

ONE THOUSAND OAKS CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

The board of directors of One Thousand Oaks Condominium Association would like to make sure that all members live harmoniously and that property values are enhanced. These regulations are intended to achieve those goals.

Definitions:

Common elements are residential building exteriors (except for doors and windows), grounds, security gates and all amenities. Common elements are owned in equal parts by 141 unit owners according to the percentage stated in the Declaration of Condominium. The association is responsible for common elements' upkeep.

Limited common elements are carports, unscreened porches, balconies and stairways, which are restricted to the use of individual owners. Owners and the association share responsibility for their maintenance and appearance.

Private property is each unit itself, inward from and including interior walls and exterior windows and doors. Each owner is solely responsible for maintaining his or her private property.

L. COMMON FACILITIES:

The common facilities of One Thousand Oaks Condominiums are for the exclusive use of residents, their immediate families and house guests accompanied by a resident. House guests visiting for more than two days should be registered with management.

A. CLUBHOUSE:

1. Residents may and are welcome to book the clubhouse, within the limitation of one reservation monthly and then only for social functions.
2. Residents or guests should not be so disruptive others can neither participate in nor enjoy the amenity.
3. All clubhouse use must be cleared with management.
4. Any resident 17 or under must be accompanied by a parent or responsible adult.
5. The clubhouse may be reserved by residents only for private parties (of up to 40 people) composed of the resident's friends and only when the resident is present at all times.
6. A deposit of \$75 plus a \$25 non-refundable user fee is required for each party. Residents are entitled to one use per calendar year free of the \$25 non-refundable user fee.
7. The clubhouse should be completely cleaned by 10 a.m. the following day. Cleaning includes the bathrooms, kitchen, foyer, table tops, kitchen floors and vacuuming the carpet. Some supplies for cleaning are in the storage closet next to the ladies' room. Cleaning or repair costs in excess of the deposit will be charged to the resident. Failure to clean the clubhouse will result in the forfeiture of the \$75 deposit.
8. The air conditioner/heat must be turned off after use. Failure to turn off the air conditioner/heat will result in the forfeiture of the \$75 deposit.
9. Clubhouse use is limited to the interior of the clubhouse, excluding pool area and grill. Failure to limit the party to the clubhouse will result in the forfeiture of the \$75 deposit.
10. Appropriate arrangements must be made for guest parking.
11. No loud amplified music is allowed.

12. The clubhouse closing hours are 11:30 p.m. Sundays through Thursdays and 1 a.m. Fridays and Saturdays.
13. Residents needing access to the clubhouse after office hours must make prior arrangements with management to obtain the necessary keys.
14. A Gate Code can be provided for entrance to One Thousand Oaks Condominium by management for clubhouse activities for a non-refundable fee.
15. Violations of clubhouse rules will result in the loss of clubhouse privileges for six months.

B. POOL:

1. Pool hours are 7 a.m. - 11 p.m.
2. Any resident 12 years of age or older may use the pool without adult (18 or older) supervision. Because there is no lifeguard, children 11 or under must be accompanied by an adult when in the pool area.
3. Guests are limited to no more than four per unit at one time.
4. Children 17 or under are allowed no more than two guests in the pool area at one time, unless board approval has been given for a private party.
5. No diving.
6. Shower before entering the pool.
7. Pets are not allowed in the pool or pool area at any time.
8. For safety reasons, no more than 30 persons may be in the pool at one time. During peak hours, rafts, floats and toys are not allowed in the pool.
9. Glass containers are not allowed in the pool area.
10. Residents and guests with radios or tape recorders must use earphones so that others are not disturbed.
11. Residents or guests should not be so disruptive that others can neither participate in nor enjoy the amenity.
12. A gas grill is available for use by the residents. Remember, that this is not a charcoal grill and should not be used as such.
13. Violations of pool rules will result in forfeiture of pool privileges for a period of six months.

