



WOODSIDE APARTMENTS ASSOCIATION, INC.

RULES AND REGULATIONS

Revised and Effective as of March 1st, 2021

WOODSIDE APARTMENTS

RULES AND REGULATIONS

Introduction

These rules are not exclusive. The conduct of the members of the Woodside Apartments Association, Inc. is governed by the Declaration of Condominium of Woodside Apartments, a Condominium, as amended from time to time, the Association's By-laws, Articles of Incorporation, these Rules and Regulations and local State and Federal Laws. These rules may be amended or supplemented at any time by the Board of Directors. All owners and residents are responsible for the faithful observance of these Rules and Regulations by themselves and their families, guests, invitees, lessees, and persons over whom they exercise control and supervision.

1. Unit Occupancy:

One-bedroom unit shall not serve as the permanent residence for more than two (2) people, including children. Two-bedroom units shall not serve as the permanent residence for more than four (4) people, including children.

2. Guests:

Guests staying more than 30 consecutive days (four weeks) must be registered with the Association's management office. Registration requires the completion of an application, payment of applicable fee, and a background check

3. Rental:

- a. Unit owners may rent their unit after they have owned the unit for at least one full calendar year, unless otherwise provided for in the Declaration.
- b. Owners are required to present a refundable \$600 security deposit to the Woodside management office prior to renting their unit. If you continue to rent your unit, the deposit can remain and be applied to the following tenant.
- c. Unit owners are completely responsible for the activity of their tenants and the tenants' guests, agents and/or invitees, in regards to financial matters, responsibility for damage to common elements, and compliance with Association's governing documents.
- d. No lease for a term shorter than twelve (12) consecutive months, nor any subletting, transient occupancy or assignment of lease, shall be permitted. Any leasing of an apartment will require an application package to be fully submitted by the prospective lessee and the Association's prior written approval. .
- e. A lease contract is only to be allowed a minimum of one year.
- f. There will be a non-refundable \$100.00 application fee for all adults 18 yrs. and older payable to Woodside Apartments Association, Inc. The sum to be paid will be the maximum amount allowed by current Florida Statutes.
- g. If requested by the Association, a unit owner leasing his/her Unit must submit an affidavit that there is no collateral, oral, or written agreements that will change the terms of the lease. At expiration of a lease, a new lease must be provided to Management office for review and approval, including for all renewals of existing leases.
- h. Leasing and/or advertising Units for sub-leasing, short term leasing and/or transient occupants on websites such as Airbnb is strictly prohibited, including friends or any family members or relatives.

4. Visitors/Guests:

- a. Visitors can visit a unit resident for reasonable periods in any calendar year. A reasonable period is hereby defined to be no more than thirty (30) days during any calendar year. Residents must be living in the apartment while having visitors stay in the Unit.
- b. Only immediate family is allowed to stay in a unit for 30 days or less without the owner of the apartment present. Immediate family for the purpose of these rules is defined as mother, father, grandmother, grandfather, stepmother, stepfather, sister, brother, son, daughter, grandson, granddaughter, nephew, niece, aunt, uncle and their spouses. Other guests cannot stay on the property or use the common areas without the owner. There are no exceptions to this rule. All guests including immediate family must be approved by the Association prior to arriving at the property.
- c. The Association's management office must be advised about the visitor(s) at least 1 week in advance.
- d. Non-immediate family members (cousins) or friends are not allowed to stay in a Unit with a resident for more than 30 days. Non-immediate family members or friends are not allowed to stay in Unit at all without the owner present. Such arrangement shall be considered a lease and subject to the lease approval process and restrictions in the Association's governing documents, whether or not there is consideration being paid for same.

5. Email Authorization/Electronic Notice:

All owners must provide a signed authorization form to either opt in or opt out of electronic notice. The Association intends to utilize electronic notice whenever possible and/or allowed by law in order to maintain Unit Owners and residents up to date with all on going Condominium matters.

