11/02/2025 Revised Rules

Oak Forest Mail List for Notices, Etc. (No Electronic Notice Approved):

Unit 9
Diana DiPasquale
4653 Oak Forest Drive East
Sarasota, FL 34231

Unit 10
Nancy Lo Nigro
4651 Oak Forest Drive East
Sarasota, FL 34231

Unit 16
Scott Lewis & Tony Gibbons
Oak Forest Drive East
Sarasota, FL 34231

Unit 22
John Wesley White
4615 Oak Forest Drive East
Sarasota, FL 34231

Unit 26
Donna Chartier
4603 Oak Forest Drive East
Sarasota, FL 34231

Unit 27
Joan Blanchard Estate
c/o Suzanne Simonson
7302 Wheatland Terrace
Cherry Valley, IL 61016

Unit 36
Lisa Dahlhaus
4642 Oak Forest Drive East
Sarasota, FL 34121

Unit 41 & Unit 58 (Proxies or Ballots, enclose 2)
Bela Karvaly-Kummel
4672 Oak Forest Drive East
Sarasota, FL 34231

Unit 44
Joan Larkin
4797 Oak Forest Drive West
Sarasota, FL 34231

Unit 51
Marilyn Billib
4717 Oak Forest Drive West
Sarasota, FL 34231

Unit 53
Terry Nak/Christine Koziara-Nak
4711 Oak Forest Drive West
Sarasota, FL 34231

Unit 66
Ida Remmers
4756 Oak Forest Drive West
Sarasota, FL 34231





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MILLER MANAGEMENT SERVICES inc.

(941) 923-5811
FAX (941) 923-5036

PROCTOR OFFICE PARK • 2848 PROCTOR ROAD • SARASOTA, FLORIDA 34231

November 3, 2026

TO: All Owners
Oak Forest Villas Condominium Owners Association, Inc.

Dear Unit Owner,

Enclosed is a copy of the proposed Rules changes to be adopted by the board at the November 19, 2026 board meeting. (Updates to the Articles of Incorporation, Declaration and Bylaws are still a work in progress and will require owner approval at a later date.)

If you have any questions regarding the enclosed package, please contact me at (941) 923-5811.

Sincerely,

Michael Miller
Community Association Manager

RULES AND REGULATIONS

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION

Revised 10/15/2026

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/pickleball court area.

CLUBHOUSE

1. All adult residents may make free use of the clubhouse. Each unit ~~owner~~ is entitled to have ~~a~~ one key to the East clubhouse door. Replacement keys are $20 each.

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 clubhouse 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, lights turned off, and users should ensure that the doors are securely locked.

6. Pets are not allowed inside the clubhouse.

SWIMMING POOL

1. The pool is limited to residents and their guests. Usage hours are sunrise to sunset.

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. Pets are not allowed in the pool or pool enclosure.

4. Owners/residents/guests who cannot swim must be accompanied by a proficient swimmer while in the pool. Users of the pool, clubhouse, or sports courts do so at their own risk.

5. Children in diapers or who would otherwise use a diaper are not allowed at the pool. Adults should not wear diapers in 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. New owners should obtain pool gate keys from the previous owner. ~~Pool gate keys are available to all residents without charge for the first key~~. ~~Additional or~~ One replacement ~~keys are~~ key is available at a cost of ~~$10.00 each~~ $20. 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. Please note posted signage.

~~TENNIS~~ SPORTS COURT

1. Use of the ~~tennis~~ sports 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. Pets are not allowed inside the sports court enclosure.

7. Additional rules approved and posted by the Board must be observed.

PARKING

1. Parking on the grass or tree 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 or standing 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. Commercial vehicles, trailers, dumpsters, equipment, etc. cannot be left in driveways or at the clubhouse overnight. All construction/remodeling debris must either be stored in the garage or removed from Oak Forest on a daily basis unless advance written board permission is given. No debris may be placed outside on the grass, on the porch/deck, or anywhere else outside the villa.

