

TENANT QUESTIONNAIRE/THE VILLAS CONDOMINIUMS ASSOCIATION, INC.  
**PLEASE PRINT**

Address of Unit to be Rented: \_\_\_\_\_

Name of Proposed Tenant: First: \_\_\_\_\_  
**Do not use initials** Middle (full name) \_\_\_\_\_  
Last: \_\_\_\_\_  
Suffix: Jr. \_\_\_\_\_ Sr. \_\_\_\_\_ Other: \_\_\_\_\_

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CURRENT RESIDENTIAL INFORMATION

Current Residential Address of Proposed Tenant:

Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Rented \_\_\_\_\_ Owned \_\_\_\_\_

If rented, state the name, address,  
and telephone number of landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Current phone number: (\_\_\_\_) \_\_\_\_\_  
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PREVIOUS RESIDENTIAL HISTORY

Last Two (2) Previous Residential Addresses of Proposed Tenant:

1) Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Rented \_\_\_\_\_ Owned \_\_\_\_\_

If rented, state the name, address,  
and telephone number of landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

2) Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Rented \_\_\_\_\_ Owned \_\_\_\_\_

If rented, state the name, address,  
and telephone number of landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_  
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#### OTHER OCCUPANTS

Persons who will be occupying the unit with the proposed tenant: **YOU MUST INCLUDE FULL FIRST, MIDDLE, AND LAST NAMES. NO INITIALS.**

Name \_\_\_\_\_ Relation to Tenant \_\_\_\_\_

Name \_\_\_\_\_ Relation to Tenant \_\_\_\_\_

Name \_\_\_\_\_ Relation to Tenant \_\_\_\_\_

Name \_\_\_\_\_ Relation to Tenant \_\_\_\_\_  
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### CRIMINAL HISTORY

Has the Proposed Tenant **or any other person who will be occupying the unit**, ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If the answer is yes, state the following:

1) Name of the person committing the felony or felonies \_\_\_\_\_

Type of crime or crimes committed \_\_\_\_\_

Dates of incarceration, probation, and / or house arrest \_\_\_\_\_

The State and County of Conviction \_\_\_\_\_

Has the person's civil rights been restored? Yes \_\_\_\_\_ No \_\_\_\_\_

2) Name of the person committing the felony or felonies \_\_\_\_\_

Type of crime or crimes committed \_\_\_\_\_

Dates of incarceration, probation, and / or house arrest \_\_\_\_\_

The State and County of conviction \_\_\_\_\_

Has the person's civil rights been restored? Yes \_\_\_\_\_ No \_\_\_\_\_

3) Use a separate sheet of paper if necessary, if more than two persons are to be listed.

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### CURRENT EMPLOYMENT

Current Employer of the Proposed Tenant:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Length of employment: From \_\_\_\_\_ To: \_\_\_\_\_

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### PREVIOUS EMPLOYMENT

1) Previous Employer of the Proposed Tenant immediately prior to current employment:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Length of employment: From \_\_\_\_\_ To: \_\_\_\_\_

2) Next Previous Employer of the Proposed Tenant:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Length of employment: From \_\_\_\_\_ To: \_\_\_\_\_

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## REFERENCES

Provide Three (3) References:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Unit: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

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## IMPORTANT READ CAREFULLY

No person may rent a unit at The Villas Condominiums Association, Inc. ("Association") unless the Association has provided its written approval. All leases must be in writing.

I understand that the unit I want to rent is in a condominium, not an apartment house, and that I, and the people that live with me must abide by the rules, regulations and declaration of condominium of the Association.

The information I have provided above is true, and I understand that the Association will rely upon the information when making its decision to accept or deny my occupancy of the unit. I authorize the Association to use the information

provided above to conduct investigations into my background, and the background of other persons who will occupy the unit with me. I give my permission to the Association to communicate with my current employer, previous landlords, and references.

Signature of Proposed Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

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To the Tenant - Do not write below this line

Association Use Only

Copy of signed Lease on file \_\_\_\_\_  
Copy of signed Lease Addendum on file \_\_\_\_\_  
Background check completed \_\_\_\_\_

This tenant is **Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ (check one)

Signature of Association Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Release Form

hereby authorize your company or any agent of your company, to contact any of my references, previous employers, companies, credit bureaus, corporations, law enforcement agencies, persons and educational institutions to supply any information concerning my background and criminal History. I also hereby release any of the above from liability and responsibility arising from their doing so. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposit and may constitute a criminal offense under the laws of this state. I believe to the best of my knowledge that all information I have provided is accurate and that I fully understand the terms of this release.

Photocopies of this authorization form may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be release to facilitate my/our application for residency.

Applicant Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Co-Applicant Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# The Villas Condos

Property Address: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_  
FAX TO: 813-994-2005

## CONSUMER HISTORY APPLICATION & RECEIPT FOR ADVANCE COSTS

(Co-tenants other than spouses must provide separate applications and fees)

Form assistant to receive \$30.00 from each applicant for generation of applicant's consumer history report.  
This fee is not a deposit and is not refundable.

APPLICANT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Wages/Month \$ \_\_\_\_\_ Position: \_\_\_\_\_ Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Employer's Name, Address, Phone: \_\_\_\_\_

If self-employed, legal name of business and/or license #: \_\_\_\_\_

Have you ever been party to an eviction: \_\_Yes\_\_ \_\_No\_\_ Filed Bankruptcy: \_\_Yes\_\_ \_\_No\_\_

SPOUSE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Wages/Month \$ \_\_\_\_\_ Position: \_\_\_\_\_ Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Employer's Name, Address, Phone: \_\_\_\_\_

If self-employed, legal name of business and/or license #: \_\_\_\_\_

Have you ever been party to an eviction: \_\_Yes\_\_ \_\_No\_\_ Filed Bankruptcy: \_\_Yes\_\_ \_\_No\_\_

PRESENT Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Date IN (Month/Year): \_\_\_\_/\_\_\_\_ Date OUT (Month/Year): \_\_\_\_/\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

PREVIOUS Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Date IN (Month/Year): \_\_\_\_/\_\_\_\_ Date OUT (Month/Year): \_\_\_\_/\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Children living with you: \_\_\_\_ Name(s): \_\_\_\_\_

Do you have renter's insurance: \_\_Yes\_\_ \_\_No\_\_ Do you have water furniture: \_\_Yes\_\_ \_\_No\_\_

Do you have pets: \_\_Yes\_\_ \_\_No\_\_ Type of pet(s): \_\_\_\_\_

Vehicles: 1 Model \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_ (2) Model \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

I declare that all information given in this application is true and correct. I authorize Professional Screening Services to verify and obtain a complete consumer history report and supply information obtained to their clients. This information is not privileged.

SIGNED APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED SPOUSE: \_\_\_\_\_ DATE: \_\_\_\_\_



Lease Addendum for a Lease in

The Villas Condominiums Association, Inc.

This is an addendum to the lease dated \_\_\_\_\_, between \_\_\_\_\_, as Owner, and \_\_\_\_\_, as Tenant, (the "Underlying Lease") for Unit \_\_\_\_\_, in The Villas Condominiums Association, Inc. (the "Association").

The Owner and the Tenant agree that:

1. The Owner and Tenant acknowledge that under Article 17.8 of the Declaration of Condominium every lease of a Unit in the Association shall specifically provide (or, if it does not, shall be automatically deemed to provide) that a material condition of the lease shall be the Tenant's full compliance with the covenants, terms, conditions and restrictions of this Declaration and all Exhibits and with any and all Rules and Regulations adopted by the Association from time to time.
2. By virtue of Article 17.8, the Underlying Lease includes a condition that the Tenant shall comply with the covenants, terms, conditions and restrictions of the Declaration of Condominium, its Exhibits, all amendments to it and with any and all Rules and Regulations adopted by the Association from time to time, and
3. The Declaration of Condominium, its exhibits and all amendments to it are a matter of public record, and are therefore readily available to them, and they have either read them or have freely chosen not to, and
4. The current Rules and Regulations are attached to this Lease Addendum. They have a date of 04.12.11. The Owner and Tenant have either read them or have freely chosen not to, and
5. They will abide by the covenants, terms, conditions and restrictions of the Declaration of Condominium, the Exhibits, all amendments to it, and any and all Rules and Regulations adopted by the Association from time to time, and
6. They understand that if the Tenant, or any guests, occupants, family members or invitees, violate the Declaration of Condominium, any Exhibits, any amendments to it, and any and all Rules and Regulations, that the Association can evict the Tenant and other occupants, and the Owner will be responsible for reimbursing the Association for the costs and legal fees associated with the eviction. The Owner and Tenant hereby waive any defense in law or equity to the eviction of the Tenant and other occupants that is based on the standing of the Association to evict the Tenant or other occupant, and to charge the Owner for the costs and fees incurred in doing so. And
7. This Lease addendum shall survive any termination or any modification of the Underlying Lease and in the event of the extension of the Underlying Lease, this Lease Addendum shall be automatically extended likewise.