6. Children:

- a. For the safety of all, children may not play in the hallways, stairways, elevators, lobby areas, parking areas, and/or roadways.
- b. Young children under fourteen (14) years of age must be accompanied by an adult while in the pool area and all other common areas, other than to enter/exit the building. Parents are responsible for the behavior of their children.

7. Attire:

Proper attire such as shirts, swimsuit cover-ups, and shoes must be worn while in the common elements of the Condominium at all time.

8. Animals – General (includes Pets, Service and Emotional Support Animals)

- a. The owner of the animal will be required to have the animal regularly inoculated against rabies, and any other diseases required by law or ordinance. Proof of current valid licensure, if required by any governmental agencies and inoculation by a duly qualified and licensed veterinarian must be provided to the Association and it is the owner's responsibility to provide such current information, to the Association.
- b. All animals must be contained within the unit at all times, unless it is on a controlled leash no longer than six (6) feet long.
- c. At all times in the building, the walker of the animal shall keep such animal confined to the walker's side until the animal is exited from the building;
- d. An animal may not be tethered or left on a balcony unaccompanied by owner/renter;
- e. At all times on property, unit owner/renter when accompanied by an animal shall be in possession and be able to produce plastic bags and paper towels to address animal discharge. Any inadvertent occasions of pet waste in the common areas are the immediate and complete responsibility of the resident (pet owner). Failures by the tenant are the owner's responsibility. Discharge must be immediately addressed with removal, through bagging, sealing the bag and disposal in an appropriate receptacle. All solid waste or droppings from the assistance/emotional support animal must be placed in a sealed plastic bag and disposed of in designated receptacles. Equally, the owner of the animal shall promptly clean up any urine or other liquids from the Condominium Property and/or Common Elements due to the presence of the animal.
- f. Animal fecal matter produced within the unit must be appropriately bagged, sealed and disposed in trash chutes. This also applies to animal pads and diapers.
- g. Animals may only be walked to relieve itself in the following locations: _____.
- h. Additionally, in order to encourage the prompt clean-up of bodily wastes from dogs, as well as to identify the source of any violation concerning the failure to clean-up bodily waste from dogs in the Community, the Association reserves the right to implement a DNA dog waste testing program and require the requesting party and/or the resident to subject his or her dog to a DNA mouth swab test upon request by the Association, and the requesting party authorizes the Association to use such DNA to match against any bodily waste from dogs in the Community.

9. Pets (not applicable to Service animals or Emotional Support animals – covered separately by Policy):

- a. In accordance with our Declaration of Condominium page 16, paragraph (b.) and our Governing By Laws page 13, paragraph (w.), pets are prohibited from the premises, with the sole exception that a cat or dog under 12 lbs, provided the animal can be hand carried.
- b. No more than two cats per unit allowed.
- c. Other small household domesticated pets, such as fish and small birds, are allowed. Pets are to be kept inside the home at all times except when on a leash and accompanied by the resident.
- d. The pet owner is responsible for any damage their pet may cause to common areas.
- e. The Association requires all pets to be registered with the office, and a refundable pet fee (one time only) of \$300.00 per pet/per unit. Assuming the pet does not cause damage or other issues in the Condominium for which the deposit is applied, the fee is refundable upon move out or upon the pet no longer residing in the unit.

10. Balconies:

- a. Only patio furniture or similar is permitted on balcony area and may NOT be used for any type of STORAGE.
- b. Balcony edge should be blocked when washing the balcony floor or watering plants so that the dirty water does not damage balconies or furniture below.

- c. To preserve the beauty and value of the Condominium building and your investment, a uniform appearance will result from compliance to the following:
 - i. Tile on balconies should be placed to the center of the balcony railings only leaving a few inches between the tile and the balcony edge, which is to be painted the same color as the exterior of the building.
 - ii. Balconies may not be enclosed or altered in any way without prior written approval of the Association.
 - iii. Laundry, clothes, makeshift or fixed clothes lines, drying racks, or towels may not be hung or used on the balconies.
 - iv. Cooking devices may not be used on balconies or terraces. No cooking shall be permitted on any balcony or terrace of a Unit.
 - v. In the case of a hurricane watch, all items must be removed from balconies within a specified period of time, as notified by the Association, pursuant to its reasonable judgment.
 - vi. Any tile placement on balconies that results in damage to concrete or building structure will be charged to Unit Owner.