   Workers should park in clubhouse spaces farthest from the entrance to allow owners who have mobility issues to have access to the closer parking spaces.

5. 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 are 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/animals are not to be tied up outside a unit. Workers may not bring animals into Oak Forest.

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 or deck that can be visible from other units.

11. Oversized vehicles are not allowed on driveways. Heavy trucks, boats, and/or vehicles/trailers that could not fit in a unit garage because of weight or size are not allowed and should be stored elsewhere. Advance written permission from the board is required for storage/moving pods and debris/dumpster bins, and will have a deadline for removal. Owners will be fined if this rule is violated.

12. All new owners and adult occupants must submit a completed application and participate in an interview to review governing documents and give permission for directory inclusion, electronic voting, etc., so that the board may formally approve them.

13. 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.

14. 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 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.

15. 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.

16. 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.

    Owners can have handyman or other work done inside their units by anyone of their choosing except when work being performed requires building permits. In that case, an insured and licensed contractor must do the work and permits obtained. Any exterior work being completed on a unit's exterior or common grounds will require a copy of insurance from the contractor prior to any work commencing.

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

18. 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:

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION
Guidelines
For Construction of Additions or Modifications to Units

Purpose:

To identify the criteria by which the Oak Forest Board of Directors will review requests for modifications of villas. Owners may have reasonable assurance of approval of any request that complies with these Guidelines, ensuring fair and consistent treatment of owners' requests. The Guidelines are intended to clarify key provisions of the Oak Forest Declaration of Condominium.

DECLARATION OF CONDOMINIUM:
These excerpts from the Declaration of Condominium are controlling upon the Board and all unit owners, unless amended by a majority vote of the owners. [requirement per 2014 amended Declaration.]

4.3 UNITS & UNIT BOUNDARIES / PERMITTED IMPROVEMENTS:
The following improvements shall be permitted to be constructed within and upon each unit:

(a) The Developer shall construct within each unit a one-story, single-family dwelling. . . such structures are within the unit boundaries, except for encroachments. The dwelling may be initially constructed by the developer to include swimming pools, decks, hot tubs and privacy fences, which said amenities shall be located wholly within the units.

(b) In the event any of the units are conveyed by the developer to unit owners without the said amenities those unit owners or their successors may add the same at any time thereafter, provided construction of all such improvements shall be performed by reputable contractors in accordance to plans and specifications prepared by licensed trade professionals which shall be subject to the prior written approval of a majority of the Board of Directors of the Association. The Board of Directors shall either grant such approval or deny the same based upon its decision as to whether the improvements will be aesthetically pleasing and consistent with the design of the units in the condominium and similar to other such improvements previously constructed in the condominium, and the decision of the Board of Directors will be final.

6.2 EASEMENTS / ENCROACHMENTS.

In the event that any permitted improvements within a unit shall encroach upon any of the common elements ... then an easement shall exist to the extent of such [an] encroachment so long as the same shall exist.

11.2 ALTERATION AND IMPROVEMENT / TO THE UNITS

A unit owner may not expand, enlarge, relocate or add to the single family structure originally located within his unit or make any other alterations or improvements to a unit that will change the appearance of a unit without prior approval in writing from the Board of Directors.

GUIDELINES:

Owners may be allowed, subject to the approval of the Board of Director of the Oak Forest Villa Condominium Association, to construct limited modifications to their condominium units, pursuant to the following conditions:

1. No addition, modification, alteration, or construction to the exterior of any unit is allowed without the express prior approval of the plans and specifications by the Board of Directors of the Condominium Association. Owners should obtain such approval before significant costs have been incurred for design or permitting. The Association is not responsible for any costs incurred for proposed additions, whether approved or not.

2. Construction of any permitted addition or modification must conform to the architectural character of Oak Forest, as determined by the Board of Directors of the Association. All external materials, finishes, colors, etc. shall be identical to the other units in Oak Forest.

