Committee, will be required to dispose of the animal.
12. No radio or television aerial shall be attached to or hung from the exterior without written approval of the Phase Management Committee.
13. No owner or any member of the family or guest of an owner shall be allowed upon the roof, covered walkways, carports, or clubhouse or upon any of the walls or fences.
14. The owner shall not cause or permit the blowing of any horn from any vehicle of which his guests or family shall be occupants, approaching or upon any of the driveways or parking areas serving the development.
15. Parking/Security
 - a. No vehicle belonging to an owner, tenant, resident, family member, guest, or employee of an owner shall be parked in any manner which impedes or prevents ready access to another's parking space. An owner must not permit his guest, tenant or family member or other resident to use parking spaces belonging to other owners. The owners, their tenants, employees, servants, agents, visitors, licensees and family members shall obey the parking regulations posted at the private streets, parking areas and drives, as now in effect or as hereafter amended.
 - b. No owner or owner's family member, tenant or other resident may park in designated guest parking spaces. No house trailers, boat trailers, boats, campers, large vans, recreational vehicles or similar vehicles shall be parked in any guest parking area, in the common area or in the streets, without prior approval.
 - c. Vehicles of residents authorized to regularly parking in Glen Acres must carry a serialized sticker in lower left hand comer of the vehicle's windshield. Residents are limited to a maximum of 2 vehicles per address, unless a third vehicle is specifically approved.
 - d. Residents will not use Glen Acres Drive South for overnight parking. Parking on Glen Acres Drive South is for temporary use of service vehicles and visitors.

Parking/Security (cont)

- e. Owners who have guests staying more than 48 hours shall request a "Temporary Parking Permit" to be issued by the Management Office to be displayed on the vehicle's dashboard in a manner visible from the exterior. Security or Phase personnel will regularly patrol controlled parking area(s) and ticket those vehicles which are improperly permitted or parked. Temporary Parking Permits will be issued for periods no longer than 14 days. Longer term parking requires other arrangements to be made with the Management Office on a space available basis.
- f. Any vehicle parked in either "NO PARKING" or "FIRE LANE" areas will be towed immediately upon discovery, WITHOUT NOTICE. Any other parking violation will result in a Parking Ticket upon discovery. At the time of issuance of a second Parking Ticket within a 2 year period, the vehicle may be towed at the owner's risk and expense. Parking Tickets may be issued every 4 hours for continuing parking violations.
- g. Any vehicle which is without current license, is inoperable, in disrepair or leaking fluids, regardless of where it is parked, must be removed or repaired immediately.
- h. Phase/Division Management Committees may enact additional parking rules to meet specific circumstances within the boundaries of that Phase/Division.

ENTRANCE PARKING LOT Rules

- a. No house trailers, boat trailers, boats, campers, large vans, recreational vehicles or similar vehicles shall be parked in entrance parking lot area, without prior approval.
 - b. Residents will not use the entrance parking lot for overnight parking without prior approval. Parking in the entrance parking lot is for temporary use of service vehicles, visitors, and overflow parking for the Glen Acres Golf & Country Club.
 - c. Owners who have guests staying more than 48 hours shall request a "Temporary Parking Permit" to be issued by the Management Office to be displayed on the vehicle's dashboard in a manner visible from the exterior. Security will regularly patrol controlled parking area(s) and ticket those vehicles which are improperly permitted or parked.
16. All damage to townhouses or apartments or common area structures caused by the moving or carrying of any article therein shall be paid for by the owner responsible for the presence of the article.
17. Water shall not be left running any unreasonable or unnecessary length of time.
18. No owner shall use or permit to be brought into the townhouse or apartment any flammable oils or fluids such as gasoline, kerosene, naphtha or benzene, or other explosives or articles deemed extra hazardous to life, limb or property without in each case obtaining written consent of the Phase Management Committee.

GLEN ACRES

Community Rules, cont.

19. The owners shall not be allowed to put their names on any entry of the townhouses or apartments except in the proper places provided by the Phase Management Committee for such purpose.
20. No owner shall do any painting of the exterior of the townhouses or apartments or patios, fences, carport or storage areas.
21. The swimming pool may be used by owners or their guest. No alcoholic drinking shall be permitted in pool area. The owners and their guests must abide by the swimming pool rules as posted in the pool area. Personal copies shall be available upon request.
22. Any owner wishing to plant flowers, trees or shrubs outside of his patio area must obtain written permission from the Phase Management Committee before doing *so*.
23. The owner must keep the interior of the patios, storage sheds and carports clean and free from obstructions. Nothing shall be hung in the patios above fence lines. The Phase Management Committee assumes no liability for patios, storage sheds or carports.
24. Any damage to the buildings, recreational facilities or other common areas or equipment caused by children or their guests shall be repaired at the expense of the related unit owner.
25. Parents shall be held responsible for the actions of their children and their guests.
26. Complaints regarding the management of the townhouses or apartments and grounds or regarding actions of other owners shall first be made in writing to the Phase Management Committee.
27. Any consent or approval given under these Community Rules by the Phase Management Committee shall be revocable at any time.
28. These Community Rules may be added to or repealed at any time by the Phase Management Committee.
29. Use of the Club House, Swimming Pool, Putting Green, Driving Range and Tennis Courts will abide by the rules set up by the Golf Club and the Homeowners Association. Pick up a set of these rules at the Clubhouse Office.
30. No sale or rental shall be made to a person with a child under 16 years old living at home. Visiting children under 16 years old shall stay no more than 30 days per year. The exception would be a Hardship Case which is approved by the Phase/Division Management Committee and the case will be reported in writing to the Board of Trustees.
31. Complaints to the Board or the Phase Management Committee must be submitted in writing.

GLEN ACRES

Community Rules, cont.

32. The portion of the window covering that is visible from the outside of a unit shall be off white, cream, or light brown in color.
33. The installation of any down-draft cooking units in any multi-story building will not be permitted because of the inherent nuisance problems such as noise, smoke and odor. In order to install a Down-draft venting system in other units, it will need to be done so by a recognized installer, and done according to code and manufactures recommendations. This will be looked at on a case by case basis.
34. In the Amended Declaration of Covenants, Conditions and Restrictions for each Phase/Division it states under Article 16 that "No owner shall occupy or use his unit, or permit the same or any part thereof to be occupied or used for any purpose other than as a private residence". This would preclude the use of the unit as a place of business. Our interpretation of "place of business" is where customers, employees, or business associates are involved.

ENFORCEMENT:

1. General

- a. Each owner is responsible to provide its tenant with a copy of the current community rules.
- b. Should a dispute arise between two parties, the parties involved should make every reasonable attempt to resolve the problem before involving the Phase Management Committee (Trustees if applicable) or managing agent.
- c. Any resident or non-resident owner has the right to a hearing before the Phase Management Committee (or Trustees if applicable) at any time during the enforcement process. Request for a hearing must be made in writing to the Management Committee or Trustees, as appropriate, or the Community Association Manager.

1. Complaint Procedure

- a. Any resident or non-resident owner, after an initial attempt to resolve the problem (if possible), may write a letter to the Management Committee (Trustees if applicable) or managing agent, giving a full account of the problem, including who, what, when and where.
 1. The party filing a complaint must identify him/herself.
 2. A telephone call is accepted in emergencies only.
- b. If the original problem persists, additional complaints should also be filed in writing.

2. Enforcement Procedure

See separate “**Fines & Enforcement Policy**”