11. Damage:

Owners and Residents are responsible for any damage done by themselves, their dependents, contractors, subcontractors, agents, employees and/or their guests to any part of the Condominium and/or the Association property.

12. Deliveries:

It is recommended that you schedule delivery of valuable items at a time when you will be able to take immediate possession.

13. Extended Absence:

If your unit will be unoccupied for an extended period of time, please remove all objects from your balcony and make arrangements for your mail and packages to be forwarded to you. You will need to inform management office in advance, and in writing.

14. Woodside Employees:

- a. No resident (including Board Members) shall direct, supervise, or in any way attempt to assert control over the employees, contractors and/or subcontractors of the Association while working in the Condominium and/or Association property.
- b. Any questions or suggestions regarding the operation of the Association and/or Condominium should be submitted in writing to the Association's management office or to the board of directors.
- c. All requests for services must go through the Association's management office.

15. Flooring:

- a. Any carpet, hard surface or hard flooring material installed in owner's units must include the installation of a sound dampening undercoat compliant with applicable building code and local restrictions.
- b. Failure to install a sound dampening undercoat can result in a nuisance to other owners/residents and the board of directors may, at its reasonable discretion, require you to remove your flooring. This includes balcony areas.
- c. When your contractor is installing tiles, please ensure that the installer is aware that tiles should be pitched away from balcony doors.
- d. Proof of sound control element installation and applicable permits being obtained is required, including but not limited to pictures, video, and/or personal inspection by the Association's management.
- e. Please contact the Association's management office for detailed information and instructions.

16. Keys:

- a. The Association's management office must have a copy of a key to each Unit's front door on file, to be used in case of emergency, pest control, inspections, with owner approved release.
- b. If new locks are installed, it is the owner's responsibility to provide a copy of the new key to the Association's management office within 72 hours.
- c. Owners who have added or changed a front door lock and have not provided the Association's management with a key shall be liable for any damages resulting from a forced entry into the Unit for emergency purposes.
- d. Residents are not authorized to provide non-residents with entrance keys to the Condominium property without prior written approval of the Association. The only exception is for immediate family members for emergency purposes.

17. Lock Box:

- a. The use of any lock box hung from or attached to the main entry door to any apartment will be solely for the use of Real Estate agents in the process of Selling or Leasing an apartment authorized by the owner.
- b. The presence of the lock box must be registered with the Association's management office.

- c. Based on the Board of Directors' reasonable discretion, in the event a lock box or other electronic entrance device is utilized or believed to be utilized in violation of the Association's restrictions on leasing and guests, the Association shall be authorized to demand removal of the lock box or other device.

18. Addresses:

It is the unit owner's responsibility to inform the management office of updated addresses. This is critical to owners who do not live at Woodside and are renting their property.

19. MOVE IN/OUT – Use of Service Elevator:

- a. All residents moving furniture, appliances, etc. in or out of the Condominium shall contact the Association's Management office for a reservation for the elevator.
- b. The office will organize having the elevator and hallway floors covered for protection.
- c. A refundable move in/out (MI/MO) deposit will apply in making any reservation.
- d. Deliveries and move in/out hours are from Monday thru Friday from **9:00AM - 3:00PM**.
- e. **NO EVENINGS, WEEKENDS AND/OR HOLIDAYS ALLOWED.**
- f. Move in and/or move out must be scheduled at least 7 days in advance.
- g. All deliveries must be scheduled with at least 48 hours' notice.
- h. A \$300.00 deposit (CHECK ONLY) is required in order to schedule a vendor, move in/out, or delivery. Please be advised that should there be any damages to the hallways, elevators or any other common element as a result of the move or delivery, the cost of repair will be deducted from your MI/MO deposit. In the event the deposit is not sufficient to cover the full amount of damages, the resident/owner shall be responsible to pay the Association for the remaining balance within 5 days after written demand.
- i. In addition, if at any time your movers or delivery personnel are found in violation of the Association's governing documents or causing a nuisance to the residents, they will be removed from the property immediately.
- j. For purposes of this paragraph, four (4) items or more will be considered as a move in/out, requiring compliance with these restrictions and use of service elevator.

