

**TARPON HIGHLANDS AT LAKE TARPON SAIL & TENNIS  
CLUB I CONDOMINIUM ASSOCIATION, INC.**

**RULES AND REGULATIONS**  
**REVISED: JUNE 1, 2021**

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## **TERMS**

**ASSOCIATION** - the community of condominium association owners as represented by the Board of Directors, elected by the owners.

**COMMON ELEMENTS** – also known as the common area – this is all property within each condominium association that is external to the interior apartments or units of each building.

**LIMITED COMMON ELEMENTS** – property owned by the association for which the Association grants exclusive use to the owner/occupant while in residence at the unit

**DECLARATION OF CONDOMINIUM** – this is the base document establishing the condominium Association and the basis for ownership, leasing, common and limited common elements, rules and regulations for use of common and limited common elements, use of the unit and all other factors that govern use of the property held in common by the owners

**PRIVATE ROAD OR STREET** - 98 South Highland Avenue designates a private roadway in the community extending approximately 1000 feet. It is not public, but the Board of Directors has signed an agreement with the City of Tarpon Springs Police Department to enforce trespassing, if needed.

**COMMON ELEMENTS ASSOCIATION** - this is the master association at Lake Tarpon Sail and Tennis Club. The Common Elements Board of Directors is responsible for maintenance of the main entrance, the roadway circling around the property, clubhouse, dock and all areas not owned and maintained by the five sub associations within the community.

**UNIT** - one of two apartments in each building. It is defined by the condominium documents as the apartment space within the unfinished walls and ceilings extending to the unfinished floor. No other real property is part of the owner's unit. The windows, doors, HVAC equipment and all piping and wiring servicing only that unit are limited common elements for the owners' exclusive use and maintained by the owner.

**QUIET HOURS** - the hours between 11 p.m. and 8 a.m. are designated as quiet hours. Loud and excessive noise is NOT permitted. Violators will be warned for the first offense and then fined thereafter. Please be respectful of your neighbors

## **BOARD OF DIRECTORS**

The executive officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer. All of whom will be elected annually by the Board of Directors at any meeting. Any person may hold two or more offices except that the President shall not also be the Vice President or Secretary. The Board of Directors may, from time to time, elect a Standing Committee/Committees and designate their powers and duties as the Board determines necessary to manage the affairs of the Association. (Standing Committee definition – a committee with a continued existence, formed to do its assigned work on an ongoing basis, such as, but not limited to, Budget and Finance committees.)

The President shall be the chief executive of the Association. He/She will have all of the powers and duties which are usually vested in the office of president of an Association

The Vice President shall, in the absence of or disability of the President, exercise the powers and duties of the President. He/she shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Directors.

The Secretary and/or the management company shall keep the minutes of the proceedings of the Directors and members and shall provide a copy of the minutes to all the Board Members in a timely manner. He/she shall perform any other duties that shall be prescribed by the Directors.

The Treasurer and/or the management company shall keep the financial records and books of the Association and present a verbal report of Association funds at meetings of the Association. He/she shall perform any other duties that shall be prescribed by the Directors.

### **RESPONSIBILITY OF BOARD OF DIRECTORS**

By statute, the members of the board enforce, the documents of the association. The board, according to the governing condominium documents, may, from time to time make rules and regulations to enforce the condominium documents, maintain the common elements and provide for the safety and welfare of the residents and property held in common.

NOTE TO ALL OWNERS AND RESIDENTS: Each unit consists of an apartment-type of living space containing the interior section of one-half building. The owner has purchased only the interior portion and 1/46<sup>th</sup> of the Association property in common. The owner only can rent or lease the interior apartment. No yard is provided. No playground or play area is provided.

The driveway, walkway, garage door and concrete slab that the air conditioners are set on are owned by the Association. Owners or their lessee have use of the pool facilities and the private road within the rules and regulations. Failure to comply with the rules and regulations may result in legal action against an owner and eviction of a lessee.