8. In the event of any conflict between the Underlying Lease or any amendment to it, and this Lease Addendum, this lease addendum shall control.
9. The parties agree that the Association shall have standing as a third party beneficiary to enforce at law or in equity the terms and conditions of this Lease Addendum. In the event the Association must take any action to enforce the terms of this Lease Addendum, the prevailing party shall be entitled to a judgment for its attorney fees and costs including fees and costs on appeal.

Owner:

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Print Name of Owner

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Signature of Owner

Tenant:

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Print Name of Tenant

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Signature of Tenant



## **Renter Information Checklist and Data**

**Unit #:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Owners Address:** \_\_\_\_\_

**Owners Telephone #:** \_\_\_\_\_

**Owners e-mail:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_

**Renters Name:** \_\_\_\_\_

**Renters Telephone #(s):** \_\_\_\_\_

**Renters e-mail:** \_\_\_\_\_

**Renters Vehicle(s):** \_\_\_\_\_

**Vehicle Plate # & State:** \_\_\_\_\_

**Received Renters Packet:** \_\_\_\_\_ **Mailbox#:** \_\_\_\_\_

**Gate Clicker #:** \_\_\_\_\_ **Parking Sticker #:** \_\_\_\_\_

10401 CROSS CREEK BOULEVARD • TAMPA, FLORIDA 33647  
TELEPHONE: (813) 994-2006 • FAX: (813) 994-2005  
EMAIL: HOA-OFFICE@THEVILLASCONDOS.COM



## THE VILLAS CONDOMINIUMS REQUEST FOR POOL ID

RESIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADULTS \_\_\_\_\_

#CHILDREN \_\_\_\_\_ AGES \_\_\_\_\_

#BEDROOMS \_\_\_\_\_

LANDLORDS NAME (if tenant) \_\_\_\_\_

LANDLORDS ADDRESS \_\_\_\_\_  
\_\_\_\_\_

LANDLORDS TEL # \_\_\_\_\_

LANDLORDS E-MAIL ADDRESS \_\_\_\_\_

I hereby acknowledge that I have received a copy of the pool rules and regulations for the Villas Condominiums Assn. Inc and will abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_



### **Resident Information Sheet**

Welcome to The Villas Condominiums. Listed below are some pieces of information to help you adjust to your new community:

1. **Office Hours** – Monday – Friday 8:30 AM – 4:00 PM except Holidays
2. **Emergencies after Hours** – Call the answering service @ 1-866-479-0606 the operator will contact the on-call person. Emergencies are (but not limited to) – gates blocked or not opening, floods, fire, leaks, etc.
3. **EMERGENCY NUMBERS:**
  - a. **Tampa Police – 911 or 813-231-6130**
  - b. **Tampa Electric – 813-223-0800**
  - c. **Brighthouse Cable – 866-976-3279**
  - d. **Red Cross – 813-348-4820 option 1**
4. **Trash Compactor** – the trash compactor is located at the front of the community at the front entrance. The compactor is for normal household trash – **do not** leave furniture, bedding, appliances or large items as they are not considered normal household trash and may damage the compactor. You can contact **Republic Waste @ 813-265-0292** to arrange a pick-up at your cost or the **Salvation Army @ 813-972-0471**. Be careful when putting trash into the compactor chute and if putting cardboard boxes in from your move, please make sure that they are cut up into pieces no more than 2' x 2'.
5. **Mailbox Locks** – Replacement of mailbox locks and keys is a \$15.00 non-refundable cost and they are available through the office. If you are having problems with your postal service, please contact the Tampa Palms Post Office @ 813-910-7990.
6. **Fitness Room Key** – a key for the fitness room is available at the office for a charge of \$25.00 per key and is non-refundable. The fitness room is open 24 hours and is accessible through the side entry door at the clubhouse.
7. **Laundry Room Key** – a key for the laundry room is available at the office at no charge. The laundry room is open 24 hours and is accessible through the side entry door at the clubhouse.
8. **Parking** – parking is on a first come first serve basis except for any space marked “reserved” with a number – that is what it indicates – reserved for a specific unit and should not be parked in unless it is your space. Please refrain from parking in front of other residents’ garages.
9. **Towing** – the towing company that you can call is Automotive Towing @ 813-348-4992. This is to be used only if a vehicle is **blocking your garage**.
10. **Swimming Pool** – swimming pool rules and hours are included in you packet, please read and observe them. Make sure you have your pool ID available at all times when at the pool. Pool ID request form is also included in your packet.

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10401 CROSS CREEK BOULEVARD • TAMPA, FLORIDA 33647

TELEPHONE: (813) 994-2006 • FAX: (813) 994-2005

EMAIL: HOA-OFFICE@THEVILLASCONDOS.COM



11. **Pets** – Please walk your pets in the designated pet walk areas, which are located on the perimeter of the property **and please pick up after your pet. Please note that pets must be kept on a leash at all times. ALSO PETS ARE NOT TO BE LEFT UNATTENDED IN YOUR GARAGE OR ON YOUR PATIO – THE HEAT CAN KILL THEM.** If you have any animal issues please contact the office as well as animal control @ 813-744-5660 or 813-882-5291.
12. **Playground** – the playground is located behind building #22. Parents supervise your children at all times.
13. **B-B-Q Grills** – B-B-Q grills are located throughout the property for your convenience. Grilling is not allowed within 10' of the buildings **per order of the fire marshal. Fire Marshall Fines are \$500.00.**
14. **Entrance Gate Remotes** – Gate Remotes (“clickers”) can be purchased at the office for \$50.00 each (non-refundable).
15. **Entrance Gates Operation** – The office must have your information to “tie” the gate remotes and call box (kiosk) to your phone. The call box is what allows your visitors through the gates. The 3-digit code next to your name on the call box (kiosk) will be used by your visitors to dial your phone number. To allow them entry through the gate you will need to push & hold “5” from your phone to open the gates on the left side of the community, and if you are on the right side, you will need to push & hold “9” to open the right gates.
16. **Window Treatments** - The condominium documents specify that any window treatment facing the exterior must be white in color (or other pre-approved color).
17. **Noise** – we need to be considerate of our neighbors by using good judgment when playing your television, stereo and all other items creating an audible sound.
18. **Door Locks and Lockouts** – to replace door locks, contact the unit owner first and then a local locksmith or our maintenance person (through the office or emergency number). All charges are your responsibility (locksmith and/or maintenance). If maintenance is contacted to open a locked front door or garage, there is a flat fee of \$25.00. If this service is needed call the office or emergency number (if after hours).
19. **Maintenance Personnel** – If you wish to contact maintenance, please call the office. The office will give him the message. After hours he does work as an independent contractor for the residents.
20. **Alarm System** – The alarm system inside your unit is your responsibility – for both repairs and monitoring – any reputable alarm company should be able to monitor it for you. We have also attached a Tampa Police Dept alarm registration form for you to fill out and send in to them.
21. **Vacation Form** – The Tampa PD has also furnished us with a “vacation watch” form (attached). If you are going on vacation and would like them to periodically check the exterior of your unit – please fill out the form and return it to them.



## **ATTENTION RESIDENTS**

The Villas Condominiums is advising ALL residents with a fireplace to **NOT USE** them as they may be a fire hazard.

It has been determined that some, if not all, may not have the correct fireproofing material and therefore may cause the surrounding area to possibly catch fire. If you have any questions/concerns, please contact the office during regular business hours.

Dryer Vent cleaning is each individual unit owner/residents responsibility – theses should be cleaned by a licensed professional only. We have the names of a couple if you need one. The cleaning of the vents is an important item because if they get clogged enough they could start a fire as well as harm your dryer.

A reminder that your fire extinguishers must be checked annually and replaced/recharged as necessary.

