

The Courtyards of Suntree, Inc.

Rules and Regulations

Revised by the Board on 1/23/2020

I. Owners – Tenants – Residents - Guests

- A. Definitions
- a. Owner: As defined by the HOA Act
 - b. Tenant: Any person leasing or renting a unit.
 - c. Resident: Owner or tenant and family members who reside at The Courtyards of Suntree.
 - d. Guest: Any person, regardless of age, who visits a unit owner or tenant at the Courtyards of Suntree.
- B. Guests thirteen (13) years or older (and under 13 with adult supervision) may use any facility providing they conform to all rules and regulations.
- C. If owners, guests or tenants continue to violate rules after adequate warning, they will be asked to terminate use of the recreational facilities.

II. General Rules

- A. Owners are responsible for any damage or defacing of property which they, their guests or their tenants have caused.
- B. Refuse collection days (Refer to Suntree Masters Article X, Section 17):
- Tuesday for yard waste, recyclables and household trash;
 - Friday for household trash.

For large appliances or other large household items, Homeowner *must* call Waste Management Systems (WMS) 723-4455 or email centralfloridaservice@wm.com to arrange pickup. Covered containers **must** be used and placed out no earlier than 6 PM the night before pickup. Do not place separate trash pieces or individual bags of trash outside the receptacle or on the curb, as WMS uses automated trucks and will not pick them up. Containers must be kept out of sight when not out for collections.

- C. Pets - Refer to Amended Covenants,(of 3/18/19) Article VIII, Section 8.4.
- D. Porches and Courtyards must be kept neat and orderly. No trees of any kind are to be planted in the inner courtyards, and all plants, shrubs and bushes must be kept away from the walls to prevent damage to the stucco and foundations.
- E. Drapery or window treatments visible from the outside must be white or beige or other shade of color approved by the Board. No sheets of aluminum foil shall be permitted in any window. Solar film may be installed with written consent of the Board if it is non-metallic in appearance.
- F. Barbequing equipment is permitted on lawns but must be removed after use. Consideration should be given to your neighbors regarding smoke.
- G. Owners should notify the Property Manager in writing, signed, to report any violation of the Rules and Regulations.
- H. Any owner who wishes to request changes to the Rules and Regulations must submit a written, signed request to the Board.
- I. Night walkers should carry flashlights. Any vehicle - bicycle, golf cart, and any other motorized vehicle must be equipped with lights for use after sunset.

- J. Proposals for any modifications to homes, landscaping, courtyards, or patios must be submitted to the ARC (Architectural Review Committee) for final approval.
- K. No owner or tenant shall be permitted on the roof of any unit.
- L. Hurricane Shutters – Refer to Suntree Masters HOA Guidelines.
- M. Landscaping – Lawn ornaments and statuary must be no higher than 3 feet and must not be placed on common property.

III. Vehicles

Vehicles and parking in the subdivision are governed by the Suntree Master Homeowners Association Declaration of Covenants and Restrictions, Article X, Section 17.

- A. Overnight parking on streets is prohibited between the hours of midnight and 7 AM.
- B. Repairs to any vehicle are prohibited in any driveway, except for washing, waxing and light maintenance.
- C. Automobiles: Automobiles without logos or advertising may be parked in driveways and garages. Automobiles WITH logos or advertising must be parked in garages only, except those doing repair work at a residence
- D. No vehicle shall be parked on any lawn, vacant lot, or other area not intended for vehicular use.
- E. No more than two (2) vehicles may be regularly parked in the driveway of any unit except by Board approval.
- F. **SPEED LIMIT IS 15 MPH IN THE COURTYARDS**
- G. Street Parking: Vehicles of Courtyards homeowners, guests and visitors must park in the homeowner's driveway when sufficient space is available. Vehicle parking on the street will only be permitted when space is not available in the homeowner's garage or driveway. For special occasions such as parties, open house, garage sales, events at the pool or tennis courts, emergencies, etc., parking on the street is permitted for the duration of the event. Residents are encouraged to use their neighbor's driveways for overflow parking as long as prior permission is obtained
- H. Homeowner will receive a warning for first time parking violations, whether they are the operator or not. Homeowner will be fined \$25.00 for each repeat parking violation.

IV. Recreational Facilities

- A. ALL FACILITIES SHALL BE USED AT YOUR OWN RISK.
- B. The Secretary will provide the Recreational keys (Pool and Tennis Courts) to owners. One key per unit will be issued. Keys will be provided to tenants upon verification that an approved lease is filed with the Courtyards Homeowners Association. Lost keys may be replaced for a \$5.00 charge. New buyer must get pool key from previous owner or real estate agent.
- C. **Swimming Pool**
Hours: Dawn to Dusk. Dusk is defined as when the sun is below the horizon.
 - a. NO DIVING OR JUMPING PERMITTED AT ANY TIME.
 - b. Gates MUST be kept locked at all times.
 - c. Running, boisterous conduct, unnecessary splashing and ball throwing are not permitted in the pool or pool area.