### **PARKING AND MOTOR VEHICLES RULES**

All owners, occupants and guests using the private road on Association property must operate their vehicles safely and obey all stop signs and speed limits. The speed limit of 15 MPH is posted at the entrance to the Lake Tarpon Sail and Tennis Club.

Each unit is limited to four parking spaces. These parking spaces are two inside the unit garage and two in the unit driveway. No owner, lessee or guest may use any other parking space other than guest parking located at the swimming pool with the proper mirror hanger. Residents should not be parking overnight in guest parking. No overnight parking in the guest parking area is allowed without mirror hangers that have been provided to owners by the Association or a note placed on the dashboard with the unit number visibly written on it. All violators will receive a notice that they have 24 hours to move the vehicle. If the vehicle is not moved or returns by the end of the 24 hours

then the vehicle will be towed. All illegally parked vehicles are subject to towing by the Association at the owners' expense.

No commercial vehicles may be parked overnight within the Association except inside the fully enclosed garage. A commercial vehicle is defined by the Declaration as a car, truck or any other motorized vehicle, and trailer that may be attached thereto, which is used primarily for business rather than personal purposes. A vehicle or trailer shall be considered one that is used primarily for business (a "commercial vehicle") if it meets one or more of the following conditions:

1. Registered to a government, corporate, or non-profit entity (i.e., not registered to an individual) with the exception of light duty vehicles registered to a government agency.
2. Used to conduct business for profit.
3. Displays advertising of any business, regardless of ownership, with the exception of an advertisement no larger than a common bumper sticker. Advertising is defined as displaying a business name or logo and one or more of the following:
  - a. Telephone number
  - b. Address (physical or electronic)
  - c. Website (including social media sites)
4. Has equipment either temporarily or permanently attached to the exterior of the vehicle, with the exception of a bicycle, canoe or kayak rack.
5. Has equipment in the back of a pickup truck when the bed is not covered with a fully enclosed cap (also referred to as a topper). The cap design must be for equipment storage and not one designed to be used as a camper.
6. Has equipment stored completely inside the vehicle or enclosed truck bed when the windows are not tinted to obscure the visibility of the equipment.

No boats, boats with trailers, trailers, motor homes, jet skis or other recreational equipment can be parked in a unit driveway at any time. Kayak, canoes, jet skis transport wheels or small trailers may be stored in the closed garage. No overnight outside parking/storage is allowed for any of the above.

### **PET RULES AND REGULATIONS**

Pets must be registered with the Association complete with license information and proof of good health. All pets falling under licensing requirements in the State of Florida or Pinellas County must be licensed prior to residing on Association property.

All dogs must be leashed or in a carrier at all times when outside. License tags and rabies vaccine tags must be attached to all dog collars when outside of their unit.

All pet feces must be removed from the common elements immediately. Failure to do so may result in a fine and any other enforcement remedy available to the Association pursuant to Florida law.

## **EXTERIOR OF BUILDINGS**

No owner/lessee may drill holes into the exterior of a building for any purpose other than a flag pole mount used for the purpose of flying the United States flag, official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, Coast Guard or POW-MIA flag. The United States flag shall not be larger than 4 ½ ft. by 6 ft. All other flags must be equal in size to or smaller than the United States Flag. Per Florida Law, any homeowner may display the listed flags regardless of any covenants, restrictions, bylaws, rules or requirements of the association. Homeowners/lessees will also be allowed to fly national holiday, religious holiday and sport team flags. Such flags cannot be larger than 4 ½ ft. by 6 ft. Homeowners must submit an architectural change form to the management company for approval before installing a flagpole mount.

No TV antenna, satellite dish or any similar device for the reception of radio wave signals may be attached to any building or installed in the common elements. Repair of damage caused by such installation will be billed to the unit owner and any unpaid amount will be subject to a lien. Satellite dishes may ONLY be installed on owner's balcony or lanai; however, no holes can be drilled in the exterior walls for this purpose.

