

RULES AND REGULATIONS  
OAK FOREST VILLAS CONDOMINIUM ASSOCIATION

Revised 9/21/23

SMOKING

1. Use of tobacco products, electronic cigarettes, electronic nicotine delivery systems or any other item that produces smoke is prohibited inside the clubhouse or in the pool or tennis court area.

CLUBHOUSE

1. All adult residents may make free use of the clubhouse. Each unit owner is entitled to have a key to the East clubhouse door.
2. The clubhouse may be reserved for private parties, weddings, etc. Reservations should be made with the chair of the social committee, at which time a deposit of \$75.00 is required. Checks should be made payable to Oak Forest Villas. The deposit will be returned if the facilities are restored to the clean condition after use. An adult resident must be present at all times. Any other function authorized by the Social Committee is exempt from the deposit.
3. Members and guests using the clubhouse facilities should be certain that everything has been cleaned after use. Rubbish should be placed in the outside trash container by the pool and a clean liner placed in the receptacle.
4. Supplies such as paper plates, cups, napkins, etc. are solely for Social Committee functions. Private parties should provide their own requirements.
5. When leaving the clubhouse, the air conditioning/heating thermostat should be set according to the instructions posted next to the thermostat and users should ensure that the doors are securely locked.

SWIMMING POOL

1. The pool is limited to residents and their guests.
2. Running, jumping, diving or roughhousing in or near the pool is prohibited.
3. No glass or items that can shatter are allowed in or around the pool area.
4. Children under the age of 16 years must be accompanied by an adult.
5. Children in diapers or who would otherwise use a diaper are not allowed at the pool.
6. Everyone MUST shower before entering the pool. A shower should also be taken before entering the pool after using suntan lotion or oils.
7. When leaving the pool area, remove all debris from your visit. Containers are provided at the rear of the clubhouse. Move furniture back where it was originally. Be sure umbrellas are down

especially after your use; if you are the last person using the pool/pool area, be sure the gates are securely locked when leaving.

8. The life preserver near the edge of the pool is for emergency use only and is not to be used for play.
9. The pool has a rated capacity of 13 people. Consider others when crowded and give everyone an opportunity to enjoy the pool.
10. Flotation devices should not be used when others are in the pool.
11. Pool gate keys are available to all residents without charge for the first key. Additional or replacement keys are available at a cost of \$10.00 each. These keys also open the men's and ladies' restroom doors. Possession of a key will be sufficient proof that any person 16 years of age or older is a resident or authorized guest of a resident and no person with a key will be asked for further proof of his or her right to use the pool.
12. Additional rules approved and posted by the Board must be observed.

#### TENNIS COURT

1. Use of the tennis court is limited to residents and their guests only.
2. Tennis shoes or sneakers are required on the court.
3. When playing and others are waiting, please limit your play to one hour for singles and one and one half hours for doubles.
4. No glass or items that can shatter are allowed on the court.
5. When leaving the court, remove any debris from your use.
6. Additional rules approved and posted by the Board must be observed.

#### PARKING

1. Parking on the grass areas or over any shrubbery is strictly prohibited. Parking places at the clubhouse are reserved for temporary guest parking and condominium functions. No overnight parking on the streets after 2:00 a.m. is allowed.
2. Street parking is prohibited at the entrance/exit to Oak Forest. Specifically, due to hazards for drivers entering/exiting the neighborhood, vehicles may not be parked on the street at any time from the entrance on East Drive to the intersection of East and West Drive.
3. Be sure any guests and workers/contractors doing work on your unit know to park on paved areas only and to not block access to your neighbor's driveway.
4. Parking violators will be warned and vehicles will be towed if violations continue.