- d. **ALL PERSONS MUST SHOWER BEFORE USING THE POOL.**
- e. Persons with infectious or contagious health conditions such as colds, fungus, skin diseases, etc., may not use the pool.
- f. **Chairs and lounges must be covered with a towel before use.** When leaving, return all umbrellas to the down position to avoid wind damage. No furniture shall be removed from the pool area.
- g. Food and beverages must be in paper or plastic containers or cans. No glass, china or other breakable items are allowed in any area of the deck or pool.
- h. Children under thirteen (13) years of age must be accompanied by and closely supervised by a responsible adult.
- i. Children not toilet-trained **MUST** wear snug-fitting swim diapers.
- j. Only recognized swimwear is allowed in the pool-no cutoff jeans or shorts are allowed.
- k. Radios, stereos, etc. are not permitted unless used with earphones or headphones.
- l. No animals are allowed inside the fenced area of the pool.
- m. No cigarettes, cigars, or any other tobacco products are allowed in the pool. Ashes and other smoking materials used at the tables must be disposed of in the proper receptacles.
- n. Each person must dispose of their trash in the proper trash receptacle.
- o. Guests must be accompanied by the owner or tenant. Exceptions may be made for recognized house guests.
- p. Bicycles, skates and skateboards are not allowed in the pool area. Bicycles must be parked neatly outside the fenced pool area.
- q. Pool Area/Cabana Reservations:
The swimming pool cannot be reserved between 10:00 AM and dusk, however the Pavilion may be reserved for private parties for anytime between 10 am and 10 pm. Requests to reserve the Pavilion area for private parties must be made in writing to the Board Secretary. Private party guests will be responsible for repair or replacement of anything damaged during a private function. If function continues past 10:00 PM, applicant personally assumes all responsibility for facility (locking up, items stolen or lost). The Board Secretary must receive a deposit of \$25.00 when reservation is made for a private party. The deposit will be returned if the facilities are clean and acceptable to the Board Secretary.
- r. The owner or tenant requesting private use of any recreational facility assumes complete responsibility for supervision and maintenance of facility. The applicant must be present for the duration of the permit.

D. Tennis Courts

- a. Courts may be used from 8:00 AM until dusk
- b. Appropriate tennis apparel is encouraged while on the courts.
- c. Tennis shoes must be worn at all times. No black-soled shoes are allowed on the tennis courts at any time.
- d. Tennis court gate must be kept locked at all times.
- e. No animals are allowed inside the fenced area of the tennis courts.

V. Rentals and Leases

Restrictions on rental/leases are covered in the Amended Declaration of Covenants, of 3/18/19 Article VIII, Section j (2). which are posted on the web.

- A. Individual rooms cannot be rented and no transient tenants are allowed to rent any unit.
- B. AIRBNB/VRB OR OTHER ONLINE VACATION RENTALS ARE PROHIBITED.
- C. Owners **MUST** provide tenants and real estate agencies with the Courtyard Rules and Regulations.

- D. All owners leasing their units are required to provide the Management Company a copy of the lease within five (5) days of unit occupancy. A copy of a lease renewal or extension must also be submitted to the Management Company within five (5) days of the renewal or extension
- E. Owners who do not adhere to Rule E above will be subject to a twenty-five (\$25.00) dollar per week fine until an acceptable lease has been provided to the Board.

VI. Signs

- A. "For Sale" or "For Rent" Signs: One standardized Suntree Homeowners Association real estate For Sale or For Rent sign may be placed in front of a unit. No other type of realtor signs or hand-made signs is allowed in front of any unit.
- B. Open House Signs: Open House signs may be used by realtors and owners, one at each Courtyard entrance, and one at the unit. They may be used only two days a week
- C. Garage Sales:
 - a. The Courtyards holds an annual Garage Sale in which all residents may participate.
 - b. For private garage sales:
 - 1. The Courtyards Secretary must be notified prior to the sale.
 - 2. Sales must be held between 9:00 AM and 5:00 PM
 - 3. Sales may not exceed two (2) days.
 - 4. A maximum of three (3) signs may be used for the sale. Signs must not exceed 2 feet by 2 feet in size and must be removed the day the sale ends.
- D. Security Signs: Security signs may be installed outside the courtyard of a unit and may be a maximum of 6 inches by 12 inches. Installed height may only be a maximum of 18 inches. Security decals may be displayed on windows.
- E. All signs must conform to the Second Amendment to THE THIRD AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF THE SUNTREE MASTER HOMEOWNER ASSOCIATION, dated August 28, 1996.

VII. Satellite Dish Installations

Per the Suntree Master Homeowners Association Covenants Article VII, Section 15, homeowners are not to install satellite dish equipment of any kind on the roofs of any unit in the Suntree Association, including the subdivisions, of which we are a part. Any holes placed in our roofs will weaken the decking, will cause water intrusion, and void our warranties with our roof contractors.

Because we are a townhome community – and to preserve the aesthetics of our property and roofs for which the association is responsible - homeowners must follow the steps below before contracting for dish installation:

1. Submit an ARC request to the ARC Committee for a satellite dish installation. ARC request forms are on our website under Forms, or are available at the pool pavilion.
2. Notify the Property Manager when the installation is scheduled for your unit;
3. When your installer arrives for your dish installation, you must instruct your installer to seek signal reception in one of four places:

- a. On the inside of the archway above the gates, in a manner that the dish cannot be seen from the road;
- b. On the garage wall in the interior courtyards, close to the fascia board near the eaves, in a manner that the dish cannot be seen from the road;
- c. On the back wall of your unit, close to the fascia board near the eaves; do not allow installation on a lower part of the wall or on the side of a unit (the long outside wall in duplexes and quad buildings)
- d. On a pole or pedestal behind your unit, and close to the unit, per the Master Association specifications. **Mounting poles cannot be placed anywhere on the Common Property.**

4. If for any reason the signals cannot be received in any of these areas (this would be very rare), your installer must certify in writing that this is the case and must discuss the placement with the ARC Committee before installing.

5. If the technician installs on the garage or tile roof, on the side of a unit, or on a lower part of any wall, the Homeowner must recall the technician to move the dish to an approved location. This will be at the homeowner's expense; if the roof must be repaired the owner will also be billed. If the association has to call the technician, the owner will be billed for the service call and reinstallation. Please avoid these situations by planning ahead and then properly instructing your technician before he begins your installation.

VIII. Landscaping - Please refer to the Homeowner Guide under the Landscaping and Plants.

IX. Payment and Collection Policy - Please refer to Policy posted in on our website.