Outside RF garage door openers may be added or installed on the door frame of the garage doors. They do not need to be removed.

All interior cabling has been preinstalled with an external connection during building construction.

No color changes are allowed to the exterior of the buildings. All damages to windows, screens, garage doors and exterior doors, patios, walkways and driveways must be repaired, or contracted to be repaired, within ten days after notification from the Association. All repairs must be of the same type, color and design so as to be identical to the other buildings. If damages are not repaired by the time given then the Association will arrange for the repairs to be done and will invoice the owner. Any unpaid balance will be subject to assessment and lien.

Hurricane window protection may be added by the homeowner. Homeowners first must submit an architectural change form to the management company for approval before installing the hurricane window protectors. After receiving approval of the product and aesthetics from the Board, the following apply: Removable window protectors may be put in place no sooner than 3 days prior to an officially projected impact date announcement of a named hurricane which is forecasted to hit the Tampa Bay area directly, and must be removed no later than 3 days after the named hurricane has passed. Removable window protectors are not permitted to remain in place year-round. The current Nonremovable window protectors on unit 1002 are grandfathered in and may not be replaced once removed. The nonremovable window protectors on unit 1002 may be lowered no sooner than 3 days prior to a named hurricane and must be raised no later than 3 days after the hurricane has passed. If the use of window protectors does not follow this time frame, the Association will arrange for the removal to be done and will invoice the owner of the removable window protectors. Any unpaid balance after 30 days will be subject to assessment and lien. The Fining Committee may also be activated for both the removable and nonremovable infractions.

## **HURRICANE WINDOW PROTECTION STANDARDS**

1. Hurricane window protection is temporary only, i.e., removable...no permanent installations going forward, i.e., nonremovable, except unit 1002 which will be grandfathered in and not allowed to replace once removed
2. Removable window protection product must be installed by a licensed contractor...no D.I.Y. installations
3. The product and aesthetics must be approved by Board of Directors after submitting ARC application
4. Hurricane window protection products can be applied no sooner than 3 days prior to an officially projected impact date announcement of a named hurricane which is forecasted to hit Tampa Bay directly, and must be removed no later than 3 days of passing of same named storm.
5. Protective materials must be clear or white in color such as Plexiglas, painted metal or Fabric shields. Other synthetic products currently not available may also be considered in the future. No wood products such as plywood, particleboard or MDF board
6. All permanent attachment hardware must be white in color, such as painted metal or white plastic clips or hooks.
7. Hurricane window protectors can only be applied to exterior windows and sliding glass doors. Balconies cannot be covered
8. Any damage to building or landscaping during installation or removal of hurricane protection will be the responsibility of unit owner.
9. Hurricane protection products must be stored out of site when not in use, cannot be stored on the side of building, lanais or back patio.
10. If the unit is sold and the buyers do not want to retain this protection, all attachment hardware must be removed and building properly repaired by the seller before the HOA will approve sale.
11. All violations will be referred to the Fining Committee.

The exterior color of window treatments in the unit must be white, off white or light beige.

No signs are to be posted or affixed to any part of the unit, including inside of windows.

Hoses must be stored on the side of the house.

## **TRASH**

Trash cans and recycle bins need to be kept in unit garages until the night before pick up.

Bins must be picked up and returned to the garage within 24 hours after trash is picked up.

## **POOL RULES**

The use of the swimming pool is limited to occupants of the units and their guests. No resident has the right to provide access to the pool for anyone not a personal guest at their unit. Violators will be subject to loss of pool use by the Board of Directors.

No incontinent person may enter the pool unless he/she is wearing swim diapers.

No breakable containers are permitted.

If bringing food or snacks into the pool area, please be sure all trash is picked up and removed when you leave.

No running, jumping, diving or excessive noise is allowed.

Individuals must know how to swim to enter the pool without proper supervision.

No smoking is allowed in the pool area (inside of fenced area).

