

SPRINGCREST CONDOMINIUM ASSOCIATION INC. RULES & REGULATIONS

Our **SPRINGCREST CONDOMINIUM** is meant to be a **COMMUNITY CHERISHED BY ITS RESIDENTS**. The following pages will present you with our **RULES & REGULATIONS**, which support **POLICIES & PROCEDURES** and **VIOLATION ENFORCEMENT**. They are aimed to make living pleasant in our premises. This applies to all residents in the complex, their families, guests, visitors, landlords, contractors, workers, delivery services, etc.

There are two types of **Owners: Occupants**, who use their unit as residence; **Absentees**, don't live there permanently; or decide to rent for a profit. As such, they become **Landlords**, who carefully have to choose **Tenants**, that accept to abide and be governed by our **Rules & Regulations**, from the time of their initial lease, through subsequent renewals. Landlords are fully liable for their renters' behavior and **ACCOUNTABLE FOR INFRACTIONS**.

Owners / Landlords / Tenants are responsible to **COMPLY WITH ALL OUR RULES & REGULATIONS** and required to update changes in email, phone, name or address (units owned by business entities have to do it on a yearly basis). The present **INFORMATION CAN BE MODIFIED - OR ADDED AT ANY TIME - BY THE BOARD OF DIRECTORS**. When changes occur, a copy will be posted at the Condominium; sent to the last contact data on file. **Failure to provide updated personal information does not waive the fulfillment of all our requirements.**

An individual file is held for each unit, accumulating financial behavior and violation events, to manage non-compliance, personal references and/or approval of any transaction. For all involved, an updated **Signature for Acknowledgement & Acceptance of the Springcrest Condominium Association Rules & Regulations** is required for the **SALE, TRANSFER, PURCHASE, LEASE, OR RENEWAL** of any specific unit.

VIOLATIONS are managed through letters and notices that specify the infringement and, in some cases, ways for compliance, including **FINES OR PAYMENT INVOICES** for damages. This chronological data is attached to each unit as the **"VR" = VIOLATION RECORD** to account for the individual Owner, Landlord, or Tenant history.

- 1) The **VR IS A NUMBER** (0, 1, 2 . . .). Its purpose is to measure the amount of subsequent **Violation Letters/Notices**, regarding the same infraction, or different types of them; with a registry to support it.
- 2) The **VR (VIOLATION RECORD) IS A CUMULATIVE NUMBER THROUGHOUT TIME.**
- 3) It is a **PREREQUISITE** (necessary condition) for the process of **RENEWAL** of a unit.
- 4) Both, **LANDLORDS AND TENANTS**, have to acknowledge and allow **FIFTEEN (15) DAYS TO OBTAIN THEIR RESPECTIVE VR "NUMBERS"**, prior to starting the process for approval of a lease renewal.
- 5) **TENANTS RENEWING: A VR OF THREE (3) - OR MORE - VIOLATION LETTERS FOR INFRINGEMENT OF THE SAME RULE; OR FOUR (4) - OR MORE - ADDED FOR DIFFERENT ONES; WILL BE CONSIDERED A BREACH TO OUR GUIDELINES AND DENIAL FOR CONTRACT RENEWAL.**
- 6) **MONETARY COMPENSATIONS** will apply depending the type of violation and the alternatives to solve it. **FINES OF UP TO \$100 PER DAY, UP TO TEN (10) DAYS, CAN BE ENFORCED.**

To avoid any inconvenience, please carefully read the next pages you are requested to acknowledge. We are happy to work on behalf of the Association and aim to create a safe and respectful environment for all neighbors.

We wish to thank you all in advance for your support and continued cooperation. Sincerely,

BOARD OF DIRECTORS

<u>SPRINGCREST CONDOMINIUM ASSOCIATION INC.</u>	<u>PAGE</u>
INTRODUCTORY LETTER & VIOLATION ENFORCEMENT	1
INDEX OF RULES & REGULATIONS	2
1. CAMERAS	3
2. MOVING (IN or OUT)	3
3. RESIDENT PARKING	3
4. GUEST PARKING	3
5. BACK-UP PARKING	3
6. UNAUTHORIZED PARKING	3
7. TRUCKS, COMMERCIAL & RECR. VEHICLES, MOTORCYCLES	3
8. BICYCLES, SKATEBOARDS & SKATES	3
9. MAIL	3
10. STORAGE	3
11. WATER & SEWAGE	3
12. CAR WASHING	3
13. ELECTRIC SERVICE	4
14. CABLE TV	4
15. LAUNDRY	4
16. GARBAGE DISPOSAL	4
17. BULK ITEMS	4
18. CATWALKS / WALKWAYS / STAIRCASES / STAIRWELLS	4
19. RAILINGS	4
20. EXTERIOR APPEARANCE	4
21. DOOR MATS	4
22. SIGNS	5
23. SCREENED FLORIDA ROOMS OR TERRACES	5
24. COOKING DEVICES	5
25. ODORS	5
26. NOISE	5
27. PEST CONTROL	5
28. ELEVATORS	5
29. PETS	5
30. DELIVERIES	5
31. SIMPLE REPAIRS	5
32. CONSTRUCTION WORK	5
33. WEIGHT	5
34. ROOF & METER ROOM ACCESS	6
35. POOL & GYM	6
36. KEYS	6
37. CLUB-HOUSE FACILITY	6
38. UNIT OCCUPANCY	6
39. CODE OF ETHICS	6
40. MORAL STANDARDS	6
41. DRUG-FREE ENVIRONMENT	6
42. HURRICANE PREPARATION	6
43. DATABASE	6
44. EMERGENCY CONTACT	6
45. OWNER'S INSURANCE	6
46. RENTER'S INSURANCE	6
47. APPROVAL FOR SALE / TRANSFER / PURCHASE / NEW LEASE	7
48. SCREENING PROCESS	7
49. MEET & GREET INTERVIEW	7
50. RENTAL CONTRACT RENEWAL	8
NEIGHBORHOOD WATCH	8