C. TENNIS COURTS:

1. Registered house guests may use the courts when a resident is not present. Non-house guests may use the courts only when a resident is playing tennis with them. Each resident may have no more than three guests using a court at a time.
2. Players have a 10-minute grace period. If they are not on the court within 10 minutes after their reservation time, the court is open for other players.
3. Any resident 12 years of age or older may use the tennis courts without adult (18 or older) supervision. Children 11 or under must be accompanied by an adult when using the tennis courts.
4. The maximum reservation time is one hour for singles and 1 ½ hours for doubles.
5. Court users should keep the courts neat and clean and report any damage to management as soon as possible.
6. Proper tennis attire must be worn on the courts, including proper shoes.
7. Spectators are to remain off the court while others are playing.
8. Tennis lessons are prohibited during peak hours.
9. Bicycles, radios, Frisbees and pets are not allowed on the tennis courts.
10. No food, beverages in breakable containers or lighted cigarettes are allowed on the courts.
11. Loud and /or offensive language is prohibited.
12. Lights must be turned off after use.
13. Violations of tennis court rules will result in forfeiture of tennis court privileges for a period of six months.

II. RESIDENTIAL BUILDINGS:

A. EXTERIOR APPEARANCE:

1. To maintain a uniform and pleasing appearance, no additions or changes may be made to the exterior of the buildings or grounds without prior approval of the board.
2. All exterior doors must be the same color as the exterior of the buildings.
3. Screen doors must be either brown/bronze or black.
4. Window treatments (blinds, shutters, curtains, drapery) must be solid white or beige on the exterior side. White or beige lace is allowed, but no prints. No clothes, blankets, bed spreads, towels or sheets may be hung in windows.
5. Exterior carpet, river rock and tile installed after June 1, 1996 must be brown. All exterior carpet, river rock and tile must be kept in good condition.
6. Personal items are prohibited on Common Property as defined in the Declaration of Condominium.
7. Hurricane shutters are permitted, but must conform to standards approved by the board.

B. SIGNS:

All signs installed on the premises must be approved by the board.

C. OBSTRUCTIONS:

For safety reasons, sidewalks, entrances, driveways and stairs must be kept open and unobstructed.

D. BALCONIES, TERRACES, PATIOS AND STAIRS:

1. All balconies, patios and terraces must be kept clean and free from unsightly objects. Plants, pots and other movable objects must be placed and maintained in a neat and safe manner. No objects should be placed on the railings of the balconies or stairs. Due to unforeseen weather conditions, residents should remove all loose or movable objects, including furniture, from balconies and terraces if they leave One Thousand Oaks for a protracted period.
2. Clothes, towels, rugs, blankets, sheets and mops must not be hung upon or shaken from windows, doors, balconies or terraces.
3. Residents must not sweep, drop or throw anything from balconies, windows or doors.
4. Areas under front stairs may contain only potted plants. Areas under rear stairs may contain newly stored gardening equipment.
5. To prevent problems, no firewood may be stored under stairs or next to buildings. Residents are responsible for any damage resulting from such storage. During the winter months, firewood can be stored by the fence.
6. The only furniture that may be kept on terraces, patios and balconies is that designed for outdoor use.
7. The American Flag is the only type of pennant/flag that may be flown from balconies, terraces, patios and stairs.

E. NOISE:

1. The installation of hard surface floors in any upstairs unit is prohibited except in the kitchen, bathroom or foyer. Removal of unauthorized installation will be at the owner's expense.
2. At all times, radios, stereos and television sets should be turned down to a minimum volume in order to ensure the comfort of all residents.
3. Any construction work, including do-it-yourself, involving hammering, sawing and other noise must be done between 8 a.m. and 9 p.m. only.
4. All other unnecessary noise is prohibited, including loud pets.

F. ROOFS:

No one other than authorized maintenance personnel is allowed on roofs.

G. GRILLS:

1. Only gas or electric grills are allowed on upstairs balconies and on ground level terraces.
2. Grills should be stored only on rear terraces or rear balconies.
3. When using grills, residents should comply with all city fire codes.

H. PLUMBING:

1. Plumbing must not be used for any purpose other than that for which it was constructed. Residents should not dispose of any foreign substance (i.e. grease, greasy items, etc.) in toilets, sinks or drains. Owners will be responsible for any damage resulting from misuse.
2. Washing machine hoses, which can break and cause extensive damage to personal property and adjacent units, must be checked regularly and replaced when needed.

I. AIR CONDITIONERS, DRYER VENTS AND FIREPLACES:

1. Each owner is responsible for repairing and periodic cleaning, including the drain line, of air conditioners.
2. Each owner is responsible for keeping dryer vents clear.
3. Each owner is responsible for keeping fireplace chimneys clean.
4. It is recommended that air conditioners be cleaned once a year and dryer vents and fireplaces be cleaned every other year. It is the responsibility of the association to insure the safety of all of the residents. In order for this to be accomplished, air conditioners, dryer vents and fireplaces will be inspected periodically to insure that there are no safety hazards. If cleaning is required, the cleaning will be done at the owner's expense. To prevent unnecessary inspections, provide the office with a copy of your receipt when cleaning has been completed.

