

PINE TREE PLAZA OWNERS ASSOCIATION
CONDOMINIUM RULES AND REGULATIONS

REVISED and APPROVED 12/15/2017 BY HOA BOARD OF DIRECTORS

COMMON AREAS/LIMITED COMMON AREAS

1. UNIT OWNERS ARE PROHIBITED FROM HANGING ANY CLOTHING, RUGS, OR ANY MATERIAL FROM UNIT DECKS.
2. CHARCOAL GRILLS AND ANY OTHER KIND OF WOOD BURNING DEVICES ARE NOT ALLOWED ON UNIT DECKS.
3. UNIT OWNERS WITH BALCONIES ARE REQUIRED TO SHOVEL THEIR BALCONIES IN THE WINTER TO AVOID THE BUILDUP OF SNOW AND ICE ON BALCONIES. CLEARING OF DECKS SHOULD BE DONE IN DAYLIGHT HOURS AND WITH PROPER PRECAUTIONS SHOULD BE MADE TO PROTECT THE AREAS BELOW THE DECKS WHILE SNOW/ICE IS BEING REMOVED. UNIT OWNER TO ENSURE AREA BELOW DECK IS CLEAR OF PEOPLE AND VEHICLES BEFORE ANY SNOW/ICE REMOVAL BEGINS. THE MANAGEMENT COMPANY RESERVES THE RIGHT TO CLEAR ANY SNOW/ICE FROM ANY UNIT BALCONY HAS A BUILD UP OF MORE THAN 12" OF SNOW/ICE AND BILL THE UNIT OWNER FOR THE WORK. UNIT OWNER MUST BE GIVEN WRITTEN NOTICE OF THE SNOW/ICE BUILDUP AND HAVE THE OPPORTUNITY (UNIT OWNER WILL BE GIVEN 10 DAYS FROM POSTMARK OF LETTER) TO REMOVE THE SNOW/ICE BUILD UP FROM THE UNIT BALCONY.
4. NO LONG TERM STORAGE OF VEHICLES, TRAILERS, MOTORHOMES, BOATS, RVs, ETC. ARE ALLOWED IN THE PINE TREE PLAZA SURFACE PARKING AREA. **VEHICLES STORED AND NOT MOVED FOR 15 DAYS OR LONGER CAN BE TOWED FROM THE PARKING LOT AT THE DIRECTION OF THE ASSOCIATION BOARD OF DIRECTORS.** LONG TERM VEHICLE STORAGE IS ACCEPTABLE IN THE COVERED PARKING AREA AND THE GARAGES.
5. NO EXTERIOR WIRING IS ALLOWED OUTSIDE ANY UNIT FOR ANY REASON WITHOUT WRITTEN APPROVAL OF THE HOA BOARD OF DIRECTORS.
6. UNIT OWNERS SHALL NOT PLACE ANY PERSONAL ITEMS IN COMMON HALLWAYS AND OTHER COMMON AREAS. **THE ASSOCIATION ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ARTICLES LEFT IN THE COMMON AREAS OR LIMITED COMMON AREAS.**
7. FRONT AND BACK STAIRWELL DOORS ARE TO REMAIN LOCKED AT ALL TIMES AND THE DOORS ARE NOT TO BE LEFT PROPPED OPEN.
8. UNIT OWNERS, GUESTS AND TENANTS ARE REQUESTED TO MOVE THEIR VEHICLES FROM THE FRONT AND BACK PARKING LOTS WHEN MORE THAN 3" OF SNOW ACCUMILATES. THIS WILL ALLOW THE SNOW PLOW TO CLEAR THE PARKING LOT WITHOUT PARKED VEHICLES IMPEDING THE SNOW REMOVAL.
9. ASSOCIATION CONDITIONS, COVENANTS AND RESTRICTIONS MANDATE THE EACH OF THE 25 UNIT OWNERS BE ENTITLED TO ONE PARKING SPACE. THE

ASSOCIATION BOARD OF DIRECTORS IS EMPOWERED BY THE ASSOCIATION CCRs TO REGULATE AND ASSIGN PARKING IF THE BOARD OF DIRECTORS FEELS IT IS NEEDED.