## VILLAS AND COMMON AREAS

1. All unit owners are responsible for maintaining continuous electrical service for outside post lighting, even during their absence. Since there is no overall street lighting these post lights are needed for safety and security.
2. On the evening before rubbish pickup day, trash and garbage and bins of recyclable materials should be placed curbside on the driveway for pickup. Trash and garbage should be in suitable metal or plastic containers with secure lids. A plastic bag must be used for garbage/trash to avoid spillage. Containers should not be put out before 6:00 p.m. the night before pickup. Residents gathering yard debris must either bag debris in paper bags or put it in a container and put it out for collection by Sarasota County on trash pickup day. Yard and construction debris generated by residents may not be left on lawns, driveways, etc. or put out for collection on non-pickup days except yard debris may be put out for pickup by landscapers on scheduled service days. Exceptions require board approval. Large items must be scheduled with the county and the board notified.
3. Window signs or any exterior signs of any type or location are specifically prohibited except for an "Open House" sign, which may be placed at the Proctor Road entrance and in front of the villa.
4. For the safety of the residents, vehicle speed is limited to 15 miles per hour.
5. Moving sales require advance board permission and are only permitted as long as at least one (1) person is assigned to traffic control.
6. Residents may mulch using A-1 grade mulch in a brown/black color. Cypress mulch is preferred.
7. Residents should keep garage doors down when not at home.
8. Pets are not to be tied up outside a unit.
9. Propane gas tanks may not be stored inside units or garages. Gas grills/grill flames must be operated a minimum 10 feet from any structure or overhang.
10. Garages should be used for storage. Other than grills and porch furniture, nothing may be stored outside the unit or on the porch that can be visible from other units.
11. Residents may not place planters, pots or other items in the dividing area of adjoining driveways. The exception is 4714/4716, which may place one planter next to the garage entrances since those units do not have a planter attached to the units. Residents may not park vehicles in the dividing area of adjoining driveways.
12. Owners are financially responsible for damage done by decorations, lights, plants/hanging plants to light poles, trees or exterior of villas to include but not limited to kneewalls, roof support posts and fascia. Only temporary holiday decorations may be placed on trees, roof support posts and fascia and must be removed immediately if requested by the board.

- a. No plants may be attached to or hang from light poles or roof support posts and from fascia other than listed in (b).
- b. Hanging plants are only allowed on the fascia of the front porch and/or the driveway planter.
- c. Empty and/or broken pots may not be stored outside.
- d. Owners must keep plants around light posts trimmed to at least six (6) inches below the unit address sign or plants may be removed.
- e. Potted plants and/or other decorations must be placed where they do not interfere with landscaping maintenance and must not pose harm to trees, shrubs or buildings.
- f. Planting of perennials, once approved, must be ~~two feet~~ planted one foot from wall(s) of the unit or driveway.
- h. Lighting, fountains, figurines/statues, flags or other decorative items may not be placed on common property without board approval. One small "garden flag" per unit may be placed in an established planting bed. The Board may require removal of any other decorations in planting bed areas.
- i. The Board of Directors has delegated landscape approvals to the landscape committee.
- j. Owners/residents desiring to add, remove or replace trees, shrubs, bushes or plantings other than annual flowers in the unit's established planting beds must first submit a signed Landscape Request form with drawing to the landscape committee and receive written approval. Plantings not pre-approved may be removed and owners billed for the expense.
- k. The Association's landscape crew will not take requests or direction from owners/residents. Urgent issues should be relayed to a member of the landscape committee. Other requests should be submitted in writing to the management company or the landscape committee chair.

#### 13. ASSOCIATION PAYMENT OF OWNER BILLS

Before contracting for any plumbing or work on the villa's exterior or pest control, whether or not the owner feels that may be the responsibility of the Association, the owner should notify the management company and the chair of the Building and Grounds Committee so that the Association can work with the owner to determine if the repair is the Association's responsibility and to advise in selection of repair companies. The Association will not be responsible for payment of repair work more than one year from the date of work completed, and may not agree to pay for all work billed if the management company is not notified prior to work being performed. Notification should be in writing, or in case of emergency, via phone followed by email or other written notification.

#### 14. MAINTENANCE RESPONSIBILITY OF OWNERS

Owners are responsible for skylights, garage doors, windows, gutters and downspouts. Gutters and downspouts that are not regularly cleaned out and/or maintained can cause roof and soffit damage as well as erosion damage. Owners who do not maintain their skylights, garage doors, gutters and/or downspouts or who make non-board authorized adjustments to them that create real or potential damage and/or erosion, will be notified by letter and have fifteen (15) days to correct the problem. If this is not done, the Association will make necessary corrections and bill the owner for the cost.

- 15. The designated place on the property for posting agendas and notices is the bulletin board at the west entrance to the Clubhouse.

16. The Guidelines for Construction of Additions or Modifications to Units, adopted by the Board in 2013, is attached for ease of reference.

#### PARTICIPATION IN BOARD AND COMMITTEE MEETINGS

Every unit owner has the right to speak to any agenda item upon recognition by the president or chair of the meeting. This will usually be after Board or committee members have discussed the agenda item, but before any vote is taken on that item. The chair may limit each member's comments to once per agenda item, and for not more than three (3) minutes.

#### AMENDMENTS

These rules may be amended by the Board of Directors, but only after notice has been posted and mailed to all unit owners at least 14 days before the meeting, as required by paragraph 3.5 of the Bylaws.

Last Amended: September 21, 2023