

FOUR SEASONS CONDOMINIUMS OF WINTER PARK, FL, INC.
RULES AND REGULATIONS

I. DEFINITION

- A. The Four Seasons Condominiums Association of Winter Park, Inc., shall hereinafter be referred to as "Association".
- B. Each owner, lessee, guest or otherwise shall hereinafter be referred to as "resident" and shall be governed by the following Rules and Regulations.
- C. The Board of Directors shall hereinafter be referred to as "the Board".

II. GENERAL OWNERSHIP/MEMBERSHIP

- A. Each unit shall be identified by unit number, which shall be regulation type and size and mounted as approved by the Association.
- B. **Signs**
 - 1. No sign of any kind, including "For Rent" or "For Sale," shall be permitted on the exterior of any unit of any unit or in such a manner as to be visible from the exterior of any unit, including windows.
 - 2. Neither shall any such sign be posted any place whatsoever on the grounds of the condominium property or on an automobile parked on the property.
- C. Maintenance Emergency is considered any matter that affects the common elements, the unit above, the unit below or a unit adjacent to a unit which is incurring damages such as flooding of a unit due to a roof or plumbing leaks, or a fire. The emergency number for after-hours maintenance emergencies is 407-759-7175.

D. Selling or Leasing of Unit

Each owner has the right to sell or lease his unit, provided the owner complies with the terms of the Declaration of Condominium. Each new owner or lessee shall be bound by the provisions of the Declaration of Condominium and all condominium documents and the Rules and Regulations. An "Intent to Lease" or "Intent to Sell" form must be completed and approved by the Association BEFORE lease or sale is finalized.

A review of applications for approval could take up to thirty (30) days, once a completed application with documentation is submitted for approval. In the event a pending sale or lease of a residential unit will occur prior to

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such 30 days, the applicant may request but is not guaranteed an expedited review.

1. All Intent to Lease or Intent to Sell applications must be filled out completely by both current owner, agent and buyer applicant. Each applicant must fill out authorization form for the application. A Signed lease, with beginning and ending dates, or a sales contract must accompany the application.
2. An application fee of \$100.00* is required for each application, per applicant or couple. The Association representative will furnish the lessee or buyer with a copy of the Rules and Regulations and have the lessee or buyer sign as acknowledgement and agreement.
3. No lease shall be made for a term of less than six (6) months.
4. Non-resident owners who have leased their unit to another party forfeit the right to use the Four Seasons amenities, common elements and limited common elements; except as a bona fide guest of a resident. This does not waive the owner's voting rights.

* fee is subject to change

E. Disturbances

1. No residents shall make or permit any unreasonable or excessively loud or disturbing noise in the buildings or on the condominium property. Between the hours of 11:00 p.m. and 7:00 a.m., noise from social gatherings, radios, televisions, and other sound producing devices must not be audible from one condo to another (Winter Park Code, Sec. 62.97(2)).
2. Noise from construction work or tools is only permitted between the hours of 7:00 a.m. and 9:00 p.m. Monday through Saturday per Winter Park Code, (Winter Park Code 62.97(9-11-12)).
3. Residents disturbed by noise should call the Winter Park Police for assistance, and notify the manager, also please leave a message for the Property Manager at weekends and after regular business hours.

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F. Bulletin Boards

All official notices of the Association shall bear the signature of the President or Vice President or designated representative. No member shall make or permit to be made any written, typed or printed notices of any kind or type which purports to be an official notice of the Association that is posted on bulletin boards, mailed to other residents or otherwise circulated to other residents.

1. Notices may be placed on bulletin boards only by residents or owners, for sale of goods or services, or items of a social event nature, such notices shall bear the date, unit number or name of the resident posting the notice (Size of notice is limited to 5" x 8"). All notices shall be approved by the onsite manager prior to posting.
2. A locked bulletin board at the Clubhouse laundry site is provided for official bulletins and real estate ads. All ads are subject to approval of the manager and limited to a 30 day posting.

G. Solicitation

No soliciting of any kind is permitted on Four Seasons property, including any soliciting by Four Seasons Resident owners, Non-Resident owners or Renters. Any and all materials to be distributed or sold must be distributed through the office, if approved by the Board.

H. Clubhouse

1. **Hours:** Except otherwise provided herein or authorized hereafter by the Board, the Clubhouse will only be open and available for use by the residents and their guests during the times specified by the Board (hereinafter referred to as the "Clubhouse Hours").
2. **Access:** Entry to the Clubhouse shall be available by digital keypad during Clubhouse Hours. Please visit the management office during management's regular business hours to obtain an up to date entry code.
3. **Cameras:** Cameras are located in various areas of the Clubhouse to curtail and address theft and damage to the facility.