10. NO SMOKING ALLOWED IN ANY HALLWAYS, COMMON AREAS, GARAGES OR STORAGE CLOSETS.
11. BICYCLES ARE PROHIBITED FROM BEING STORED ANYWHERE BUT IN A CONDO UNIT OR BICYCLE RACK. BICYCLES ARE NOT ALLOWED TO BE STORED FOR EVEN SHORT PERIODS IN ANY LOBBY AREA OR COMMON HALLWAY OF THE HOA.
12. DAMAGE CAUSED TO ANY LIMITED COMMON AREA OR GENERAL COMMON AREA BY AN OWNER, OWNER' GUESTS, OR OWNER'S RENTERS SHALL BE REPAIRED AT THE EXPENSE OF THE UNIT OWNER.

GENERAL

13. OWNERS ARE ALLOWED TO HAVE UP TO 2 PETS OCCUPY THE UNIT. NO RENTERS OR OWNER GUESTS ARE ALLOWED TO HAVE PETS ON THE PROPERTY. OWNERS MUST CLEAN UP AFTER PETS AND PETS MUST BE ON A LEASH WHEN NOT IN THE UNIT. **OWNERS ARE SUBJECT TO A FINE FOR NON COMPLYING RENTERS OR GUESTS.**
14. REAL ESTATE FOR SALE SIGNS ARE ONLY ALLOWED IN THE WINDOW OF THE UNIT WHICH IS FOR SALE.
15. QUIET HOURS FOR ALL UNITS IN THE BUILDING ARE FROM 10:00PM UNTIL 8:00AM. REPEATED VIOLATIONS CAN RESULT IN A FINE OF \$50 TO THE UNIT OWNER PER OCCURRENCE.
16. UNIT OWNERS ARE REQUIRED TO PROVIDE THE PROPERTY MANAGER WITH A KEY TO THEIR RESPECTIVE UNITS. SHOULD AN OWNER DESIRE TO CHANGE LOCKS THE PROPERTY MANAGER MUST BE NOTIFIED IN ADVANCE TO COORDINATE THE PROPER KEYING OF THE UNIT.
17. NO FIREWORKS ARE ALLOWED TO BE IGNITED OR EXPLODED ON THE PROPERTY.
18. UNIT OWNERS MUST MAINTAIN A CURRENT ADDRESS, PHONE NUMBER AND EMAIL ADDRESS AND PROVIDE THAT INFORMATION TO THE PROPERTY MANAGER.
19. WHEN UNIT HOT WATER HEATERS ARE REPLACED BY THE OWNER DRAIN PANS ARE REQUIRED TO BE INSTALLED. UNIT OWNERS ARE REQUIRED TO REPLACE HOT WATER HEATERS THAT EXCEED 12 YEARS OF AGE.
20. UNIT OWNERS CONSENT TO PERIODIC UNIT INSPECTIONS BY AUTHORIZED PERSONNEL OF THE MANAGEMENT COMPANY FOR MAINTENANCE PURPOSES AND TO ENSURE HEATING REQUIREMENTS ARE BEING MET.
21. ANY RENOVATION, REMODEL, REPAIR OR REFURBISHMENT OF ANY UNIT REQUIRES PLAN SUBMITAL TO THE HOA BOARD OF DIRECTORS WITH A REQUEST FOR APPROVAL PRIOR TO ANY WORK BEGINNING. CONTRACTOR MUST COMPLETE CONTRACTOR RULES AND REGULATIONS FORM AND PROVIDE

PROPERTY MANAGER WITH CURRENT EVIDENCE OF LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE IF CONTRACTOR HAS EMPLOYEES.

22. UNIT OWNERS ARE RESPONSIBLE FOR THE CONDUCT OF THE GUESTS AND/OR TENANTS. GUEST OR TENANT VIOLATION OF RULES AND REGULATIONS COULD RESULT IN A FINE TO THE UNIT OWNER.
23. ALL UNIT OWNERS ARE REQUIRED TO CARRY INSURANCE ON THEIR INDIVIDUAL UNIT IN ADDITION TO THE HOA COVERAGE FOR THE BUILDING. A COPY OF THE UNIT INSURANCE POLICY OF EACH OWNER IS TO BE PROVIDED TO THE PROPERTY MANAGER. SOME INSURANCE CARRIERS OFFER DISCOUNTS IF THE UNIT INSURANCE IS THE SAME AS THE HOA INSURANCE COMPANY. CONTACT THE PROPERTY MANAGER WITH ANY QUESTIONS.
24. **ASSOCIATION TRASH DUMPSTER IS FOR RESIDENTIAL AND OFFICE TRASH THAT RESULTS FROM NORMAL DAILY USE OF THE RESIDENCE OR OFFICE. ANY EXCESSIVE TRASH DUMPING BY OWNERS COULD RESULT IN A FINE OR COST TO OWNER FOR ADDITIONAL TRASH PICKUPS.**