20. Storage:

- a. Owners will be offered a storage space/bin that is located on each floor for personal belongings.
- b. All items must be placed in a clear plastic container and properly labeled (Unit #, Owners last name, Date placed).
- c. If desired, each owner shall be entitled to not more than three (3) clear containers each measuring no more than six (6) cubic feet in total size.
- d. Absolutely nothing other than those containers will be permitted to be stored in the Storage Room.
- e. The Association shall not be responsible for lost or damaged property.
- f. Dangerous substances as described in 49 CFR 173 shall NOT be stored in the offered storage space/bin, or otherwise in the storage rooms.

21. Bicycle Storage Room:

- a. All bicycles need to be registered in the office and a \$10.00 fee for a key to enter the bicycle room will be charged.
- b. Each owner is responsible for securing each bicycle.
- c. The Association is not responsible for lost or missing property.

22. Hurricane Shutters:

- a. Hurricane shutter installation must be approved by the Board of Directors.
- b. Please contact the condominium management office for details and authorized specs for the shutters.

23. Noise and Nuisances:

- a. Repairs, hammering, drilling, or any other related activity, which creates noise or disturbs in any way other residents, will only be permitted between the hours of 9:00 a.m. to 3:00 p.m., Monday through Friday and shall be the minimum possible.
- b. No Owner/Resident shall create or permit the creation or continuation of any noise or other nuisance which, in the opinion of the Board of Directors or the Property Management, may disturb the comfort or quiet enjoyment of the units or common elements by other residents.
- c. No Owner/Resident or their guest shall act in a manner that is deemed by the Board of Directors or Property Management to be unmanageable, rude, disruptive, aggressive, abusive, anti-social, threatening or harassing in nature towards any owners/residents or their guests, board members, property management, employees, agents, invitees or contractors of the corporation or management.

- d. Honking of automobile horns is strictly prohibited on the Condominium property except as relates to vehicular and or pedestrian accident or emergency.
- e. Activities which may constitute a nuisance include but are not limited to: Excessive TV, stereo, or car stereo volumes, cars driving at excessive speeds, loud voices inside or outside buildings that can be heard or observed by others than those to whom the voices are being directed, noxious odors, all activities which involve a controllable sound, for example, the slamming of doors, excessive sound levels of vehicles or other motorized equipment.

24. Complaints:

- a. Complaints should be submitted in writing to the Association's Management Office in the lobby area.
- b. Infraction of the Association's governing documents, including these rules shall be handled by the Manager. If needed, the complaint will then be brought to the attention of the Grievance Committee (see Enforcement of Rules and Regulations herein) for its action.
- c. All complaints concerning the alleged misconduct of a resident or their guest should be communicated to the Association in writing. The Association's management office shall then direct such complaint to the appropriate individual(s) in order to resolve the matter.

25. Structural Integrity and Insurance:

- a. Nothing shall be done in any Unit or to the common elements which may impair the structural integrity of the Condominium property, or which would structurally or stylistically change the building.
- b. No activity shall be done or kept in any Unit or in common elements which will increase the rate of insurance on any other occupants or the common elements or result in the cancellation of insurance.

26. Obstructions in the Association's Common Elements:

- a. Hallways, entrances and all of the common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the Condominium premises.
- b. No articles, fixtures or doormats shall be placed at individual doorways leading into any residential unit or in the hallways.
- c. No one shall obstruct or permit the obstruction of any entry, passageway, hallway or stairwell, which is part of the common elements.
- d. No thresholds to enter a unit, that is visible in the hallways, can be changed as to interrupt the uniform appearance of the Condominium property.
- e. No awnings, canopy, shade, window guard, ventilator, fan, air-conditioning device, radio or television antenna may be affixed to or placed upon the exterior walls, window enclosures or roof.