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4. **Responsible Use:** Please ensure that all Clubhouse doors are closed and locked upon exiting the building. Please report any damage to Association equipment and/or facilities promptly to the property manager.
5. **Attire:** Shoes and shirts must be worn at all times in the Clubhouse. Wet bathing attire is prohibited in the Clubhouse.
6. **Prohibited Activities:** Smoking, vaping, and alcohol are prohibited inside the Clubhouse.
7. **Pets:** No pets, other than as required by law, such as service animals for handicapped individuals, are allowed in the Clubhouse.
8. **Noise, Profanity, Disturbances:** No person may use the Clubhouse facilities in such a manner as to interfere with the rights of peaceful enjoyment of the condominium property by the owners and tenants, their family members, and guests.
9. **Guests:** Each unit, or more specifically its Owners and tenants, are limited to a maximum of four (4) guests in the Clubhouse at any one time. Owners and tenants are and shall be held responsible for the actions of their guests and family members.
10. **Use of Clubhouse:** Individuals under the age of 16 must be accompanied in the Clubhouse by an adult.

Guest Unit

The clubhouse guest unit may be reserved for a guest of a resident or owner I resident for no longer than a consecutive fourteen (14) day period. No more than four (4) persons (including children) shall be permitted.

1. Reservations are accepted on a "first come" basis. A deposit shall be required at the time of the reservation.
2. The sponsoring resident shall be responsible for payment for use of the unit and for any long distance telephone calls, as well as any damaged or lost items.
3. Pets, or like animals of any kind, with the exception of service animals are NOT permitted in the guest unit.

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III. MOTOR VEHICLES

- A.** A 15 MPH speed limit shall be observed at all times for all vehicles.
- B.** All cars, personal vans, pickup trucks, motorbikes and motorcycles shall be parked in Four Seasons parking spaces. Parking of other vehicles, i.e., RVs, campers, boats, etc., is prohibited.
- C.** No mechanical work shall be done within the confines of this complex on any vehicle (unless it is emergency road service).
- D.** All vehicles parked on the condominium property must be in running order and have current registration and license tag. Vehicles in violation will be towed off the property at the owner's expense.
- E.** All residents' vehicles must be registered in the office and display a Four Seasons parking decal. Vehicles not registered at the Four Seasons office may be towed off the property at owner's expense.
- F.** Residents may obtain a temporary visitor permit for the vehicles of any guest parking within the complex for longer than two (2) consecutive nights.
- G.** Four Seasons is head-on parking area. All vehicles must be parked with the front of the vehicle toward the curb, within the white lines. Vehicles must not overhang the sidewalks. Sidewalks are to remain free and open for pedestrians at all times.
- H.** The only place at which cars may be washed is at the Balfour facility. A pistol-grip nozzle must be used to conserve water.
- I.** No commercial vehicles, trailers, or vehicles displaying commercial signage may be parked on the property overnight.

IV. RESIDENCE AND COMMON AREAS

- A.** Each resident/owner shall maintain his unit in good condition and repair. Fixtures that leak must be corrected immediately. All outside storage doors and entrance doors must be kept painted and in good repair.
- B.** Articles belonging to unit residents including bicycles, strollers & shopping carts shall not be kept in common areas, landscaped areas or the recreational facilities.

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- C.** Balconies, porches, common stairways and hallways (interior and exterior) shall not be used for hanging garments, drying laundry or for storage, this includes bicycles. Interior hallways and stairways must be kept clear of large plants and furniture for safety reasons. A clear three (3) foot wide path must be maintained at all times for compliance with Winter Park Fire Code.
- D.** Bicycles, strollers and storage cabinets may not be stored on balconies or porches, unless they are enclosed.
- E.** By order of the Winter Park Fire Dept. propane tanks may not be stored within ten (10) ft. of any building (Fire code 502.5)
- F.** Use of grills shall be prohibited within ten (10) feet of any building or overhang. Per Fire Code 502.5.3 no barbecue grills, gas or charcoal, and other cooking equipment utilizing an open flame or combustible material shall be used on any balcony, patio or partially enclosed area beneath an overhang within 10 ft. of any multi-family dwelling. The Association recommends that electric grills be used within the property.
- G.** The Association provides interior pesticide control service to each unit upon request. Pest control will only enter a unit unless the owner/tenant is home and pets have been restrained.
- H.** Any plants, shrubs or trees planted in the common areas must first be approved by the Board and meet planting guidelines. These plants become property of the Association and can be removed at any time without notice. No plant material or basket should be attached to or placed on handrails or wooden stairs on interior and exterior stairways.
- I.** Association Liability Release form must be signed before a waterbed may be set up, or a washer / dryer installed. Washers and dryer hook ups must be installed by licensed and insured professionals. Second floor units must have a drain pan installed beneath the washer.
- J.** All window coverings visible to the exterior of the building must be white or off-white; no clutter visible to the exterior is permitted on the windowsills. Window props used to hold windows open are not permitted. Window film coverings must meet Association Architectural Review Board (ARB) guidelines and an ARB request must be approved by the Board.
- K.** No objects may be attached to the exterior of the buildings, shutters or fences without prior Board approval. The addition of permanent storm shutters must be approved by the Board and be maintained by the resident. The Board shall be notified when a satellite antenna is attached to a limited common fence or shelf inside the fence area.