J. ENTRY TO RESIDENCES:

1. In case of any emergency originating in or threatening any dwelling, regardless of whether the resident is present at the time of such emergency, the board or any other person authorized by it has the right to enter any dwelling to remedy or abate the cause. Such rights of entry are immediate.
2. It is strongly advised that a door key be filed in the office for no other purpose than emergency entrance or necessary repair work. Should emergency entry be necessary without key, any damages that occur are the responsibility of the owner. Keys are kept in a locked box and are used only for access in case of emergency or with owner's approval.

III. CARPORTS:

- A. Carports are to be used only for storing wheeled vehicles belonging to carport owners or their tenants.
- B. Boats and Jet Skis on trailers and small campers are permissible, if they can be stored within the confines of assigned carports.
- C. Board approval is required for any changes to the carports, including the addition of storage units.

IV. GROUNDS:

A. DESTRUCTION OF PROPERTY:

1. Management must be contacted about all landscaping changes.
2. No one may deface, damage or destroy any part of the buildings, landscaping or other common property. Owners will be financially responsible for such damage.
3. Owners are liable for all damages caused by deliveries or moving or removing furniture or other articles into or out of their units.

B. REFUSE:

1. Garbage and trash must be properly bagged and placed in dumpsters. Trash collectors will remove only the contents of dumpsters.
2. Boxes and cartons should be compressed prior to placing them in the dumpsters.
3. Dumpster lids must remain closed at all times.
4. Newspapers should be recycled in the blue recycling bins near the office.
5. No appliances, furniture, mattresses or used carpet should be placed in dumpsters. Residents must have those items removed from property at the time of replacements.

C. CHILDREN'S PLAY AREA:

1. For their protection, children are not permitted to play in driveways.
2. Bicycles must not be ridden, parked or used on lawns, sidewalks, tennis courts or in the pool area. Bicycles are permitted to be ridden in the driveways.
3. All County and City ordinances must be followed when riding a bicycle.
4. Use of skateboards, roller skates and roller blades are prohibited on the property.

D. GATES:

1. Security gates can be operated only by approved gate entry card, remote device, key chain remote or telephone request from the gate.
2. Residents must purchase gate entry devices from management.
3. Residents must contact management when changing their telephone numbers.
4. When owners/tenants change, all gate devices must be returned to management for return credit.
5. Riding on or tampering with security gates is prohibited. If damaged is caused to the gates, the damage will be corrected at the owner's expense.

V. VEHICLES:

A. PARKING:

1. All vehicles parked on premises must be in good physical and running condition and have current registration stickers. Vehicles and tag numbers of residents must be registered with management. All registered vehicles will be issued a parking permit that must be displayed at all times on the vehicle.
2. Each carport is a limited common element and may be used only by the owner or the owner's tenant.
3. Parking spaces allotted for residents in front of buildings are common elements and are not assigned to individual units. Because of the parking shortage, though, only one resident space can be used per unit. All other vehicles of residents and guests must park in the designated guest parking throughout the property.
4. Vehicles should park within the parking space, no vehicle should be parked with the front or back overhanging the sidewalk.
5. Handicap parking spaces are designated by a handicap parking sign. Only cars with proper state permits can be parked in these designated parking spaces.

6. Any vehicle improperly parked is subject to being towed at the owner's expense. Improper parking can include parking in a "no parking" area, a handicapped zone, another person's carport or taking more than one space per vehicle.
7. Owners, tenants and guest may park campers, motor homes, trailers, boats or other similar vehicles with the management's approval for one night only in the guest parking area in front of the tennis courts. After that, alternate off-property parking must be secured.
8. Residents' Dual Wheel vehicles, Box Van Utility vehicles or commercial vehicles, bearing commercial signs and insignia, with storage racks must be parked in the guest parking area in front of the tennis courts.
9. Parking of construction vehicles for the purpose of remodeling or maintenance is allowed during the day in parking spaces marked resident and/or guest.
10. Any violation of Parking rules by non-resident vehicles, vehicles that are not registered with the Association, will result in vehicle being towed at owner's expense.