27. Exterior Windows and Sliding Glass Doors:

- a. Windows must be draped in WHITE EXTERIOR to maintain the uniform appearance of the Condominium building.
- b. Regardless if you have vertical, horizontal, pull down blinds, or curtains, when closed they must be WHITE facing the street.
- c. All windows and doors must be free and clear of any type of obstruction.
- d. Absolutely **NO** cardboard, aluminum foil, bed sheets, closet doors, Black or Mirror Tinted Glass, Etc. will be permitted to obstruct the Condominium building's exterior glass.
- e. Any tape used to protect windows from Hurricane winds must be removed within 30 days after the official end of Hurricane Season.

28. Outdoor Antennas or Wiring:

- a. Outdoor television and radio antennas or any exterior wiring are not permitted to be installed on the Association's common elements. Installation of certain satellite dishes or other antennae may be permitted to be attached to certain limited common elements as required by applicable law.
- b. Any such installations should be discussed with the management office in advance to ensure such installation doesn't degrade or overstress that portion of the limited common element to which it is to be attached.

29. Vehicles and Parking:

- a. All Units are entitled to one assigned parking space.
- b. Additional parking spaces will be available based on first come basis and subject to a fee in accordance with the Board's parking policy (separately published).
- c. Parking spaces are for automobiles **ONLY**. No personal items or belongings may be kept in parking space at any time.
- d. Motorcycles must be registered with the office and park in designated area only.
- e. Boats, commercial or recreational vehicles, and trailers, are prohibited on the Condominium property.

- f. Visitor parking only allowed in designated area. Overnight visitor parking will require a fee to be paid on or before **12:00 am**. Fee per night will be in the parking policy and subject to change without a change to these rules.
- g. Illegally parked vehicles, vehicles parked in another residence' numbered space or in non-designated parking locations will be towed at the owner's expense, with 60 minutes warning, in accordance with the parking/towing policy.
- h. Under no circumstances will residents or their guests be allowed to repair or change the oil and lubricate vehicles on Condominium property.

30. Personal Property:

Do not leave your belongings unattended in hallways, elevators, lobbies, or other common areas. The Association is not responsible for your personal property.

31. Plumbing:

- a. Please do not dispose of sweepings rubbish, construction materials or any other foreign matter not specifically designed for household plumbing disposal into the plumbing in your unit.
- b. Residents who use the plumbing for such purposes will be held financially responsible for all necessary repairs and/or damage as a result of same.
- c. Be mindful of any food waste flushed down plumbing as well, so it does not pose a clogging issue that could affect numerous residents.

32. Re Sales & Rentals:

- a. Transfers, sales and rentals must be approved in writing by the Association (see management office for details).

33. Restricted Areas:

Residents are strictly forbidden from all restricted areas of the Condominium property, including the roof, maintenance rooms, electrical rooms and any areas under construction and/or designated no access.

34. Signs:

- a. Residents may not post signs on Condominium property.
- b. The bulletin boards located on the Condominium property are for Association business only.

35. Smoking Policy:

Any form of smoking or vaping is prohibited in the hallways and all other indoor common areas of the Condominium building, including the community room.

36. Disposal:

- a. Unit owners and residents shall dispose of household trash in the trash chutes located on the second (2nd) through sixth (6th) floors or by placing trash directly in the dumpsters located on the west side center of building.
- b. Under no circumstance will unit owners or residents leave household trash or bulk items inside trash chute rooms.
- c. Unit owners and residents shall transport household garbage to the trash chute rooms and dumpsters only in secured and watertight bags or containers.
- d. Under no circumstance will bulk items be disposed of through the trash chutes. Unit owners who cause blocked trash chutes with bulk items will be charged for clearing and repair. Unit owners must physically transport bulk waste items such as window treatments, sofas, chairs, TVs, etc. to the dumpster area on designated date.
- e. Pick up of bulk waste from the Condominium is scheduled on the second Thursday of each month (subject to change).
- f. Unit owners and residents shall place bulk trash behind and toward the Condominium building side of the dumpsters.
- g. Placement of bulk items by the dumpsters is restricted to the day prior to the pickup or by 9AM on that day.