THE VILLAS CONDOMINIUM ASSOCIATION INC.  
10401 CROSS CREEK BLVD.  
TAMPA, FL 33647

**POOL RULES - NO POOL PARTIES ALLOWED WITHOUT PRIOR APPROVAL**  
**NO LIFEGUARD ON DUTY**

1. **ALL POOL USERS MUST HAVE THEIR CONDO ID'S OR THEY WILL BE ASKED TO LEAVE THE POOL AREA.**
2. **No more than 2 guests total per condominium unit are allowed and residents must be with their guests while at the pool. NO ALCOHOL IS ALLOWED**
3. Walk; don't run in and around the pool facility.
4. Children under **sixteen years old** or less than four feet tall must be accompanied by a parent or responsible person, in a swim suit, at all times including in the water, on the deck and in the restroom. While in the water, the parent or responsible person must remain within arms reach of the child.
5. Children who are not toilet-trained and less than four years old will be allowed in the pool only if they wear a swimsuit diaper or plastic pants and a swim suit. Cloth or disposable diapers are not accepted.
6. Acceptable swim attire must be worn on the deck and in the water. Persons with religious concerns regarding modesty may wear clean, covering garments that do not interfere with their safety in the water.
7. Animals are not allowed in the pool area, with the exception of service dogs. Service dogs are allowed on deck, but not in the water.
8. Persons who appear to be under the influence of alcohol or narcotics will not be permitted.
9. Candy, food or beverages are not allowed except in designated areas provided for eating and drinking. No glass items or chewing gum is permitted anywhere in the pool area.
10. Toys, flotation devices (water wings), snorkels and masks are not allowed unless part of an organized class or activity and U.S. Coast Guard approved.
11. The use of sunscreen is encouraged, and patrons must shower before re-entering the water.
12. All patrons must shower with soap before entering the pool. Persons with open cuts, sores, bandages, colds, coughs or infected eyes are not permitted in the pool.
13. Weak or non-swimmers must remain in shallow water no deeper than chest level.
14. Diving, back dives, somersaults, "cannon balls" from the side of the pool or any other unsafe activities are not permitted.
15. Lying on the deck close to the edge of the pool where swimmers may trip over sunbathers is dangerous. Sunbathers must lie or sit at least three (3) feet away from the edge of the pool.
16. Foul or abusive language will not be tolerated.
17. Music (radios, cd's, etc) must be turned to a volume so as to not be offensive to those around you.
18. **Smokers please be considerate of others – do not smoke on the pool deck area.**

**POOL HOURS (SUBJECT TO CHANGE)**

**SUNDAY – THURSDAY      8am – 9pm**

**FRIDAY & SATURDAY      8am – 10pm      GATES ARE LOCKED AT CLOSING**





## Pool Reservation Form

Please return form with deposit payment to:  
The Villas Condominiums

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date of Party: \_\_\_\_\_ Time: \_\_\_\_\_  
Expected total number of attendees: \_\_\_\_\_  
Guests are limited to 15 for pool rentals.

I acknowledge I have been given a copy of the rules and regulations and indemnification governing the pool and I agree to abide by these rules. As the homeowner/lease holder, I understand that if I am not present during the entire duration of the rental, the association has the power to shut down the event, ask all guests to leave, and withhold entire security deposit.

X: \_\_\_\_\_  
(Homeowner/Lease Holder Signature)

Security Deposit (\$100.00) Check #: \_\_\_\_\_  
**\*\*\*Checks and application MUST be received at least 14 DAYS prior to the date of your event.\*\*\***

The Pool Renter assumes full risk and responsibility of his/her guests for damage to the Association property and/or personal injury that occur during the rental. The Renter agrees that he/she will not hold the Association liable in any way, whether such accident occurs on the common grounds, or any part of the recreational facilities, parking areas or adjacent areas.

X: \_\_\_\_\_  
Homeowner/Lease Holder Signature

Date Security Deposit Returned: \_\_\_\_\_  
Deposit retained and reason: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

10401 CROSS CREEK BOULEVARD • TAMPA, FLORIDA 33647  
TELEPHONE: (813) 994-2006 • FAX: (813) 994-2005  
EMAIL: HOA-OFFICE@THEVILLASCONDOS.COM

## Reservation Requirements For Pool & Common Area Parties

In the event you are planning a function, such as a birthday party or some social function where you need to reserve the Pool area, the following is required:

1. A pool reservation form **MUST** be filled out. You must pay a deposit fee in the amount of \$100, made payable to: **The Villas Condominium Association**. Please bring this check to the on site office. Your deposit will be returned if the area is left clean.
2. The Resident Owner or Legal Resident giving the party **MUST** acknowledge the Release of Liability, Waiver of Liability and Indemnification form below.
3. Please give a minimum of a two-week notice, if possible.
4. The maximum number of guests allowed is 15.
5. Any function must be during daylight hours and can last no longer than 3 hours.
6. **We will only schedule one party per weekend.**
7. **NO ALCOHOL WILL BE ALLOWED AT ANY TIME.**
8. The use of the clubhouse is not included.

Only **one** large party may reserve the pool at one time.. The pool area will **NOT** be closed to other homeowners. A sign will be hung at the gate stating that a private party is being held and the pool is **OPEN** to other residents.

RELEASE OF LIABILITY, WAIVER OF LIABILITY AND INDEMNIFICATION  
FOR USE OF THE VILLAS CONDOMINIUM  
SWIMMING POOL

I AGREE that The Villas Condominium Association, Inc. has no legal obligation to permit me to reserve the Villas pool and the pool deck for my private party or use. I AGREE that in consideration for my signing and being bound by this RELEASE OF LIABILITY, WAIVER OF LIABILITY AND INDEMNIFICATION FOR USE OF THE VILLAS CONDOMINIUM SWIMMING POOL, The Villas Condominium Association, Inc. is allowing me to reserve the Villas pool and pool deck, and I agree that the consideration being exchanged between us is valuable and adequate.

I AGREE THAT WHEN USING THE Villas swimming pool and pool deck, that I will comply with all the covenants, conditions, restrictions, rules and regulations regarding the use of the swimming pool and deck. In addition, I will make a reasonable effort to ensure that my unit's occupants and tenants, and my and their family, guests, invitees, agents and employees will comply with all the covenants, conditions, restrictions, rules and regulations regarding the use of the swimming pool and deck. These rules and regulations include, but are not limited to: all persons are required to abide by the swimming pool rules that may be posted at the swimming pool, spa or cabana area; persons under the age of fourteen (14) must be accompanied at all times when in, and in the area of, the swimming pool, by a person who is at least eighteen (18) years of age; there shall be no glass containers in the swimming pool or on the pool deck; there shall be no food in the swimming pool or on the pool deck; there shall be no drinks in the swimming pool or on the pool deck; there shall be no animals in the swimming pool or on the pool deck; all persons must shower before entering the swimming pool; there shall be no diving into the swimming pool or spa; and there shall be no swimming in the swimming pool or spa after dusk.

I UNDERSTAND that using the pool is potentially dangerous, and could cause personal injury or death. I also understand that the use of the Villas swimming pool and deck by me, my unit's occupants and tenants, or by my or their family, guests, invitees, employees or agents, will be without supervision or monitoring of any kind by The Villas Condominium Association, Inc. or its officers, directors, agents, employees or management. I understand that there will not be a lifeguard on duty and knowingly and voluntarily assume all risks that are associated with using a swimming pool and deck.

I AGREE that The Villas Condominium Association, Inc. is not providing any food and beverage for me or my unit's occupants and tenants, or for my or their family, guest, invitees, agents and employees. Further, I agree that should any food and/or beverage be prepared or served by myself, my unit's occupants and tenants, or by my or their family, guests, invitees, employees, agents, independent caterer or independent contractor, while using the Villas swimming pool, I will be responsible for any illness, injury, property damage, personal injury, or death caused by such food and/or beverage.

I KNOWINGLY AND VOLUNTARILY AGREE to defend and indemnify The Villas Condominium Association, Inc., its employees, officers, directors, agents, members, management and staff, from and against all actions, causes of action, suits, claims and demands whatsoever, for, costs, damages (including, but not limited to damages for personal injury, death, and property damage) losses, expenses, charges, debts, judgments, orders, penalties, settlements, equitable relief, attorneys fees, costs, and for any other loss or losses of any kind whatsoever, that arise out of, relate to, result from, or are connected with the use of the Villas swimming pool or pool deck by myself, my unit's occupants and tenants, or by my or their family, guests, invitees, agents employees, or independent contractors. I understand and I agree that my indemnity obligation includes the payment of all expenses of litigation, arbitration and mediation, such as attorney's fees, court costs, expert witness fees and interest and any other expenses of litigation, arbitration or mediation, arising out of such claims, demands, suits and proceedings. I understand and I agree that my indemnification obligation shall accrue upon the accrual of the expense, and I shall pay my indemnification obligation promptly within fifteen (15) days after receiving notice of the expense.

