

TERRA LAKE VILLAS CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS GOVERNING YOUR CONDOMINIUM ASSOCIATION

The following are specific Rules and Regulations adopted and approved by your Board of Directors. These Rules and Regulations are in addition to all Rules and Regulations in Terra Lakes Villas Condominium Association By-laws Documents.

The Association shall make and adopt such other Rules and Regulations as it shall deem necessary or convenient for the comfort and welfare of the Unit Owners or for the preservation or enhancement of the Condominium Property.

OCCUPANCY:

1. The units shall be **occupied as a private dwelling** for the Unit Owners and any of their approved tenants, members of their immediate family and their social guests and for no other purpose.
2. If the Unit Owner is an entity such as a corporation, a partnership, trust, etc, the Unit shall be occupied and **used only by members or Tenants of the Corporation who have been approved in writing by the Association.**
3. No business, trade or profession of any type whatsoever shall be conducted from within any Unit.

CONDUCT:

1. **No immoral, improper, offensive, or unlawful use** shall be made of any part thereof and all laws, zoning ordinances, and regulation of governmental authorities having jurisdiction thereof and all Rules and Regulations promulgated by the Association shall be observed.

STRUCTURAL/CONSTRUCCION/COMMON ELEMENTS USE:

1. Without prior written Association approval, the Common Elements, Limited Common Elements, and exterior portions of the unit, including patios, balconies, portal, parking spaces and driveway, **shall not be repaired, replaced or changed.** Any approved changes are subject to the following:

- a) The Association must approve any contractor or sub-contractor retained by the Unit Owner, prior to start the work.
- b) The Unit owner shall be liable for any damage to any part of the Condominium Property caused by his contractor, sub-contractor or their employees.
- c) Whether an alteration or addition is “material”, shall be determined by the Association in its sole discretion.

2. Unit Owners may not build any structure, slab or porches beyond the limits of any building or patio wall.
3. If an alteration or addition is approved by the Association, **unit Owners are solely responsible for any necessary permits required by the local Zoning and Building authorities.**
4. The Association shall determine the exterior color schemes of the Units and all Common Elements.
5. No Unit Owner shall install a screen enclosure to or upon the outside walls of the Building or on the Common Elements or Limited Common Elements without the prior consent of the Board of Directors.
6. Nothing shall be affixed or attached to, hung or be displayed on the exterior walls, doors, windows, fascia, roofs, or fences of the Condominium Unit, except with the prior written consent of the Board of Director.
7. No clotheslines or similar devices shall be allowed on any portion of the condominium property.
8. **Christmas lights** can be use but **must be installed without causing any damage** to the fascias or any exterior structures of the buildings and **must be removed no later than January 15th** each year.
9. Satellite dishes may be installed on a tripod or a post in the back balcony or back yard. **Dishes may not be attached to any building concrete structure or wood fascias. Cable or Satellite dishes wiring cannot be displayed or attached to the front wall of any unit.**
10. No sign of any kind (including political or sport team) shall be displayed to the public view on properties and/or common grounds, except one (1) sign of no more than one (1) square foot advertising the property for sale or rent and must be placed inside the window of the Unit.
11. Aluminum foil may not be placed on windows or glass doors. Windows must be covered with proper window coverings such as blinds, curtains and drapes.
12. No Unit Owner/Resident may place any furniture, equipment or objects of any kind in the front of the limits of any building or patio fence, sidewalk or stair, or place any objects such as bicycles, toys, barbecues, etc, on the front porch or balconies.
13. Nothing shall be done or kept in the unit that could increase the premiums for insurance for the Condominium Property or obstruct or interfere with the rights of other Unit Owners.

LANDSCAPING:

1. **No big trees**, including fruit trees, shall be planted either in the front or back yard.
2. No Unit Owner shall cut down any tree or bush on the common property or hang any pottery or any other ornaments from trees or branches.
3. The Association is responsible for regular landscaping maintenance services, like grass

cutting and branch trimming only in common areas including the front yard.