37. Pool Regulations:

- a. No lifeguards are on duty. All swimmers use the pool at their own risk.
- b. Pool use is limited to owners, residents and their authorized guests.
- c. Proper attire is required. This includes for swimming diapers for infants/babies.
- d. Children under 14 must be accompanied by an adult at all times.
- e. No diving, running, pushing, or shoving is allowed.
- f. No alcoholic beverages are allowed in the pool area.
- g. No glass of any shape or kind is allowed within the pool area.
- h. Food may be consumed on the pool deck area only at the tables. No food is to be brought in, or within 10 feet of, the pool.
- i. If you brought it in with you, take it out with you. Please do not leave debris for others to pick up. The Association is not responsible for personal belongings left behind.

- j. No pets allowed on pool deck area or in pool at any time. Service/Emotional support animals ONLY if provided for by that policy on a case by case basis.

38. Community Room Rules:

- a. Use of or presence in the Association's community room is restricted to persons over 16 years of age, unless that person is accompanied by a responsible adult resident of the building who is at least 18 years of age. The adult resident must remain with the minor at all times.
- b. Damages caused by misuse of facilities by residents, their guests, or children, shall be charged to the unit owner and/or resident.
- c. Unauthorized use is strictly prohibited. Improper use of the community room will result in a fine..
- d. There shall be no alcohol use in the community room or any other common element areas.
- e. Use of the community room is available to residents in good standing for social functions.
- f. The room may not be used for business purposes, fundraising or charitable organization meetings. Reservations for use of the room must be made one week in advance of the function and a refundable deposit of \$250 must be paid. The deposit will be returned after inspection of the room shows no damage has occurred. A non-refundable rental fee of \$125 is to be paid with check or money order to the Association.
- g. Fire department regulations limit the use of the community room to **90** people.
- h. You are required to remove anything that you bring, and clean it so as to leave the room in a clean and orderly fashion.
- i. You are responsible for all trash removal.
- j. The Association reserves the right of first consideration for use of the community room for all holidays and for meetings and other functions.
- k. If the Association will not be using the room, it will be available for residents on a first-come, first serve basis. Under no circumstance will parties continue past 11 p.m. Sunday through Thursday nights and 1 a.m. on Friday and Saturday nights.
- l. Nuisances and/or disturbances to any residents will not be tolerated.
- m. If a nuisance persists after warning, then the responsible party may forfeit the \$250 deposit without use of the room.

39. Security:

- a. Everyone is advised not to permit entry to the building (by holding doors open) to any person they do not personally recognize as a current resident or who cannot produce suitable identification (accordingly, residents should be prepared to produce identification on request).
- b. Security has the authority to act on behalf of the Board of Directors to enforce the Rules of the Association.
- c. Security must be notified immediately of any emergencies and serious malfunctions in the Condominium building's common elements or within the units so that proper entry and follow-up can be made.
- d. For the safety of all residents, Security must be notified immediately of any suspicious activity, including non-residents wandering in or around the Condominium property.
- e. The security personnel have the right to restrict owners/residents from using the facilities and anyone so restricted shall comply with and obey these restrictions.
- f. Security is not permitted to allow entry to any unit. Only the Association's Property Management is allowed to authorize entry to units for emergency situations.
- g. Owners who are renting out their units shall notify tenants that they must obey the Rules and Regulations. It is the Owner's responsibility to ensure that renting out their unit does not compromise security and enjoyment of the other residents. The owner is responsible for any and all costs and damages caused by the tenant including, but not limited to, all costs incurred by the Association in enforcing the Association's governing documents, including these Rules and Regulations.
- h. Improperly parked vehicles shall be tagged and/or towed from the Condominium property at the expense and risk of the vehicle's owner or visitor.
- i. Security is instructed to tow any cars that are improperly parked on the Condominium property (including residents' vehicles).