ON BEHALF OF MYSELF AND MY PERSONAL REPRESENTATIVES, ASSIGNS, SPOUSE, FAMILY, HEIRS AND NEXT OF KIN, WE HEREBY VOLUNTARILY RELEASE, WAIVE, EXONERATE, AND HOLD HARMLESS The Villas Condominium Association, Inc. its employees, officers, directors, agents, members, management and staff, from and against all actions, causes of action, suits, claims and demands whatsoever, and from all cost, damages (including, but not limited to damages for personal injury, death, and property damage), losses, expenses, charges, debts, judgments, orders, penalties, settlements and any other losses and liabilities whatsoever, including attorneys fees, costs, and expert witness fees, without limitation, whether from known or unknown risks, whether accrued or un-accrued, and whether foreseeable or unforeseeable, that arise out of, are related to, result from, or are connected with the use of the Villas swimming pool or pool deck by myself, my unit's occupants and tenants, or by my or their family, guests, invitees, agents employees, or independent contractors. I hereby represent that I have the authority to give this release on behalf of my personal representatives, assigns, spouse, family, heirs and next of kin, and I understand that The Villas Condominium Association, Inc. is relying on this representation, and would not permit me to reserve the Villas pool and the pool deck unless I had such authority.

I have completely read, understand and voluntarily acknowledge this Release of Liability, Waiver of Liability and Indemnification, and further acknowledge that no oral representatives or statements apart from this written agreement have been made to or relied on by me.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_



## **NOTICE**

**B-B-Q Grills – to clarify some questions that have been asked, the Rules & regulations state that B-B-Q grills can not be used within a unit, the patios, terraces or balconies or any other covered area. The Florida fire code prohibits use of B-B-Q grills less than 10feet from any building (structure). Additionally the Rules and Regulations prohibit storage of personal property in common areas. If you have a “conventional” B-B-Q grill (which is allowed), it must be stored (not used) either in your garage or on your patio until you are going to use it. ANY B-B-Q GRILLS, HIBATCHIS, OR OTHER TYPE OF GRILLING APPARATUS THAT IS FOUND STORED ON THE PAVEMENT, IN THE MULCH BEDS OR IN ANY OTHER COMMON AREA WILL BE REMOVED AND DISPOSED OF WITHOUT FURTHER NOTICE.**

# Pet Restrictions

## Please have consideration for your neighbors!

Clean up after your pets, use the proper receptacles, keep your pets on a leash, and pets are not allowed in the pool or pool area. Pets shall only be walked in those portions of the Common Elements designated by the Association. No one likes to step in animal waste, be chased, scared by an unleashed dog, or deal with noise nuisances by owners who do not control their pets. Please do not leave pets in high temperature areas

### As per the governing Condo Documents:

- **Two** domesticated dogs or cats may be maintained in a Unit provided such pets are:
- Permitted to be so kept by applicable laws and regulations
- Not left unattended on balconies, terraces, patios or in lanai areas
- **LEASHED** at all times when on the Common Elements and/or
- Generally, not a nuisance to residents of other Units or of Association Property,
- Not a pit bull or other breed considered to be dangerous by the Board of Directors"
- **No dogs left in garages or cars**

If you notice a pet owner not picking up after their pet, please call the Villas Office at 813-994-2006 or visit our website at [www.thevillascondos.com](http://www.thevillascondos.com) to file a complaint directly to the Property Manager via e-mail. Please leave the unit # where the pet and pet owner resides, time and date of occurrence and where the violation took place.

"A violation of the pet regulations shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as provided in the By-Laws and any applicable rules and regulations) and/or to require any pets to be permanently removed from the Condominium Property."

### Thank you for your cooperation

The Villas Condominiums Association, Inc.



**TAMPA POLICE DEPARTMENT*****Vacation Watch*****Emergency Notification Form**

**Please return this form via fax 931-6576, or scan and email to Lisa.Timmer@tampagov.net, if you don't have a scanner, you can simply email the information to Lisa.Timmer@tampagov.net**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Emergency Contact Persons(s)**

1. \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

2. \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Pets? YES / NO If yes, What kind? \_\_\_\_\_  
(circle one)

Left on Premises? YES / NO What Area? \_\_\_\_\_  
(circle one)

Cared for by: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Person(s) on Property? YES / NO  
(circle one)

If yes, who? \_\_\_\_\_ Phone: \_\_\_\_\_

Date / Time of Departure: \_\_\_\_\_

Date / Time of Return: \_\_\_\_\_

Contact number where you will be: \_\_\_\_\_  
(including area code)





CITY OF TAMPA

## ALARM USER ANNUAL REGISTRATION FORM

INSTRUCTIONS: Complete this form and mail or fax it to:  
City of Tampa, Attn: A/R & Billing - Police False Alarms  
306 E. Jackson St., 050A7E, Tampa, FL 33602  
Fax Number (813) 274-8587

REGISTRATION NUMBER

CITY USE ONLY

<b>ADDRESS WHERE THE ALARM IS LOCATED</b>			
Address (including zip code):			Suite or apartment number:
<b>NAME OF BUSINESS OR HOMEOWNER</b>			
Business:		Homeowner:	
<b>TELEPHONE NUMBERS OF ALARM USER</b>			
Home Phone:		Work Phone:	Cellular or Pager:
<b>MAILING OR BILLING ADDRESS IF DIFFERENT THAN ABOVE</b>			
Name:		Address (including zip code):	
<b>IF BUSINESS, RESPONSIBLE PERSON'S COMPLETE NAME, ADDRESS AND TELEPHONE NUMBERS</b>			
Name:		Address (including zip code):	
Home Phone:		Work Phone:	Cellular or Pager:
<b>ALARM COMPANY INSTALLING THE SYSTEM</b>			
Name:		Address:	Telephone:
<b>ALARM COMPANY MONITORING THE SYSTEM IF DIFFERENT THAN ABOVE</b>			
Name:		Address:	Telephone:
<b>LIST PEOPLE TO CONTACT WHO WILL RESPOND IF YOU ARE NOT AVAILABLE</b>			
Name:	Home Phone:	Work Phone:	Cellular or Pager:
Name:	Home Phone:	Work Phone:	Cellular or Pager:
Name:	Home Phone:	Work Phone:	Cellular or Pager:



# ***RULES AND REGULATIONS FOR THE VILLAS CONDOMINIUMS***

Developer has promulgated these initial Rules & Regulations pursuant to subsection 11.1 of the Declaration of Condominium for The Villas Condominiums, as recorded or to be recorded in the Public Records of the County, and as it may be amended from time to time (the "Declaration"). These initial Rules shall remain in full force and effect until such time as they are amended, modified, rescinded in accordance with Section 6 of the Declaration and Section 14 the By-Laws.

1. Definitions. All capitalized words or terms that are not defined in these Rules & Regulations shall have the same meanings as set forth in the Declaration.
2. Application. These Rules & Regulations are intended to supplement and complement the restrictive covenants and other provisions set forth in the Declaration and the By-Laws, and shall govern the use of the Units and the Common Elements, as well as the conduct of the Association and all Owners and other occupants of the Units and their respective household members, employees, contractors, agents, guests and other invitees. In the event that any occupant of a Unit other than the Owner, or the Owner's or other occupant's household member, employee, contractor, agent, guest or other invitee, is responsible for a violation of these Rules or the other Condominium Documents, the Association may hold the Owner of such Unit jointly and severally responsible for the actions of such other Persons.
3. Enforcement. The Association, acting through the Board of Directors or a duly authorized enforcement committee, shall enforce these Rules & Regulations in accordance with the notice and hearing requirements set forth in the Bylaws. The Association may impose the specific monetary fines set forth in these Rules, for violations of these Rules and the other Condominium Documents. Unless a different monetary amount is specified in the Declaration, these Rules or the Act, each violation of the covenants set forth in the Declaration shall be subject to a maximum fine of \$100, or a \$100 fine for each day of a continuing violation after notice up to a total maximum of \$1,000, as applicable. The Association may impose such fines in addition to exercising all other enforcement remedies available under the Declaration, the By- Laws, at law or in equity. If the maximum fines permitted by Section 718.303(3), Florida Statutes, or any successor statute, are increased in the future, the Association may increase the fines imposed pursuant to these Rules in accordance with such new or revised statute section.
4. Reporting of Violations. Any Owner or Tenant may report a violation of these Rules & Regulations or the other Condominium Documents by delivering written notice to any Officer, Director, member of the enforcement committee established by the Board of Directors, or the property manager designated by the Board. Written notice of an alleged violation shall state:

- a) the nature of the alleged violation;
- b) the identity of the Owner or other Person who allegedly committed the violation;
- c) the identity of the Owner who is responsible for the alleged violator, if the alleged violator is other than the Owner; and
- d) The name, address and telephone number of the Person filing the complaint.