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- L.** ARB requests must be turned into the office by the first of every month in order to be placed on the agenda for the next Board meeting. No work shall begin prior to ARB approval.
- M.** Bicycles are not allowed on the sidewalks, courtyards, recreation areas or landscaped areas. Bicycles may be ridden on the streets within the property only.
- N.** Roller blades, roller skates, skateboards and scooters are not to be used anywhere within Four Seasons, including streets and parking areas and must be carried or pushed to a resident's unit.
- O.** Residents shall not interfere with Association Employees or contractors while they are performing their duties. Any service requests must be directed to the office so that they can be fitted into the regular schedule by the Manager. Requests for personal repairs in a unit or assistance must be made through the office. These requests will be passed onto Four Seasons personnel and requested personal duties are not to be performed during regular Four Seasons work time.
- P.** Association has the right of access to each unit for emergency reasons. A unit key shall be kept on file at the Four Seasons office for such emergencies. Should an emergency occur, and no key is on file, a locksmith will be hired for access to the unit at the owner's expense.
- Q.** Dumpsters, unless otherwise prescribed, are limited to bagged household garbage. Building debris must not be placed in dumpsters. Furniture, appliances, mattresses or any other bulk items are not to be placed in or around the dumpsters; instead, residents must make arrangements for the old items to be removed off-site at time of delivery. We do have a cardboard box dumpster located at the 100 building. All boxes must be broken down. Residents violating this rule will be fined \$25 plus the cost of removal of any discarded items.

V. PETS

Four Seasons allow pets to be on the property only under the following guidelines:

- A.** Four Seasons will not allow dogs over 75 pounds adult weight, or any animal that may be deemed vicious or dangerous or at any time has been deemed dangerous by any animal control or government agency. Any dog over 75 pounds located on the property as of July 8, 2008, that would otherwise be in violation of this weight restriction, shall be considered to not be in violation

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of this rule. However, such a rule regarding maximum weight of dogs shall apply to any dog located on the property subsequent to July 8, 2008.

- B.** Four Seasons will allow a maximum of two (2) pets per unit, regardless of species. Any pets located on the property as of July 8, 2008, that would otherwise be in violation of this rule shall be considered to not be in violation of this rule. However, such rule shall apply to any pet located in the property subsequent to July 8, 2008.
- C.** All pets must be registered in the office. A current profile sheet for each pet stating name, breed, weight, age, owner's name, address, phone number, vet's name and number and proof of rabies vaccinations is required. The form must be signed by the resident's veterinarian.
- D.** Wild animals or fowl (Sec. 18-15) and farm animals (Sec.18-16) are prohibited per Winter Park Code.
- E.** Animals are to be confined to the owner's unit and must be carried or on a leash when outside.
- F.** Dogs and cats are permitted outdoors when on a leash and owners should ensure that their animals do their "business" only at the designated areas. Per Winter Park Code Sec.18-44, no animal defecation will be tolerated in any portion of the common elements except those areas that are marked pet walk. Pet walkers must clean up after their pets immediately.
- G.** Any resident having any animal shall indemnify and hold harmless the Management company and Association against loss 1 liability of any kind arising out of having any animal on the condominium property.
- H.** No animal shall become a nuisance to other residents through barking, howling, tearing up shrubs and other property or being allowed to roam loose. (Winter Park Code Sec. 62-97 (5) & 18-17 (1-2-3)). The pet's owner shall be liable for any damage caused by allowing his or her animal to become a nuisance. The management will issue no more than three (3) violation notices as to the infraction that has occurred. If the problem is not resolved, the rule will be enforced as per the Winter Park City Ordinance.
- I.** Kitty litter and other such material must be placed in the dumpster bagged and secured properly. NO LITTER is to be flushed down the toilet.
- J.** Exterior feeding containers and litter boxes are not permitted anywhere within Four Seasons common areas, patios or porches, unless these are located within an enclosed screened area.