40. Enforcement of Rules and Regulations:

- a. The Board of Directors has the responsibility and the authority to enforce all of the Association's governing documents and these Rules and Regulations.
- b. Such enforcement will include warnings and levying assessments against any member or member's tenant, guest, occupant, licensee, or invitee for failure to comply with any provision of the declaration, bylaws, or rules of the Association.
- c. In the event of any damage or destruction to Association Property the Board may impose an assessment to cover the cost of repairing or replacing such property.
- d. A first offense violation may result in a written warning from the board.

- e. Subsequent infraction of the same rule within 6 months may result in a fine of \$100 per day for a maximum of \$1000.
- f. A complaint from another resident will be reviewed by the manager, handled if possible, or referred to the Grievance Committee.
- g. A resident receiving a 14-day Notice of Violation has the right to a hearing with the Grievance Committee to hear their case. Nothing herein shall be construed to limiting the Association from other remedies available to them under the Association's governing documents and/or the laws of the State of Florida.

41. Fines:

- a. Fines may be assessed to the resident after proper hearing (or in absentia if resident chooses to ignore the hearing), and will be referred back to the Board for final action.
- b. Fines shall not be in excess of \$100.00 per day for each violation, and the fines may be imposed for each day that the violation continues with a statutory cap that the fines cannot exceed \$1000.00 as per F.S. 718 Statute.
- c. In the event of any damage or destruction to Association Property, the Board, in addition to the foregoing, may impose an assessment to cover the cost of repairing or replacing such property.
- d. All violation payable fees shall be made by prescribed means to the Association within 5 days.

Woodside Board of Directors

WOODSIDE APARTMENTS ASSOCIATION, INC.
ASSISTANCE/EMOTIONAL SUPPORT ANIMAL
ACCOMMODATION POLICY

Notwithstanding the approval of the requested accommodation for the assistance/emotional support animal, the Association reserves the right to withdraw this approval at any time should the assistance/emotional support animal become a nuisance to others, which includes, but is not limited to: barking, biting, aggressive behavior, attacking, owner's failure to properly dispose of waste and excrement, walking the dog to relieve itself in prohibited areas, failure to comply with all state and local ordinances and statutes, not maintaining the dog on a leash at all times when outside the unit, insect/extermination problems, sanitation/odor problems.

In addition to the foregoing, the individual seeking the reasonable accommodation through the availability of an assistance/emotional support animal must abide by the following:

1. Written acknowledgment and execution of the terms of the reasonable accommodation/modification policy;
2. The party requesting the accommodation and the owner shall be responsible for any and all damages caused by their assistance/emotional support animal(s) to any portion of the elements or Condominium property and to the person or property of other owners, residents or renters.
3. Registration and various Rules/Regulations:
 - a. Assistance/emotional support animal shall be limited to a single animal and no additional assistance/emotional support animal shall be permitted for a reasonable accommodation unless the need for that additional animal (and/or extenuating circumstances) can be documented by a treating health professional or verifiable 3rd party source.
 - b. Prior to the placement of any assistance/emotional support animal at the Condominium, the requesting party is asked to complete and execute the Board Policy and Procedure document, the Registration form, as well as other components of the registration process, which shall include, but not limited to, submitting the following:
 - i. Recent photograph of the animal;
 - ii. Statement from veterinarian of current health certificate and evidence of all necessary vaccinations;
 - iii. All applicable city and county licensing; and,
 - c. Care and maintenance of assistance/emotional support animal.
 - i. All proper grooming for assistance/emotional support animal should be performed within unit, on a frequent and regular basis, to minimize dog dander, or hair from being airborne in common elements;
 - ii. Unless the information from the health professional or other verifiable 3rd party source demonstrates a need for the animal to be present in the following areas, or other extenuating circumstances can be documented by a health professional or other verifiable 3rd party source, all assistance/emotional support animals are prohibited from the following areas for reasons of safety and hygiene:
 - (a) Pool (however, they are permitted on the pool deck);
 - (b) Jacuzzi or Sauna.