4. Unit Owners that would like to change their front yard must receive a written approval from the Association and will be responsible to maintain their garden if it needs any special care or trimming, other than regular services.
5. Each Unit Owner is responsible for their back yard maintenance, including cutting grass, trimming and cleaning.
6. Unit owners are responsible to keep their hoses in an appropriate place out of the grass. Landscaping company will NOT be responsible for any damage to hoses left on the grass.

NOISE/PARTIES:

1. Unit Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other Unit Owners.
2. All unit occupants shall exercise care about making noise and/or using musical instruments, radios, televisions, and amplifiers that may disturb occupants of the other Units at any time.
3. NO LOUD NOISE OR LOUD MUSIC AFTER 11:00 P.M. PERMITTED. NO EXCEPTIONS.

PETS:

1. Household pets are allowed, as long as they do not become a nuisance or annoyance to any neighbor. The number of said pets shall not exceed two (2) for each Unit or weigh more than Fifteen pounds (15lbs).
2. Pets must have proper tags and be held on a leash at all times when outside the Unit. Owners are responsible for the clean-up of their pet's excretions. THIS IS ALSO A DADE COUNTY AND STATE LAW.
3. No farm animals are permitted as pets.

GARBAGE DISPOSAL:

1. The waste/garbage is to be disposed of in the trash containers-dumpsters located inside the Community. It shall be stored in a sealed plastic bag and shall be placed inside the container. No trash should be left on the floor of the trash area. Unit Owners must help to keep the dumpsters area clean and in sanitary conditions. All cardboard boxes **MUST** be completely flattened before placing them inside the trash or recycling containers. **Unflattened boxes are not permitted.**
2. NO CHEMICALS, CONSTRUCTION, FLAMABLES OR DANGEROUS DEBRIS SHALL BE DISPOSED IN THE TRASH CONTAINERS OR AROUND COMMON AREAS.

3. NO FURNITURE, APPLIANCES, OR LARGE ITEMS SHALL BE DUMPED IN THE TRASH CONTAINER. ALL TRASH, OTHER THAN HOUSEHOLD GARBAGE, MUST BE TAKEN BY THE UNIT OWNERS TO THE NEAREST COUNTY DUMP SITE.

VEHICLES:

1. No inoperable or derelict vehicles, or any part thereof, may be parked or stored within the Terra Lake Villas Condominium.
2. Any motor vehicle parked or stored within the Terra Lake Villas Condominium boundaries must bear a current unexpired license tag.
3. No Commercial vehicles, trucks, campers, mobile homes, motor homes, boats, boat trailers, home trailers, farm animal trailers, or trailers of any other description shall be permitted to be parked or to be stored in any place or lot at any time in this property.
4. Commercial vehicles doing any service, repair or construction must leave the community before 6:00 P.M. Only emergencies services like plumbing or electrician shall be permitted after 6:00 P.M. and Unit Owner is responsible to inform the Security Guard about the emergency to avoid any misunderstanding.
5. **NO AUTO REPAIRS OTHER THAN EMERGENCY REPAIRS (SUCH AS A FLAT TIRE) SHALL BE PERMITTED ON ANY PROPERTY WITHIN THE DEVELOPMENT. Oil changes ARE NOT considered emergency repair.**
6. PICK UP Vehicles **shall not** be parked at Terra Lake Villas containing visible charge or debris in the exterior cabin.

COMERCIAL/TRUCK VEHICLES

- The term “**commercial vehicle**” is defined as:
 1. Vehicles with lettering or advertising.
 2. Vehicles registered as commercial vehicles.
 3. Vehicles with extensions, ladders or attachments intended for commercial use.
 4. Other vehicles classified by Governmental Agencies as commercial, excluding State or County passenger vehicles approved by the Board of Directors from time to time.
- The term “truck” is defined as:
 1. Vehicles with more than four (4) tires.
 2. Vehicles longer than seventeen (17) feet.
 3. Vehicles use for storage or charge transporting.
 4. Vehicles with toppers which extend over the sides or above the top of the cab.