5. Exceptions & Other Relief. The Board of Directors may, but shall not be obligated to, grant exceptions and other relief from these Rules & Regulations when, in the Board's sole discretion, the particular circumstances merit such relief

6. Use of Common Elements. The use of the Common Elements by the Owners or other occupants of the Units and their Guests shall be subject to the following restrictions:

- a) Signs, Displays, Etc. No one may place any sign, poster, advertising device, notice or other display of any kind within the Common Elements. This Rule shall not apply to Developer or its marketing and sales personnel, or the Association. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this
- b) Rule for each day of a continuing violation after notice. Adopted pursuant to Subsections 9.3, 11.1, 17.1 and 18.3 of the Declaration.
- c) Walkways. No one may obstruct the stairways, sidewalks, passages, hallways, lobbies or similar portions of the Common Elements. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, or for each day of a continuing violation after notice. Adopted pursuant to Subparagraphs 11.1, 17.11 and 18.3 of the Declaration.
- d) Storage of Personal Property. No one may park or store bicycles or any other personal property within the Common Elements, except in spaces, if any, that the Board of Directors may designate for such purposes. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 11.1, 17.11 and 18.3 of the Declaration.
- e) Cleanup after Use. Every Unit Owner and other occupant of a Unit shall be responsible for cleaning up after themselves when they use the Common Elements, including, but not limited to, placing all trash in appropriate receptacles. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to Subsections 11.1, 17.11 and 18.3 of the Declaration.
- f) Removal of Association Property. No one may remove any personal property of the Association from the Common Elements without the prior written consent of the Board of Directors. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 11.1, 17.11 and 18.3 a/the Declaration.
- g) Supervision of Children. No one may permit their children, aged ten (10) years or younger, to enter the Common Elements, including the pool area or other recreational facilities, without appropriate adult supervision. The Owner or other

occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, and shall be strictly responsible for any injury to Persons or damage to property resulting from the behavior of their children. Adopted pursuant to Subsections 11.1, 17.2, 17.11 and 18.3 of the Declaration.

- h) Hours of Permitted Use. No one may enter unlighted portions of the Common Elements, if any, more than one hour after sunset. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to Subsections 11.1, 17.11 and 18.3 of the Declaration.

7. Parking of Vehicles. The Owner or other occupant of a unit who parks a vehicle, or who permits Guests or other invitees to park their vehicles, in violation of Subsections 3.3(b) and 3.4(d) of the Declaration shall be subject to a \$100 fine for each such violation, or for each day of a continuing violation, as applicable. Adopted pursuant to Subsections 3.3(b), 3A(d), 11.1, 17.11 and 18.3 of the Declaration.

8. Barbecue Grills. No one may use a barbecue grill of any kind within a Unit, the first-floor terrace or the second-floor balcony appurtenant to a Unit, or any other covered area within the Condominium Property. Except as otherwise provided in the Declaration, no one may store or use a gas grill anywhere within the Condominium Property. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule or the Declaration, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 11.1, 17.11 and 18.3 of the Declaration.

9. Pets. No one may permit their pet to roam freely anywhere within the Common Elements; every dog owner shall keep such owner's dog on a leash or within an appropriate pet carrier whenever such dog is permitted outside the confines of the pet owner's Unit. Pet owners shall collect and dispose of all animal waste from their pets in accordance with Subsection 17.3 of the Declaration, Pet owners shall register their pets with the applicable local authority, and shall obtain all licenses and inoculations for their pets, as required by applicable law. Pet owners shall not permit their pets to cause disturbances; including, but not limited to, making noise audible to the occupants of other Units. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule or Subsection 17.3 of the Declaration, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 11.1, 17.3, 17.11 and 18.3 of the Declaration.

10. Cleaning. No one may sweep or otherwise cause the transmission of dirt or any other substance from a Unit or the Limited Common Elements appurtenant to such Unit onto any other portion of the Condominium Property. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to Subsections 11.1, 17.6: 17.7, and 18.3 of the Declaration.

11. Burning of Rubbish or Yard Refuse. No one may burn rubbish or yard refuse anywhere within the Condominium. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to 17.7 and 18.3 of the Declaration.

12. Security Alarms. No one shall permit a home or vehicle security alarm to continue to emit its audible alert for an unreasonable period of time; it shall be the responsibility of every Owner or other occupant of a Unit to attend to their alarm when it has been triggered. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to Subsections 9.1, 17.7, 17.9, 18.3 and 22 of the Declaration.

13. Amplified Sound. No one may use or discharge any radio, loudspeaker, horn, whistle, bell, or other sound amplification device anywhere within the Condominium Property that exceeds sixty (60) decibels, as measured from any location within the Condominium Property (excluding the interior of the Unit from which such sound is being emitted); provided, however, no one may use or discharge any such device that exceeds forty (40) decibels, similarly measured, during the hours of 11:00 p.m. to 8:00 a.m. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to Subsections 9.1, 17.7, 17.9, 18.3 and 22 of the Declaration.

14. Fireworks. No one shall discharge fireworks or other pyrotechnical displays anywhere within the Condominium Property; provided, however, that the Association may, but shall not be obligated to, sponsor a professionally-managed fireworks display for all Members, Tenants and their respective Guests within an appropriately cleared space of the Common Elements on July 4th of each year. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule or Subsection 11.13 of the Declaration, and shall be strictly responsible for any injury to Persons or damage to property resulting from any discharge of fireworks or other pyrotechnical displays. Adopted pursuant to Subsections 9.1, 17.7, 17.9, 18 and 22 of the Declaration.

15. Laundry Drying, Etc. No one may hang or dry clothing, laundry, textiles or similar materials anywhere within the Condominium Property that is visible from the Common Elements or to the occupants of another Unit; provided, however, that no Unit Owner shall be prohibited from displaying a single United States flag, of standard size and dimensions, in an appropriate and respectful manner. The Owner or other occupants of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to Subsection 18.3 and Section 718.113(4), Florida Statutes.

16. Throwing or Dropping Objects. No one may throw or drop any object or substance from any window, Balcony, staircase or other elevated Location anywhere within the Condominium Property. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to Subsection 18.3 of the Declaration.

17. Disposal of Hazardous or Toxic Substances. No one may release gasoline, Motor oil, petroleum distillate, paint, paint-thinner, solvent, or any other hazardous or toxic substance anywhere within the Condominium Property. As used in this Rule and Subsection 11.10 of the Declaration, the term "hazardous or toxic substance" shall include the substances identified in the Resource and Conservation Recovery Act of 1976

("ReRA"), 42 U.S.C. § 6901 et seq.; the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. §§ 9601~9637, as amended by the Superfund Amendments and Reauthorization Act of 1986 ("SARA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 6901 et seq.; the Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq.; the Clean Air Act, 42 U.S.C. § 741 et seq.; the Clean Water Act, 33 U.S.C. § 7401 et seq.; the Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629; and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j; and the regulations adopted promulgated pursuant to such laws. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, or each day of a continuing violation after notice, and shall be strictly responsible for any injury to Persons or damage to property resulting from the release of such substances. Adopted pursuant to Subsection 18.3 of the Declaration.

18. Disposal of Garbage & Yard Refuse. No one may accumulate garbage, waste, or yard debris anywhere within the Condominium Property, except in closed sanitary bags or other approved containers. The Owner or other occupants of a Unit shall place such sanitary bags or other containers in the refuse collection facilities located within the Common Elements, and shall not keep such bags or containers within a Unit or the Common Elements generally.

The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this

Rule, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 7. 5, 17. 6. 17.7. And 18.3. Of the Declaration.

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19. Discharge of Firearms. No one may discharge a firearm anywhere within the Condominium Property. For purposes of this Rule, the term "firearm" shall include all rifles, shotguns, handguns, starter guns, compressed air guns, bows, crossbows, and any similar weapons. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, and shall be strictly responsible for any injury to Persons or damage to property resulting from any discharge of a firearm. The Association strongly encourages the Owners and other occupants of the Units to take appropriate measures to secure their firearms from theft and unauthorized use. Adopted pursuant to Subsections 17.5, 17.6. 17.7. and 18.3 of the Declaration

20. Hunting, Trapping, Etc. No one may hunt, capture, trap, kill or otherwise disturb any wildlife anywhere within the Condominium Property without the prior written consent of the Board of Directors as being necessary to preserve the health, safety and welfare of Persons living within the Condominium or using its Common Elements. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. This Rule shall not be interpreted as prohibiting the Owner or other occupants of a Unit from employing a professional exterminator to control insects, rats, mice and similar vermin and pests within such Unit, or the Association from controlling such pests in the Condominium Property generally. Adopted pursuant to the Declaration

21. Disturbance of Natural Vegetation. No one may disturb any natural vegetation or landscaping within the conservation easement areas within the Common Elements

without the prior written consent of the Board of Directors. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, and shall be responsible for the cost of restoring such vegetation or landscaping to its previous state. Adopted pursuant to Subsections 17.5, 17.6, 17.7, and 18.3 of the Declaration.