3. Each unit in Oak Forest has a platted unit boundary as shown in the Documents. Each unit is 42 feet wide (from the center of the common wall between the units) by 71 feet deep (76 feet for units 1 through 6 only), measured from the front surface of the unit's garage. The area within that boundary is the owner's unit. Areas outside the boundary are common areas owned by the Association. Remember that any construction or modification to the exterior of the owner's unit requires approval of the Board of Directors of the Association, even if it is within the boundaries of the owner's unit.

4. No construction is allowed on the front or side of any unit, except for privacy screens.(Most units have privacy walls or screens around their air conditioning units, which extend into the common area. These are permitted encroachments.) Many additions have been permitted at the rear of the units, within the property boundaries of that unit. No construction may encroach upon any common areas, e.g. outside the 42' x 72' unit boundary, except privacy walls.

5. Lanai expansions are the most common approved additions, and have been permitted on 32 units to date [of original document]. The Board will likely approve plans and specifications for lanai expansions and/or enclosures within the 42' x 72' unit boundaries, which conform to one of the several designs previously approved. However any proposed expansion extending beyond the existing side wall of the unit will not be approved.

6. Any time there is a lanai expansion the unit owner must provide a masonry or wooden privacy wall extending from the common wall of the 2 units, to the height of the eaves of the building, at least as deep as the expansion. This requirement may be waived if both roofmates request a waiver from the Board, in writing.

7. Construction shall conform to all applicable building and zoning regulations and shall require the appropriate permits, including any necessary tree removal permits. All construction work shall be done by licensed contractors pursuant to a building permit issued by Sarasota County, and must meet all structural and other code requirements. Hurricane shutters or hurricane resistant glass may be required by current building codes.

8. Any damage to the Common Elements (such as landscaping or irrigation) or another unit caused by the contractor will be the unit owner's responsibility.

9. Simple enclosure, without expansion, of the original screened lanai (the alcove surrounded on three sides by the interior space of the unit) will not be considered an addition but must conform to all the construction standards contained in these guidelines. It will be approved by the Board of Directors if it meets these requirements.

10. A lanai or patio enclosure may be a screened, vinyl window, or glass enclosed structure. If a patio contains a wall below the principal screen, vinyl, or glass sides, said wall shall be no more than twenty-four inches in height.

11. Skylights may be added with Board approval, but only where they will not be visible from the street in front of the unit.

12. Additional windows on the side or back of the unit may be approved by the Board if they are similar in design to existing windows of the units.

13. Any addition with a solid roof shall be constructed in the manner and with similar materials as the existing buildings in Oak Forest. Most lanai expansions have composite construction roofs.

14. Any non-conforming addition existing at the time of adoption of these guidelines may be repaired or replaced by a like product. Any deviation from strict replacement or repair with a like product shall be governed by the architectural standards of these guidelines, subject to specific written approval by the Board of Directors.

15. Hurricane Protection
    a) Clear lexan shutters are recommended for all windows, including the window next to the front door. Use of any other material would require specific approval of the Board.
    b) Lanai sliding glass doors can be protected with an aluminum accordion door across the lanai, floor to ceiling. This requires installation of floor and ceiling tracks in line with the outer back walls. Storm panels around the exterior of the lanai are an acceptable alternative.
    c) Garage doors are the weakest link in our units. Replacement doors up to Miami- Dade standard are strongly recommended, although vertical and/or horizontal braces are allowed and may be adequate for weaker hurricanes.
    d) Front doors can be braced from the inside by a removable security bar.
    e) All products must comply with the current Sarasota building codes, and should meet Miami-Dade standards.
    f) Any storm protective devices installed before November 2007 are grandfathered in under this policy. Any replacements must conform.

Architecture & Grounds Committee February 6, 2006
Adopted as policy of the Board of Directors March 23, 2006
Amended by the Board of Directors October 25, 2007, adding paragraph 15 "Hurricane Protection".