The term “truck” shall exclude pick-up type vehicles provided said vehicles do not fall within one

of the categories described above and has not been extended or modified.

MOTORCYCLE:

Motorcycles must follow all the Vehicles Regulation that apply and **shall not be parked on a sidewalk or front porch.**

SPEED LIMIT:

MAXIMUM SPEED LIMIT INSIDE THE CONDOMINIUM IS 15 M P H.

PARKING (PRIVATE AND GUEST PARKING USE)/TOWING:

Towing Company has free access to the community on a 24 hours basis. In order to avoid having your vehicle towed away, please note the following:

- 1.** Vehicles are not allowed to be parked in a guest space for more than 24 hours. Vehicles in a guest space for more than 24 hours, will be warned **AND/OR TOWED.**
- 2. GUEST PARKING IS NOT TO BE USED AS A PERMANENT PARKING SPACE.**
- 3.** Unit Owners **shall not use a guest parking meanwhile their private parking is not occupied, specifically over weekends and/or overnight.**
- 4.** Unit Owners **are not allowed to use other unit's private parking space** including parking of units that are not occupied.
- 5.** Unit Owners have the right to call the towing company if someone else parked a vehicle in the Unit Owner's assigned parking space. If the Unit Owner calls the towing company to tow away another person's vehicle, the Unit Owner must sign the towing company's release letter wherein the Unit Owner assumes all responsibility for this action.
- 6. VEHICLES WHICH ARE PROHIBITED, IMPROPERLY PARKED, HAVE AN EXPIRED TAG OR OTHERWISE IN VIOLATION OF THE RULES AND REGULATIONS ADOPTED FROM TIME TO TIME, SHALL BE TOWED WITH OUT PREVIOUS NOTIFICATION AT THE DIRECTION OF THE ASSOCIATION AND/OR THE SECURITY COMPANY WITH ALL COSTS CHARGED TO THE UNIT OWNER.**

PARKING REGULATIONS –Updated August 27th, 2013

- 1.** All owners and residents must have their approval from the Association from when they moved in. Only Terra Lake Villas Condominium owners and approved tenants are allowed to receive stickers/decals to park their car in the Condominium.
- 2.** To park in an assigned space the parking sticker must match the bumper number. An approved resident with a guest parking sticker is not allowed to park in the assigned parking space.

- 3.** Guest spaces can also be used for temporary guests/occasional visitors. These spaces are first come first served and are not assigned. Temporary visitors must receive a parking permit from the security guard for the amount of days visiting the unit. This parking permit is subject to approval from the BOD. In example this temporary parking permits are for family members or friends that are staying in your unit for a couple of days. An occasional visitor staying after 12:00PM must get an overnight permit from the security guard for one day only. The same occasional visitor cannot receive more than one permit per week.
- 4.** All occasional visitors must park in the yellow guest parking spaces. If an occasional visitor is staying after 12:00 A.M., or overnight, the visitor must ask the security guard for a temporary parking permit. All guests parking cannot be used for more than 24 hours.
- 5.** Anyone without a parking sticker parked in a resident parking, or any guest parked overnight without a parking permit approval will be subject to the towing restrictions. Please make sure you get a parking permit from the security guard.
- 6.** Cars cannot be leaking any fluids (oil, transmission, brake or coolant fluids) it is harmful for the environment, it damages the pavement and it is also a liability to the community since anybody could fall. Cars with a leakage will receive a warning and will be towed if not repaired within 7 days.
- 7.** Please be courteous to your neighbors and do not park in any parking space that is not assigned to your unit.
- 8.** Cars must be front head parked only, with the tag visible towards the street.
- 9.** Disability parking cannot be used as a permanent parking. All residents and visitors with valid disable parking permits may use the disable parking space for no longer than 24 hours.
- 10.** If you need a new parking sticker due to a change of vehicle, please contact our office immediately to register your new vehicle. Please be advised the old vehicle sticker would be voided and null. If you change your vehicle on a weekend please notify the security guard and request a temporary permit.
- 11.** Any violation of these rules is grounds for towing at owner's expense.
- 12.** All others that do not fall under the category of approved owner, approved tenant, temporary visitor and occasional visitor must park outside the Condominium without exceptions. Violators would be towed at their own expense.
- 13.** All owners/residents must advise their visitors of these Regulations. All visitors must abide by these Rules & Regulations while parked in Terra Lake Villas.