21.1. Drainage. No one may obstruct or re-channel any drainage flow after location and installation of drainage swales, storm sewers, or storm drains, except with the prior written consent of the Board of Directors. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule, or for each day of a continuing violation after notice. Adopted pursuant to Subsection 18.3 of the Declaration.

21.2 Recreational Use of Water Bodies. No one may enter or use any water body within or adjacent to the Condominium Property for swimming, bathing, boating, or any other active use. The Association shall not be responsible for any injury to a Person or damage to property arising out of, connected with or related to the use of any body of water within or adjacent to the Condominium Property. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to Subsections 17.7 and 18.3 of the Declaration

24. Business & Trade Uses. The Owner or other occupants of a residential Unit may only use such Unit for residential and closely related accessory uses; provided, however, that the Owner or other occupant of a residential Unit may maintain and use a "home office" within such Unit strictly conditioned upon the facts that such business or trade activity.

- a) Is not apparent or detectable by sight, sound, or smell from outside the Unit;
- b) Conforms to all zoning and other land use requirements of the State, the County or any other governmental body having jurisdiction over the Condominium;
- c) Does not involve door-to-door solicitation of the Owners or occupants of any Unit;
- d) Does not, in the reasonable judgment of the Board of Directors, generate a level of vehicular or pedestrian traffic or a number of vehicles being parked within the Condominium Property which is noticeably greater than that which is typical of Units in which no home office is maintained; and is consistent with the residential character of the Condominium and does not constitute a nuisance, or a hazardous or offensive use, or threaten the security or safety of other residents of the Condominium, as may be determined in the Board's sole discretion. As used in this Rule and Subsection 17.1 of the Declaration, the terms "business" and "trade" shall be construed to have their ordinary, generally accepted meanings and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves providing goods or services for which the provider receives a fee, compensation, or other form of consideration, regardless of whether such activity: (a) is engaged in full-time or part-

time; (b) is intended to be for-profit or not-for-profit; or (c) requires a license. The Owner or other occupants of a residential Unit shall be subject to a \$100 fine for each violation of this Rule or Subsection 17.1 of the Declaration, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 17.1, 17.7, and 18.3 of the Declaration.

25. Door-to-Door Solicitations. No one may conduct commercial door-to-door solicitations anywhere within the Condominium. The Board of Directors may permit reputable charitable organizations to conduct door-to-door solicitations within the Condominium, but any such organization shall provide prior notice of its proposed solicitation activities to the Association and shall have obtained the prior written approval of the Board. The Owner or other occupants of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to Subsections 17.1, 17.7, and 18.3 of the Declaration.

26. Leasing of Units. Every Lease of a Unit shall be in writing, shall transfer possession of the entire Unit and not a portion or portions thereof, and shall require the Tenant and other occupants of the Unit to comply with the requirements of this Declaration and the other Condominium Documents. The Owner of a residential Unit shall provide notice of any Lease thereof, together with such additional information the Board of Directors may reasonably require, to the Board at least fifteen (15) days before the proposed commencement of the term of such Lease, and shall provide the proposed Tenant with current copies of these Rules & Regulations and the other Condominium Documents. The Owner of a Unit, by leasing such Unit, shall be deemed to have assigned all the Owner's rights to use and enjoy the Common Elements to the Tenant during the term of the Lease. For purposes of this Rule and Section 17 of the Declaration, the terms "lease" and "leasing" refer to the regular, exclusive occupancy of a Unit by one or more Persons, other than the Owner, for which the Owner receives any consideration or benefit, including, but not limited to, rent, fees, or in-kind goods or services. The Owner of a Unit shall be subject to a \$100 fine for each violation of this Rule or Section 17 of the Declaration, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 3A(j), 3A(g), 17.1, 17.8, 17.15, 18.3 and 20.2 of the Declaration.

27. Maintenance of Temperature & Humidity Range. In order to minimize the condensation of moisture within the Units and the Common Elements, every Unit Owner or Tenant shall maintain the air-conditioned or heated temperature within such Owner's Unit at no lower than seventy degrees (70°) Fahrenheit and no higher than ninety degrees (90°) Fahrenheit. No Unit Owner or Tenant shall permit the electric power to a Unit to be turned off, nor shall any Unit Owner or Tenant permit the air-conditioning system for a Unit to be turned off or otherwise disabled, regardless of whether the Unit of such Owner or Tenant is occupied or not. The Owner of a Unit shall be subject to a \$100 fine for each violation of this Rule or Section XIII of the Declaration, or for each day of a continuing violation after notice. Adopted pursuant to Subsections 17.10, 18.3 and 22 of the Declaration.

28. Hurricane Preparations. Each Unit Owner or Tenant who is absent from the Condominium during the annual hurricane season (April through November), or any part thereof, Unit in the event of a hurricane and shall provide the name of such Person or Entity to the Association. The Owner or Tenant of a Unit shall be subject to a \$100 fine for each violation of this Rule. Adopted pursuant to Subsections 17.13, and 18.3 of the Declaration.

29. Association Employees, Etc. No one may request employees or other authorized agents of the Association to perform personal services or errands. The Board of Directors and the Officers shall be solely responsible for directing the activities and assigning the duties of such employees and other agents. The Owner or other occupant of a Unit shall be subject to a \$50 fine for each violation of this Rule. Adopted pursuant to the Declaration.

30. Limitations on Written Inquiries by Members. The Board of Directors shall not be required to respond to more than one written inquiry by the Owner or Owners of any single Unit in any thirty (30) day period. If the Owner or Owners of any single Unit submit more than one written inquiry in any 30-day period, the Board shall respond to any additional inquiry or inquiries in the subsequent 30-day period or periods, as applicable. Adopted pursuant to Section 15 of the By-Laws and Section 718. J 12(2) (a)2, Florida Statutes.

31. Limitations on Speaking by Members at Meetings. Any Member who desires to speak on designated agenda items at meetings of the Members or the Board of Directors shall be limited to speaking for a maximum of three (3) minutes on any single agenda item; provided, however, that the meeting chairman or presiding Officer, in the chairman or presiding Officer's absolute discretion, may waive such limitation with regard to particular meetings or agenda items. Adopted pursuant to Section 3.3 of the Bylaws.

32. Flags. A Unit Owner or occupant shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies, railings or windows of the Building. Notwithstanding the foregoing, any Unit Owner may display one portable, removable United States flag in a respectful way, and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4 1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard. Curtains and drapes (or linings thereof) which face on exterior windows or glass doors of Units shall be subject to disapproval by the Board, in which case they shall be removed and replaced with acceptable items. Adopted pursuant to Section J 7.11 of the Declaration.

33. Satellite Dishes. Installation of satellite dishes by Unit Owners shall be restricted in accordance with the following:

- a) installation shall be limited solely to the Unit or any Limited Common Elements appurtenant thereto, and may not be on the Common Elements;
- b) the dish may be no greater than one meter in diameter, and
- c) to the extent that same may be accomplished without



- (i) impairing reception of an acceptable quality signal,
- (ii) unreasonably preventing or delaying installation, maintenance or use of an antenna, or
- (iii) Unreasonably increasing the cost of installing, maintaining or using an antenna, the dish shall be placed in a location which minimizes its visibility from the Common Elements. Adopted pursuant to Section 17.11 of the Declaration.

34. Limitations on Recording of Meetings by Members. Any Member may tape-record or video-tape meetings of the Board of Directors, the committees, or the Members, subject to the following restrictions:

- (a) The Members may only use audio and video recording equipment and devices that do not produce distracting sound or light emissions;
- (b) The Members exercising their right to record such meetings shall assemble their audio and video recording equipment and place such equipment in position before the meeting is called to order;
- (c) The Members engaged in the recording of a meeting shall not be permitted to move about the meeting room in order to facilitate such recording; and
- (d) The Members who desire to record any meeting shall provide the President or the Secretary with at least twenty-four (24) hours' advance notice that they desire to use any audio or video equipment at such meeting.

Adopted pursuant to Section 3.3 of the By-Laws, Sections 718.JJ2(2)(c) and (d) 7., Florida

Supplemental Rules and Regulations of *The Villas Condominium Association, Inc.*

*Amended 03.29.11*

1) Garages:

- i) Garage doors shall be kept closed, except
- ii) That they may be open:
  - i) When automobiles are entering or leaving the garage, or
  - ii) When persons are within the garage, or
  - iii) When persons are performing activities outside of the dwelling that require the garage door to be open for garage ingress and egress.