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VI. BUILDINGS AND ARCHITECTURE

The following guidelines are provided to ensure conformity. The Management office maintains a copy of the current guidelines regarding the addition and replacements of components to units. Many items require prior written architectural review approval (ARB request) before installation. It is required that you consult the Property manager before the start of any projects on your unit. These items include, but are not limited to windows, doors, sunscreens, solar films, screening of patios and balconies, any new electrical or plumbing work, washers & dryers, exterior door hardware, security doors or bars, sliding glass doors, etc. For any improvements not already contained in the manual, a written request must be submitted to the Board for approval. All ARB requests need to be in the office no later than the first of every month so that it can be placed on the agenda of the next scheduled Board meeting. Please allow time for approval when planning your projects - **YOU MUST HAVE APPROVAL BEFORE YOU BEGIN WORK.** Many items will also require a City of Winter Park Building permit - a copy of such must be submitted to the office for the ARB file.

- A.** Use of ceramic tile or hardwood flooring is prohibited in second floor units without prior approval and use of approved sound barrier material.
- B.** Use of screens or sun-screen film must be approved prior to installation and must conform to the type and color approved.
- C.** All safety bars must be approved prior to installation and conform in material, color and design to approved items.
- D.** Window inserts, creating a small pane effect are not permitted.
- E.** Window air-conditioners, fans and exhaust fans are not permitted in any unit.

VII. RECREATIONAL AND COMMUNITY FACILITIES

Any and all use of the recreational facilities of the common elements will be in such a manner as to respect the rights of all residents. The use of these recreational facilities will be prohibited between the hours of 11:00 PM and 7:00 AM.

Games and other recreational activities are prohibited except in areas that are specifically designated for such activities, i.e. pool, shuffleboard, and tennis courts. No pets are permitted in recreational areas.

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A. Pool Rules

1. Pool use is restricted to Four Seasons' residents and their guests (maximum of 6 guests per unit). Guests must be accompanied by a Four Seasons' resident at all times.
2. Hours of use: Tennis Court Pool 7 a.m. - 11 p.m.
 Clubhouse & Family Pools 7 a.m. - Dusk
Use of the pools except during the above specified "Hours of use" is prohibited.
3. Bathing Load: Clubhouse Pool – 33 persons
 Tennis Court Pool - 28 persons
 Family Pool – 30 persons
4. Exceeding the bathing load of any pool is prohibited.
5. No lifeguard on duty. Swim at your own risk.
6. Children under the age of 16 must be accompanied by an adult.
7. No pets allowed within the confines of the fenced pool area.
8. Persons must shower to remove tanning oil, lotions, etc. before entering the pool.
9. No diving in the pool.
10. No running on the pool deck.
11. No alcohol, smoking or vaping within the confines of the fenced pool area.
12. No excessive noise, abusive behavior, or profanity.
13. No glass bottles or containers are allowed within the confines of the fenced pool deck area.
14. Airborne toys such as footballs, frisbees and beachballs are prohibited within the confines of the fenced pool area. Lounge floats such as rafts are prohibited; however, certified safety floatation devices are permitted.
15. Removing or hanging on the swimming pool rope float is prohibited.
16. Proper bathing attire is required.
17. Individuals entering or exiting the fenced pool area must close and latch the pool gate.

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B. Tennis Court

1. The tennis court is for the use of residents and guests only.
2. Guests must be accompanied by a resident.
3. Hours: 7:00 a.m. to dusk.
4. Court shoes and shirts are required.
5. The tennis court is to be used for playing tennis ONLY; no other activities shall take place on the court.
6. No pets are permitted in the tennis court area.

C. Shuffleboard

1. Hours are 7:00 a.m. to dusk
2. Equipment is available through the office — Monday through Friday. Please make arrangements with the office no later than Friday a.m. if equipment is needed over the weekend.
3. No pets are permitted on the shuffleboard courts.

SATELLITE DISHES

Satellite dishes may not be mounted on any condominium association common areas. Example: no roofs, exterior windows or brick stanchions on patio areas. Satellite dishes cannot be greater than one meter in diameter