Proper parking means having a vehicle parked where there is a car stop in front and two parallel lines on each side.

Do not park in areas marked "Tow Away Zone" and "No Parking Zone". Do not park on the grass.

Do not double park vehicles.

Do not park in front of the dumpster or in a handicap space (without proper permit).

Do not park in Turn-Around Areas.

PARKING LOT RULES – UPDATE APPROVED OCTOBER 28TH, 2013

1. No Car Vans or Commercial vehicles are allowed in the Condominium after 6:00PM.
2. It was also approved that residents could use their assigned parking space, guests or disable parking (guest and disable parking cannot be used for more than 24 hours) to park their cars either with the yellow or white sticker, as long as their assigned parking spaces are not empty all night (after 12:00AM) while all their registered cars are parked in a guest or disability parking space.
3. Without exceptions and to comply with Florida State law, all vehicles must be head park only, with the tag visible and facing the street.
4. The direct phone number for the Security Guard to get the temporary permits is **786-895-4749**. Please remember that nobody should park in the Condominium after 12:00AM regardless of being parked in an assigned parking space, a guest space or a disable parking space without a parking permit.

If you do not want to request a temporary parking for your guest, then they must park outside the Condominium, no exceptions.

5. MAXIMUM CAR ALLOWANCE PER UNIT IS AS FOLLOWS:

1 Bedroom Unit – 2 cars only

2 Bedroom Unit – 3 cars only

3 Bedroom Unit – 4 cars only

IMPORTANT: STARTING DECEMBER 1ST, 2013 RESIDENTS OR GUEST THAT DO NOT COMPLY WITH THESE REGULATIONS ARE SUBJECT TO BE TOWED WITHOUT NOTIFICATION AND AT THEIR OWN COST.

PARENTS RESPONSIBILITIES:

There have been complains to the Board of Directors and the Management Company regarding children and teenagers in Terra Lake Villas who are being allowed to play in the streets and common areas.

Unfortunately, there is no designated playground or available space in the community to use for this purpose. As parents, it is your responsibility to ensure that your children act properly and do not create dangerous situations unnecessarily.

Also, as parents, you are responsible for the actions of your children. The cost of restoration of the common areas will be assessed to the parent (s) of the children found damaging any of the common areas. If there are tenants in the unit, the unit owner will be assessed the cost, as the owner is responsible for the actions of their tenants. Any monies assessed for damages will be due and payable upon notification to the unit owner. These monies will be subject to collection by the Association's attorney if not paid within the requested time.

Inclusive parents are responsible for any damages that their children may cause to other Units, or Owner's private property like vehicle, windows, etc.

IT IS NOT PERMITTED WITHIN THE COMMUNITY, including sidewalks, streets and main entrance/exit: **Children playing, running, riding bicycle, skating, skateboarding, riding small cars or motorcycle TO AVOID DANGEROUS SITUATIONS.**

SWIMMING POOL & CLUB HOUSE:

All family members must be aware and understand these rules.

1. Children under the age of 18 are not permitted in the pool area without their parent or responsible adult (18 years or older). Anyone seeing an unattended child (under 18) in the pool area, should ask the child to leave. All babies must be wearing water/swimming diapers. Any Violations may be reported to the Management Company and/or security guard.
2. No bicycles, skateboards, roller skates or blade skates are allowed in the pool area. This is not a playground.
3. No glass containers, food or alcoholic drinks are permitted in the pool area, according to the Health Department.
4. No running, diving, obscene, indecent, improper or indecorous behavior or loud noises shall be permitted.
5. No animals permitted in the pool area.
6. Pool furniture shall not be removed from the pool area.
7. No inflatable boats are allowed in the pool area.
8. Shower to remove suntan oil before entering the pool to prevent pool filter contamination.
9. The pool hours of operations are from 8:00am to 6:00PM, except from June 1st thru August 31st when it will close at 8:00PM.
10. The pool may be used only for Terra Lake Unit Owners and Approved Tenants and their guests. No more than five (5) guests are permitted per unit.