2) Vehicular Access:

- i) Vehicular access into the condominium property shall be limited to unit owners, tenants, and their guests and invitees.
- ii) All unit owners shall be entitled to remote devises ("remotes") that will open the entrance gate to motor vehicles seeking entrance into the community. Each unit

owner and if the unit is occupied by tenants, each approved tenant - may obtain as many remotes as there are permitted vehicles linked to the unit. The remotes are Association property. Each unit owner or tenant to whom a remote has been issued shall have exclusive use of the remote after a \$50.00 (subject to change) non-refundable use fee is paid to the Association for each remote (See F.S §718.111 (4)). The remotes shall remain Association property, and shall be returned to the Association upon the termination of the residency of the person to whom the remote was issued. The remote may be transferred by a unit owner to his successor in interest or to his tenant, provided that the Association has been informed of the name and other information concerning the new custodian of the remote.

3) Parking:

- i) Each unit that has a garage appurtenant to it has been assigned an exterior parking space immediately outside of their garage door. Those units that have two car garages have two exterior parking spaces outside of the garage doors. These exterior parking spaces are limited common element and, hence are appurtenant to the unit. That means that the right to use these exterior parking spaces is attached to the title to the unit.
- ii) Other parking spaces in the community may be assigned to unit residents by the Board in its discretion. Those spaces which have not been assigned to residents shall be for guests. Guest parking spaces shall not be used to park the vehicles of owners or their tenants. Rather, guest parking spaces are available for use as their designation implies: for the use of visitors to the unit.
- iii) There is a limited number of parking spaces, thus it is the policy of the Board to balance the demand for parking spaces with the desire of some unit owners to use their garage for storage rather than parking.
- iv) The use of any parking space, whether within the garage, or the limited common element space(s) in front of the garage door(s), or the guest spaces, is subject to reasonable rules passed by the Board of Directors. Thus, the following rules shall apply to the parking of vehicles:
  - i) Any unit with a one car garage where the residents of the unit operate two vehicles, the garage must be used for parking one of the vehicles.
  - ii) Any unit with a two car garage where the residents of the unit operate three vehicles, at least one of the garage spaces must be used for parking; where the residents of the unit operate four vehicles, both garage spaces must be used for parking.
  - iii) In the event maintenance or repair of the common element or a unit is occurring that prevents compliance with paragraph D 1 and D 2 above, the

Board may in its discretion grant the owner a temporary waiver until such time as the maintenance or repair has been completed.

- iv) Vehicles in disrepair, inoperable vehicles, vehicles without license tags, and other vehicles of a like condition shall not be allowed in any limited common element parking space, guest space or any other place upon the common element, on a temporary or permanent basis, or for any reason whatsoever, except such vehicles may be stored in a garage, but only if, while stored in a garage, such vehicles are completely concealed from view from any vantage point on the garage's exterior.
- v) Vehicles draped by car covers, tarps, or any other protective material are permissible, but only so long as the vehicles are operable, have current license tags, are being driven on a frequent basis, and are parked on their designated parking space.
- vi) If any vehicle is in violation of any provision of the Governing Documents, the Association shall have the vehicle towed and stored at the sole expense of the vehicle owner. The vehicle shall not be released until such time as all costs, fees and expenses of towing and storage have been paid.
- vii) Written notice of the intent to tow a vehicle shall be given by placing a notice on the vehicle under its windshield wiper, and, if the vehicle owner and his address can be reasonably identified, notice shall be mailed (by certified US mail, return receipt requested) or hand delivered to the vehicle owner.
- viii) The notice shall state that at the sole expense of the owner of the vehicle will be towed if it remains in violation for a period of twenty-four (24) consecutive hours or for forty-eight (48) non-consecutive hours in any seven (7) day period.
- ix) The common element property shall be posted consistent with the requirements of law and as provided by the towing company with which the Association shall contract.
- x) The Association may in its discretion employ any other remedy to enforce the Governing Documents as they relate to vehicle parking and operation including the imposition of fines, mandatory pre-suit mediation, and injunctive relief.

xi) Not the Association, nor its officers and directors, nor any agent of the Association, shall be liable to the owner of such vehicle for trespass, conversion or otherwise, nor guilty of any criminal act, by reason of such towing or removal. When notice to the owner of the vehicle has been given by the Association, the failure of the vehicle owner to receive it for any reason whatsoever shall not be grounds for relief of any kind against the Association, its officers and directors, nor any agent of the Association.

(a) 11. No vehicle may be parked so as to hinder vehicular ingress and egress of another vehicle's path to its garage or limited common element parking space, or hinder emergency vehicle access.

xii) No trailers, boats, recreational vehicles or other similar items shall be stored or parked permanently or temporarily in any limited common element or common element parking space, or on the common element generally.

#### 4) Towing Vehicles:

If any vehicle is in violation of any provision of the Governing Documents including these Rules, the Association shall have the vehicle towed and stored at the sole expense of the vehicle owner. The vehicle shall not be released until such time as all costs, fees and expenses of towing and storage have been paid.

a) Written notice of the intent to tow a vehicle shall:

i) Be given by placing a notice on the vehicle under its windshield wiper, and, if the vehicle owner and his address can be reasonably identified, mailed (by certified US mail, return receipt requested) or hand delivered to the vehicle owner.

ii) State that at the sole expense of the owner the vehicle will be towed if it remains in violation for a period of twenty-four (24) consecutive hours or for forty-eight (48) non-consecutive hours in any seven (7) day period.

iii) The subdivision property shall be posted consistent with the requirements of law and as provided by the towing company with which the Association shall contract.

iv) The Association shall keep a written record of the notices it has given. The record shall state the type of vehicle, its license tag number, the name of the owner if known, and the date and time the notice was given.

v) The Association may in its discretion employ any other remedy to enforce the Governing Documents as they relate to vehicle parking and operation including the imposition of fines, mandatory pre-suit mediation, and injunctive relief.

vi) The Association, its officers and directors, nor the management company of the Association, shall be liable to the owner of such vehicle for trespass, conversion or otherwise, nor guilty of any criminal act, by reason of such towing or removal. When notice to the owner of the vehicle has been given by the Association, the failure of owner to receive it for any reason whatsoever shall not be grounds for relief of any kind against the Association, its officers and directors, nor the management company of the Association.

- 5) Leases. Units may be rented or occupied only in their entirety as a single family dwelling, and no fraction or portion of a Unit may be rented, leased, licensed or occupied under an occupancy agreement. No individual rooms or portion of a Unit may be leased, rented or licensed on any terms whatsoever. No tenancies shall be permitted except those which strictly conform to the following:
- i) All lease agreements shall be in writing.
  - ii) All lease agreements, together with an application signed by both the Owner and Tenant in a form acceptable to the Association shall be submitted to the Association for approval at least five (5) days prior to commencement of the lease term and shall require the written approval of the Association. The Board of Directors may require a standard form application for lease approval, a standard form lease, and any other information regarding the tenant(s) or occupants as the Association may reasonably require. The approval or disapproval of a tenant shall be made by the Board, or the Board may delegate its authority to a Committee or to the Manager.
  - iii) The application will require the tenant to provide the following information:
    - i) Credit references and information regarding bankruptcy.
    - ii) Information regarding misdemeanor and felony arrest, disposition, and sanction records for all who will occupy the rental address.
    - iii) Driver's license number and state of issue for all who will occupy the rental address.
    - iv) A list of all vehicles and license plate numbers that will be parked at the rental address.
    - v) Previous addresses.
  - iv) A thorough background check of the tenants and any occupants may be completed by an investigation company chosen by the Association. The investigation may be conducted as follows:

- i) Upon receipt of the copy of the written lease and the application form, the Association shall engage the investigation company and receive the results of the investigation. The investigation shall be at the sole expense of the owner and the tenant, who shall pay the expense in advance. If the tenant is to pay for the investigation, advance payment shall be made by money order or certified check.
  - ii) The information disclosed on the application will be used by the investigation company, plus any other information as the Board may deem necessary to complete the background check.
- v) *The Association may deny a lease on the ground that the proposed tenant or occupant poses a danger or undue risk to the health, safety or general welfare of the community because:*
- i) The tenant or occupant has a felony conviction for a crime for which the sanction imposed has not been completed, or
  - ii) the tenant or occupant has a felony conviction for a crime for which the sanction imposed has been completed, but the felony conviction disqualifying a tenant or occupant would be a crime which designates the tenant or occupant a sexual predator or sexual offender,<sup>1</sup> or
  - iii) the proposed tenant or occupant has previously resided or occupied a dwelling in The Villas and has been cited for a violation of the Association's governing documents, including any of its rules and regulations, or
  - iv) Materially false, misleading or incomplete information has been provided on the application, or
    - (a) 5. the proposed tenant is receiving rent assistance under Title 42, USC, Chapter 8, Section 1437 (f),
- 6) The Owner shall remove, at Owner's sole expense, by legal means, including eviction, his Tenant, and their guests, occupants, family members or invitees, should any of them refuse or fail to abide by and adhere to the Governing Documents and Rules and Regulations of the Association.
- 7) All lease agreements shall state, or if silent shall be deemed to so state, that a violation by the tenant, their guests, occupants, family members or invitees of the Governing Documents including the rules and regulations is deemed to be a default under the terms of the lease and authorizes the Owner to terminate the lease without liability and to evict the lessee in accordance with Florida law.