WOODSIDE APARTMENTS ASSOCIATION, INC.
PARKING/TOWING POLICY

1. Notwithstanding the rules and regulations for one vehicle per unit provided in the Declaration of the Condominium, this is the policy governing second or additional cars for the same unit.
2. All resident's vehicles must be parked in an assigned parking spot and no other.
3. All guests/visitors must park in spaces specifically marked for that purpose.
4. If your space is occupied, contact Security for assistance.
5. Overnight guests (those staying past 12:00 AM) must pay a parking fee of \$5.00 per night.

Vehicle Parking/Registration

1. Each unit with a vehicle will register each vehicle with the office.
2. Vehicle One will receive a transponder/decal upon payment of the fee, usually at Registration/Orientation interview.
3. Vehicle One otherwise has no ongoing fees.
4. Vehicle Two will be charged an annual fee of \$100, with no proration. The cost of the transponder/decal will be part of the first year's payment.
5. Vehicle Three (and subsequent) will be charged a monthly fee of \$40, with no proration. The cost of the transponder/decal will be part of the payment(s).
6. A replacement transponder/decal may be obtained:
 - a. if it stops working, without charge.
 - b. if lost, at the going rate as of the time of the request.
7. All transponders/decals must be surrendered upon move out, or upon cessation of the driving of the vehicle.
8. Transponders may not be exchanged in order to bypass this policy.

Towing procedure

1. If a vehicle is parked in a numbered spot that isn't associated with that vehicle's unit, in a fire lane, a complaint is made by a resident, or security otherwise detects a problem, security has the obligation to attempt to communicate with the resident to remove the vehicle within the 15 minutes. Security will sticker the car and make an incident report establishing at what time the owner was contacted.
2. If the vehicle is not removed within 15 minutes the vehicle will be towed. A cell phone camera picture may be taken and emailed to the office as proof of written notice. The email will be a time stamp.
3. When the resident is contacted by phone, or note posted, the 15- minute clock is ticking.
4. Residents with overnight guests must make sure their guest's parking is compliant.
5. Meanwhile, security has to provide a temporary space for the resident that is waiting where they can park without being in violation.

Woodside Apartments Association, Inc.
Office, 16851 NE 23rd Ave, North Miami Beach, FL 33160
Collections Policy

This policy, enacted by the Board at the 22 February 2021 meeting, codifies existing practice for collection of payment(s) due.

This policy applies to payment of both normal monthly condo fee, and to payment of any special assessment fee which may exist. Note that for each owner, each of these are separate accounts.

Each owner is responsible to pay on time or else proactively seek relief under hardship situations.

Any payment will be applied per the statute and the Declaration.

Relief from assessed Late Fees will be at the sole discretion of the board, and on a case-by-case basis.

PROCESS:

Payments are due on the first of the month.

A ten (10) day grace period is in force.

On the 12th a Reminder letter from First Service Residential (FSR) is sent, triggering a \$10 fee applied to the affected account.

If the payment is still not received by the 12th of the second month after it was due, a Demand letter from First Service Residential (FSR) is sent, triggering a \$25 fee applied to the affected account.

On the 30th of the second month (basically 60 days after it was due) the LCAM will review and request an ATP (internal process) from the Board.

At this point the board may have the LCAM contact the owner for an explanation or opportunity to pay, but it is not a right.

Once the Board approves, the account is locked and cannot be paid into through FSR, and the matter is referred to our attorney.

Payment(s) will then be made to/through the attorney, who will also charge the owner for their time.

Exit the lockout by paying in full all monies due.

The attorney will contact the LCAM to have the owners account unlocked and ability to make payment through FSR restored.

PAYMENT:

The very best means of accurately and reliably making payment(s) is through the use of the proprietary “Click Pay” system, which the owner can activate and control throughout. For anyone not using click pay who wishes to do so, contact the LCAM or FSR Customer Service for information on how to sign up and use it.

Mailing payment is possible, but owners must ensure that they include the payment coupon for accurate crediting.

Any other form of bank “auto pay” options will almost always result in incorrect application of the payment, because the FSR receivables system has no way of automatically determining whether to apply the payment to the monthly fee or to the special assessment. The Default is to apply them to monthly fee. Which, even if overfunded does not eliminate the payment due and fees demanded for non-payment of the special assessment.