No pets of any kind are allowed.

No skateboards, roller skates, inline skates, tricycles, scooters or bicycles are allowed in the pool area.

Each person entering the pool area does so at their own risk. The Association is NOT responsible for those using the pool or the failure of owners, lessees or guests to comply with the rules. Each owner/lessee is responsible for the behavior of their family and guest/guests.

If playing music, please be courteous of others in regard to noise level.

The pool capacity is a maximum of 20 persons and may not be exceeded for any reason.

Pool gate must be closed and locked at all times. Bathroom doors need to be locked when leaving the pool area.

## **SELLING A UNIT**

All prospective buyers must fill out an application form. The Board of Directors has 30 days to approve or reject the application. If no action is taken in 30 days, approval is granted.

When moving into or out of a unit, every care must be made to not block driveways or use of the street. Large moving trucks may not stay on the premises for long periods. If more than 8 hours is needed for loading or unloading, the Board of Directors must be notified and grant a waiver. Waste materials involved must be cleaned up and placed in securely tied plastic bags. Cardboard boxes must be cut down flat and cut to a maximum of 4 feet in length to accommodate trash pickup.

Any cost to the Association incurred due to damage by the actions of the owner/resident, their helpers or a moving company will be invoiced to the owner of the unit and any unpaid balance will be subject to lien.

It is the responsibility of the seller to inform the buyer of any agricultural changes made to the grounds around their unit that will have to be maintained by the buyer. If the buyer does not accept this responsibility, then the seller must remove said plants and replace them with HOA approved plants and/or shrubs.

### **RULES FOR RENTING A UNIT**

No unit may be sublet by a lessee/renter. No owner or renter may rent out rooms or run a group home of unrelated persons. In such case, the Association may act as landlord, as per the Declaration of Condominium, and evict the offending person or persons.

Per Declaration of Condominium XX Section 2, the owner cannot lease or rent their unit for less than 120 days.

All renters must be approved by the Board or Directors. Owners must make sure that the person or persons renting their unit complete the Rental Application, which provides information for the Board of Directors, and submit it to the Management Company, who will then submit it to the Board for their approval or disapproval of the prospective lessee or renter. Failure to provide truthful and complete information or failure to comply with the Association rules and regulations may result in eviction by the Association. Per the Declaration of Condominium XX, Section 2: the owner grants landlord rights to the Association.

It is the responsibility of the owner to inform guests and lessees of all rules and to provide them with a copy of the Rules and Regulations for both Highlands I and the Common Elements.

Owners are responsible for all actions of their lessees/renters, their guests or visitors that are in violation of Association rules. This includes vehicle operation, noise, behavior, damage or violations of any rules or regulations.

### **USE OF COMMON ELEMENTS AREAS**

Devices that are used for any wood burning recreational or non-recreational fire burned in the common areas of Highland I shall be in a contained unit with a screen top/spark suppression cover. The device while in use shall be eight feet from any unit building, shall not be under low hanging trees, shall be continuously supervised by an adult and shall be completely extinguished when no longer supervised. Any residue from the fire shall be deposited in the trash once it is no longer hot. The device shall be stored in the unit unless the unit has a pad or patio where it can be kept. Other items allowed are: patio furniture, grill and fire pit. All other items must be approved by the board. All items must be in good repair.

## **REGISTRATION OF OWNERS, OCCUPANTS**

The Condominium documents require a roster of owners. If the unit is rented out the occupant's name/names must be submitted to the Board of Directors.

The owner of each unit must be the person on county documents such as the County Appraiser database or must provide legal documentation to the Association if proof of ownership is requested.

An emergency telephone number or cell phone number must be provided to the Board of Directors.

## **GENERAL**

Soliciting is strictly forbidden on the Association property. Owners do not have the right to invite in or grant waivers to solicitors. Occupants who see trespassers or soliciting on the property should call the Tarpon springs Police non-emergency number to report the activity. It is not necessary for you to give your name.