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<sup>1</sup> F.S. 775.21; F.S. 943.0435.

8) All Owners hereby delegate to the Association, acting through the Board, the power and authority of enforcement against the tenant for breaches to the lease resulting from the violation of the Governing Documents, and the rules and regulations, including the power and authority to declare the lease in default because of the violations and to evict the tenant as attorney-in-fact on behalf and for the benefit of the Owner after the Board gives notice to the Owner at the last address provided by Owner to the Association. Prior to eviction of a tenant, the Association shall give the Owner five (5) days notice to allow the Owner to secure compliance from the tenant. If the tenant does not cure the violation within such time period, the Board may commence eviction proceedings. If the Association proceeds to evict the tenant, any costs, including reasonable attorneys' fees incurred and court costs, associated with the eviction shall be the personal obligation of the owner, and shall be a continuing lien on the Lot to be foreclosed in the same manner as a lien for past due assessments.

9) Any leased Unit shall be subject to the following occupancy requirements.

(1) The maximum number of single family residents in any unit shall be as follows:

(a) 1 bedroom Unit – 2 residents

(b) 2 bedroom Unit - 4 residents

(c) 3 bedroom Unit - 5 residents

10) A resident is a person who occupies a Leased Unit for more than fifteen (15) days in succession, or sixty (60) days in any twelve (12) month period whether or not those days are in succession.

11) Any Unit in which there resides more than a single family, or in which there resides more single family residents than permitted above, shall cause all persons who reside there, including the tenant, to be subject to eviction by the Owner or the Association. The procedures and remedies set forth above shall apply, and the Association shall have standing in any court of competent jurisdiction to evict all persons occupying a Residential Unit when any one resident or occupant is in violation of paragraph f or g above.

i) Temporary storage containers used for the purposes of moving furniture and personal belongings into and out of a unit ("PODS") by an owner or Association approved tenant may only be temporarily placed on the common element for a period of seven (7) consecutive calendar days, and only after having received written permission from the Association prior to placement. Any POD that has exceeded the seven (7) day maximum or has not obtained permission from the Association shall be subject to removal by the Association using the towing procedures as set forth in paragraphs II A through F above. The unit owner, and tenant if applicable, shall be jointly and severally liable for any damages caused to

the common element by the POD being placed upon or moved over the common element. The unit owner, and tenant if applicable, shall jointly and severally indemnify the Association for any claim, damages, or loss including personal injury or death, caused or in any way related to the POD, to which the Association, its directors, officers, employees, agents or representatives may become liable including attorney fees and costs, and attorney fees and costs on appeal.

- ii) No exterior radio, television or other electronic antenna or aerial may be erected or maintained anywhere within the condominium property, except that a satellite receiver 39.37" inches or less in diameter is permitted, but only if it is on a moveable stand and the stand is placed, not affixed, upon limited common element. The stand shall be placed on limited common element only when the receiver is being used to receive signals, and at all other times will be placed inside the unit. Under no circumstances shall a satellite receiver or supporting hardware be affixed to the common element or any limited common element. No holes shall be drilled, nor adhesives used to attach a satellite receiver or its supporting hardware to any portion of the condominium property.
  
- iii) The use of the common element by rollerblades, skateboards, scooters, and the like, whether motorized or manually propelled, is strictly prohibited. In the event any person who occupies a unit, a unit guest, or unit invitee violates this rule, the unit owner and tenant, if applicable, shall be liable, jointly and severally, for any fine, or penalty that may be imposed by the Association for violation of this rule. The unit owner, and tenant if applicable, shall be jointly and severally liable for any damages caused to the common element by the use of rollerblades, skateboards, scooters, and the like. The unit owner, and tenant if applicable, shall jointly and severally indemnify the Association for any claim, damages, or loss including personal injury or death, caused or in any way related to the use of rollerblades, skateboards, scooters, and the like, on the common element, to which the Association, its directors, officers, employees, agents or representatives may become liable, including attorney fees and costs, and attorney fees and costs on appeal

Supplemental Rules & Regulations adopted 2/11/2015:

**THE VILLAS CONDOMINIUM ASSOCIATION, INC.**

**OFFICIAL RECORDS INSPECTION RULES**

1. An owner or an owner's authorized representative may make an inspection request of the Association's official records defined in § 718.111(12)(a), Fla. Stat.
2. Because delivery and receipt of e-mails is uncertain, and because of the difficulty of authenticating e-mails, pursuant to the Uniform Electronic Transaction Act, §



668.50, Fla. Stat., the Association does not agree to receive or conduct official records requests by electronic means. Official records requests must be in writing and must be delivered by U.S. mail to the Association's manager at the on-site business office of the Association. Alternatively, to avoid delay, an official records request in writing also may be delivered by hand to the Association manager at the on-site business office of the Association.

3. The inspection request shall state with reasonable particularity the documents to be inspected. If possible, dates or ranges of dates, or other identifying criteria will be used to clarify a request. (Example: a request for "Current Financial statements for the current fiscal year (2014)" is clearer than "Financial statements" when in fact the owner merely wishes to inspect the financial statements for 2014.) The Association may request that an owner clarify his/her request.
4. An owner or the owner's authorized representative shall be entitled to inspect records during normal business hours for a total of 8 hours in any 30-day period, spread over no more than 2 working days in that period. The inspection shall take place at the on-site business office of the Association between the hours of 10:00 a.m. and 2:00 p.m., Monday through Friday, except holidays.
5. The Association may produce a copy or an original document. The Association may comply with the request by producing the document in electronic format or via the internet, but upon the request of the owner, the document will be printed and a copy provided within a reasonable period of time. If the Owner has previously requested the same document within the prior 6 months, the Association may respond to the request by referring the Owner to the records previously provided.
6. The association will allow a member or his or her authorized representative to use a portable device, including a smart phone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the association's providing the member or his or her authorized representative with a copy of such records. The association will not charge the member or his or her authorized representative for the use of a portable device.
7. The Association may in its discretion have the manager or another person designated by the manager or Board of Directors monitor the inspection.
8. The right to inspect the records includes the right to make or obtain copies, at the reasonable expense, if any, of the member.
9. The Association may charge its actual costs for preparing and furnishing copies of the declaration, articles of incorporation, bylaws, and rules, and all amendments to each of the foregoing, as well as the question and answer sheet provided for in § 718.504, Fla. Stat., and year-end financial information required by law.
10. The Association has no obligation to create documents. The Association is not obligated to compile or synthesize information in its records, and documents will be

provided in the manner in which they are kept in the Association's normal course of business. If the Association agrees to compile or produce information or documents not identified in this policy or the Florida Statutes as an Official Record of the Association, the Association may charge additional fees to the requesting Owner to cover the expenses associated with such compilation or production.

11. The following records will not be produced (See. § 718.111(12)(c)(1-7), Fla. Stat.):

- a. Any record protected by the lawyer-client privilege as described in [F.S. 90.502](#); and any record protected by the work-product privilege, including any record prepared by an association attorney or prepared at the attorney's express direction; which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association, and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or which was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings until the conclusion of the litigation or adversarial administrative proceedings.
- b. Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a unit.
- c. Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records.
- d. Medical records of unit owners.
- e. Social security numbers, driver license numbers, credit card numbers, e-mail addresses, telephone numbers, facsimile numbers, emergency contact information, addresses of a unit owner other than as provided to fulfill the association's notice requirements, and other personal identifying information of any person, excluding the person's name, unit designation, mailing address, property address, and any address, e-mail address, or facsimile number provided to the association to fulfill the association's notice requirements.
- f. Electronic security measures that are used by the association to safeguard data, including passwords.
- g. The software and operating system used by the association which allow the manipulation of data, even if the owner owns a copy of the same software used by the association.