11. Any resident that is caught opening the door to another person that forgot the key or does not have a key, will be in Violation of this Regulations and entrance to the Club house would be blocked to that owner.
12. Unit Owners/tenants are responsible for their guest behavior and must be with them all the time.
13. Anybody that is not a Unit Owner or Approved Tenant in Terra Lake is not permitted to use the pool area by themselves, owner or tenant must be present, or they will be considered as trespasser and must be reported to the police. The pool keys cannot be transferred from one owner to another.
14. Pool equipment and pool furniture are expensive items to replace. Anyone seeing a person causing damage to any pool area should report it immediately to the management office, security guard and/or the police.
15. Unit Owners will be charged for replacements costs for damages caused by their tenants and/or guests.
16. As per New Laws, Condominium Unit Owners that are not paying the Maintenance Fee or have any open Violations, would not be permitted to use the pool/club house area.
17. The Pool front entrance or stairs are not a recreational area or a sitting area. This is a common area to access the Pool. Please refrain from seating or standing on the entrance steps.
18. The Clubhouse area including the Pool area is a non-smoking area. No exceptions. Violators will be fine and access will be restricted.
19. The entrance door must be kept close at all times.
20. Please remember there is no lifeguard in the Pool. Use it at your own risk.
21. Any remote access key lost should be reported immediately to the Property Management Company, since it needs to be deactivated. Any damages caused by the entrance of somebody using a lost key is the responsibility of the unit owner.
The cost for the replacement of the lost access key will be \$50.00, and the lost key will be deactivated and could only be given to the owners.
22. It is very important that you have the Pool pass with you when at the Pool, in case you are asked identification from the Security guard.
23. Remember surveillance cameras are installed in the Pool area.

The purpose of the POOL RULES AND REGULATIONS is for the safety, health and welfare of all Terra Lake Residents using the pool and club house area.

LEASING OR SELLING:

1. To Lease or sell a unit, future owners or future tenants must submit a completed application

- along with a copy of the lease or sale contract to the Association thirty (30) days prior to the move-in/closing date.
2. To obtain the corresponding applications, please call the Management office. The completed application should be submitted to the Management Company.
 3. **Every and each person** that would be living in a unit must apply and pass screening WITHOUT EXCEPTIONS. Only 18 years old or younger would not need to apply.
 4. In accordance with the Declaration of Condominium Documents, all leases must be at least one year in length.
 5. The Association has the right to require from Tenants a **Common Element Security Deposit** of **\$500.00 reimbursable** after they move out from Terra Lake. **MAKE YOUR MONEY ORDER OR CASHIER CHECK TO: TERRA LAKE VILLAS CONDO ASSOCIATION**
 6. There is a **non-reimbursable application fee of \$250.00 per adult couple** (older than 18 years old) and \$150.00 each additional adult to process the screening and found records. **MAKE THIS CHECK PAYABLE TO TERRA LAKE VILLAS CONDO ASSOCIATION.**
 7. At the convenience of the lessee/buyer and the Board, an appointment will be set up to review and approve or disapprove the proposed lessee/buyer.
 8. **BEFORE YOU RENT OR SELL YOUR UNIT, YOUR FUTURE BUYER OR TENANT MUST OBTAIN PRIOR WRITTEN APPROVAL FROM THE BOARD OF DIRECTORS.**
 9. **After and only after approval is received** can you move in the unit/community. Moving is allowed Monday through Saturday from 8:00AM to 6:00PM. No moving is allowed on Sundays.