COMMERCIAL

25. COMMERCIAL UNIT OWNERS ARE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF THEIR RESPECTIVE COMMERCIAL SIGNS. SIGN BOXES WILL BE MAINTAINED AS PART OF THE HOA COMMON AREA EXPENSE.
26. ALL COMMERCIAL SIGNS MUST COMPLY WITH THE HOA SIGN STANDARDS AND THE TOWN OF WINTER PARK SIGN CODE. COMMERCIAL UNITS ARE LIMITED TO SIGNAGE IN WOOD SIGN BOXES.
27. COMMERCIAL UNITS ARE TO BE USED FOR COMMERCIAL USE ONLY. NO RESIDENTIAL USE IS ALLOWED IN THE FIRST AND SECOND FLOOR UNITS.
28. UNIT OWNERS SHALL KEEP AND MAINTAIN THEIR UNIT IN A GOOD STATE OF REPAIR AND CLEANLINESS THAT INCLUDES STORAGE AREAS AND ANY COMMON AREA **OR LIMITED COMMON AREA** USED BY THE UNIT OWNER.
29. WINDOW COOLING UNITS ARE NOT PERMITTED IN THE FRONT WINDOWS OF THE COMMERCIAL UNITS ON THE FIRST AND SECOND FLOOR WITHOUT BEING APPROVED BY THE BOARD OF DIRECTORS PRIOR TO INSTALLATION.
30. UNIT OWNERS SHALL KEEP THERMOSTATS AT A MINIMUM OF 55 DEGREES DURING WINTER MONTHS. PLEASE KEEP WINDOWS CLOSED. ANY UNIT FAILING TO COMPLY AND CAUSING A FREEZE IN THE BUILDING WILL BE RESPONSIBLE FOR ALL REPAIRS TO ALL UNITS. UNIT THERMOSTAT SETTINGS WILL BE VALIDATED BY EMERGENCY RESPONSE TEAM IMMEDIATELY UPON ENTRANCE WITH REGARD TO ANY FREEZE.
31. UNIT OWNERS ARE RESPONSIBLE FOR PLUMBING, HEATING, COOLING, LIGHTING FIXTURES AND ELECTRICAL OUTLETS WITHIN THEIR UNIT. UNIT OWNER IS RESPONSIBLE FOR CARE AND REPLACEMENT OF THOSE ITEMS DESCRIBED ABOVE.
32. UNIT OWNERS INSTALLING GAS FIREPLACE INSERTS MUST PROVIDE THE BOARD OF DIRECTORS WITH ENGINEERED CONCEPTUAL PLANS AND ASSURE PROPER VENTING IS OBTAINABLE BEFORE PROCEEDING WITH REQUEST FOR APPROVAL.

RESIDENTIAL

33. NO WATERBEDS ARE ALLOWED IN ANY RESIDENTIAL UNIT.
34. UNIT OWNERS SHALL KEEP AND MAINTAIN THEIR UNIT IN A GOOD STATE OF REPAIR AND CLEANLINESS THAT INCLUDES STORAGE AREAS AND ANY COMMON AREA **OR LIMITED COMMON AREA** USED BY THE UNIT OWNER.
35. UNIT OWNERS SHALL KEEP THERMOSTATS AT A MINIMUM OF 55 DEGREES DURING WINTER MONTHS. PLEASE KEEP WINDOWS CLOSED. ANY UNIT FAILING TO COMPLY AND CAUSING A FREEZE IN THE BUILDING WILL BE RESPONSIBLE FOR ALL REPAIRS TO ALL UNITS. UNIT THERMOSTAT SETTINGS WILL BE VALIDATED BY EMERGENCY RESPONSE TEAM IMMEDIATELY UPON ENTRANCE WITH REGARD TO ANY FREEZE.
36. UNIT OWNERS ARE RESPONSIBLE FOR PLUMBING, HEATING, COOLING, LIGHTING FIXTURES AND ELECTRICAL OUTLETS WITHIN THEIR UNIT. UNIT OWNER IS RESPONSIBLE FOR CARE AND REPLACEMENT OF THOSE ITEMS DESCRIBED ABOVE.
37. UNIT OWNERS INSTALLING GAS FIREPLACE INSERTS MUST PROVIDE THE BOARD OF DIRECTORS WITH ENGINEERED CONCEPTUAL PLANS AND ASSURE PROPER VENTING IS OBTAINABLE BEFORE PROCEEDING WITH REQUEST FOR APPROVAL.