B. MAINTENANCE WORK ON VEHICLES:

1. All maintenance work on vehicles must be done off the premises or in carports.
2. Any damage caused to the premises by a faulty vehicle is the owner's responsibility.
3. Any inoperable vehicle left on the premises more than seven days is subject to be towed away at the owner's expense.

C. SPEED LIMIT:

For the safety of residents, the posted speed limit of 15 miles per hour must be observed.

D. MOTORCYCLES:

1. The use and parking of motorcycles is limited to those licensed for highway driving.
2. Motorcycles should be kept within the safety guidelines of Motor Vehicles of the State of Florida.
3. No motorcycles with loud mufflers are permitted.

E. OTHER WHEELED VEHICLES:

Bicycles and other wheeled vehicles must be kept in the units or hung in the carports when not in use.

F. NOISE:

At all times, vehicle radios/stereos should be turned down to a minimum volume in order to ensure the comfort of all residents.

VI. PETS:

- A. No pets may be kept in any unit without prior authorization by the board.
- B. Pets are limited to dogs, cats, birds and fish.
- C. Pets that are not allowed are reptiles, rodents and farm animals.
- D. All dogs and cats must meet the vaccination, licensing and tag requirements of the Orange County animal control ordinance, as well as all other laws included in that ordinance.
- E. Dogs and cats must be leashed and not taken to landscaped areas, the pool area or clubhouse. A pet walk west of the tennis courts is provided.
- F. Pet owners must clean up after their pets in all areas.
- G. No pet may weigh more than 35 pounds.
- H. No more than two dogs and/or cats are allowed in a unit.
- I. No pet may be kept or bred for commercial purposes in any unit.

VII. STAFF:

- A. Employees are under the supervision of management.
- B. All requests for service during normal working hours must be approved by management.
- C. Any personal work performed by an employee for residents may take place only after the employee's normal working hours.

VIII. SOLICITATION:

No solicitation is permitted on the property.

IX. SALES AND LEASES OF CONDOMINIUMS:

- A. Every owner intending to sell or lease a unit must obtain an application form from management and return it with a non-refundable fee of \$39 for copies of the Rules and Regulations and Condominium Documents. Sales applications will have an additional \$6.00 fee for filing the Certificate of Sale.
- B. Owners wishing to sell or lease their units should contact management for information on condominium document requirements.
- C. The board of directors must approve all sales and leases of condominium units. Every prospective buyer or renter, before occupying a unit, must meet and be approved by the board. The board will be available on its regular meeting time on the third Monday of each month to interview applicants. If the applicant cannot attend the monthly board meeting, a special meeting of the board of directors will be attempted after a minimum of seven days from receipt of completed signed application documents and applicable fee for Condominium Documents and these regulations.
- D. According to state law, each prospective buyer must be given copies of disclosure forms and condominium documents, including these regulations, before closing.

X. NOTICE AND ENFORCEMENT:

- A. Any violation of regulations should be reported to management first.
- B. The violation of regulation will be reported to the violating resident by management.
- C. If the resident in question disagrees with the violation, the resident, within seven days of notification of violation, may request a hearing with the Rules and Regulations Committee. The Rules and Regulation Committee will be available for a hearing within ten (10) working days of a properly filed request for a hearing. All interested parties will be given notice of mutually agreeable times and dates of hearings, and all such hearings will be held in the Clubhouse.
- D. Owners are responsible for compliance by their family members, guests, lessees, lessees' family members and lessees' guests.
- D. If a violation of any section of these Rules and Regulations is not rectified within seven days of notification, a second enforcement letter will be sent by management. If there is no compliance, or unsatisfactory compliance with the Rules and Regulations of this Association after a second notice, the matter will be turned over to the association's attorney for appropriate legal enforcement. The Association shall be entitled to recover all its attorneys' fees and costs incurred in seeking to enforce these Rules and Regulations, including but not limited to, all legal fees and costs incurred in litigation, mediation, arbitration or in any appeal.

XI. RULE CHANGES:

The board of directors of One Thousand Oaks Condominium Association reserves the right to change or revoke existing regulations and to make such additional regulations as, in its opinion, are necessary or desirable for the safety and protection of the property and its occupants, for the promotion of cleanliness and good order of the property and for the comfort and convenience of the association's members.

These regulations are in compliance with the Florida Condominium Act and its subsequent amendments and supersedes all previous additions. Earlier regulations should be discarded. All future revisions will be so noted and dated.

Revised: 6/00