MAINTENANCE FEE/COLLECTION:

Monthly maintenance assessment fees are due on the first **(1st) day of every month.** Payments must be made by personal check, cashier's checks, or money order and payable to: **TERRA LAKE VILLAS** and mailed to **6320 SW 130 Ave, Miami FL 33183**. All payments received are credited to the oldest outstanding balance. This includes maintenance fees, special assessments, and late charges on your account.

If your monthly maintenance assessment fee **IS NOT** is not received **ON OR BEFORE THE FIFTEEN (15th) DAY OF THE CURRENT MONTH**, then your account will be considered **DELINQUET**. At that time, a **\$25.00 late charge** will be posted to your account.

In the following month you will receive a letter informing you of your past due balance. This will serve as **"FINAL NOTICE BEFORE INSTITUTING LEGAL ACTION"**.

NO MORE REMINDERS WILL BE SENT TO YOU, if all the maintenance assessments fees due to the Association are not received by the tenth (10th) day of the final notice request, your account will be turned over to the Association's attorney for placing a **LIEN ON YOUR PROPERTY**.

Acceleration of Assessment Installments Upon Default. If unit owner does not pay an installment of an assessment due to the Association within thirty (30) days from the time it becomes due, the unit owners shall be deemed to be in default. Upon such default the Board of Directors may accelerate the remaining installments of assessment, including no more than one quarterly period, upon notice to the unit owner, and then all unpaid installments, together with late charges and interest at the rate to be determined by the Board of Directors from time to time but no greater than the maximum permitted under Florida Statute, shall become due upon the date stated in the notice, but no less than five (5) days after delivery of the notice to the unit owner. Thereafter, the Association may enforce its lien for assessments in accordance with the terms of the Declaration of Condominium and of the applicable law.

COLLECTION FROM TENANTS is now permitted by the law and any DELINQUENT Unit Owner shall not act against their tenants or request rent payments due. Full rent payments should be sent directly to the Association and applied to past due installments from the Owner.

INSURANCE:

1. **The Association is responsible for maintaining updated Master Policy** for the Complete Condominium including Club House, Pool and 24 Buildings.
2. Since Terra Lake Villas Condominium is **not in a Flood Zone** as per FEMA Letter, the Association **doesn't need to have a Flood Insurance Policy**.
3. Each **Unit Owner is responsible for obtaining their homeowners insurance** to protect personal property inside their units (including floor, cabinets, etc).

LEGAL:

The Association shall make and adopt such other Rules and Regulations as it shall deem necessary or convenient for the comfort and welfare of the Unit Owners or for the preservation or enhancement of the Condominium Property.

1. **In the event that a Unit Owner makes any unauthorized alteration or addition to his Unit**, the Limited Common Elements or the Common Elements, or otherwise **violates** or threatens to violate the provision set forth in this Declaration or in **any of the Rules and Regulations**, which may hereafter be adopted by the Board of Directors as provided in the By-Laws, **the Association shall have the right to proceed in a court** of equity for injunction to seek compliance with the provisions hereof and/or **impose and collect fines for such violations**.

Please refer to your Condominium Documents and By-Laws for more detailed information regarding the Rules and Regulations and any other Rule and Regulation which may not be included herein.

PLEASE COME TO THE MONTHLY BOARD OF DIRECTORS MEETING TO BE INFORMED ABOUT OUR COMMUNITY.

EVERY UNIT OWNER IS WELCOME TO PARTICIPATE AS A CANDIDATE IN THE BOARD OF DIRECTORS ANNUAL ELECTIONS.

COMMUNITY ASSOCIATION LIVING AFFORDS RESIDENTS A MORE CAREFREE LIFESTYLE BY REMOVING THE BURDEN OF MAINTAINING THE COMMON AREAS. WITH YOUR COOPERATION, THE VALUE OF EACH UNIT OWNER'S INVESTMENT WILL INCREASE AND WE ARE CONFIDENT THAT AN ENJOYABLE ATMOSPHERE WILL BE SHARED BY ALL.

THANK YOU,
TERRA LAKE VILLAS BOARD OF DIRECTORS

UPDATED AND APPROVED: 12/06/2025

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