SPRINGCREST CONDOMINIUM ASSOCIATION INC.

RULES & REGULATIONS

1. **CAMERAS:** Are in use at strategic places for surveillance and security reasons. Data collected from these devices is a **valid proof for processing violations and imposing fines**. No tampering with them will be accepted.
2. **MOVING (IN or OUT):** Is only permitted **MONDAY through FRIDAY, from 9:00 a.m. to 5:00 p.m.; SATURDAYS from 10:00 a.m. to 5:00 p.m. IT IS NOT ALLOWED ON SUNDAYS.**
 - a) Written notice of date & time moving has to be scheduled with Property Manager, so personnel in site is aware. Staff working in the premises is not authorized to help in the process, nor accept handouts to get involved.
 - b) Owners, or tenants, moving in or out, are financially responsible for: any damage to the common elements (i.e. walls, pavement, elevators, railings, walkways, catwalks, stairwells, etc.) caused by their motor vehicles, or any person helping them move furniture, appliances, or other articles to or from our location; and for payment or reimbursement of any special cleaning, or bulk trash hauling, associated with the moving process.
3. **RESIDENT PARKING: ONLY ONE (1) NUMBERED PARKING SPACE IS ASSIGNED TO EACH UNIT.**
 - a) Upon availability, for a one (1) year period each, residents may request one (1) extra space, within guest parking, following instructions & requirements with the Parking Patrol Company (visit web page for instructions).
 - b) Fees are charged for various services and have to be renewed every year.
 - c) All cars must have proper registration; valid license plate correctly located; and active insurance policy to cover any accident inside our premises.
 - d) All residents need special authorization (decal, or e-permit) to identify their permanent vehicles and avoid being towed during monitoring visits, which are held randomly, at various days of the week.
 - e) Vehicles have to park within the painted lines assigned to every spot. They cannot position in such manner as to impede or delay access to another parking space.
 - f) Parking areas, sidewalks, entrances, driveways, fire lanes, etc. cannot be obstructed in any manner.
4. **GUEST PARKING:** Guests are permitted in designated areas. But cars staying overnight must be registered by their host with the Patrol Company, or be towed otherwise; rules & regulations apply for guest passes (cars per unit, month, year, consecutive days, etc.) and have to be checked periodically because they are subject to change.
5. **BACK-UP PARKING:** It is not permitted because patrolling is applied, with special cameras and virtual technology, to license plates which are located in the back of the cars. This service helps to unmask unauthorized vehicles.
6. **UNAUTHORIZED PARKING:** Any owner, tenant or guest parked in another person's assigned number, occupying more than one space (double parked), in handicapped areas (placard is not accepted for permanent, overnight parking), or in any forbidden places such as grass, street, driveway, sidewalk, fire lane, etc., will be towed without warning at their expense (even with a decal).
7. **TRUCKS, COMMERCIAL & RECREATIONAL VEHICLES, MOTORCYCLES:** Cannot be parked in the property overnight. This restriction applies to all types of containers, trucks, trailers (i.e. moving rentals like U-Haul, Penske, etc.), motorhomes, campers, boats, etc.; and to all sizes of motorcycles. They will be towed at owner's expense.
8. **BICYCLES, SKATEBOARDS & SKATES:** Bicycles cannot be chained anywhere in the common areas (i.e. railings, sign posts, trees, etc.). They will be removed and discarded. It is prohibited to ride bicycles, skateboards, skates and similar devices on corridors, walkways, or any place that will endanger residents, especially children.
9. **MAIL:** Every unit has its own assigned mailbox and key. Residents are responsible to remove mail regularly so that it does not overflow. **TAKE ALL MAIL.** It is forbidden to dispose of junk mail, unwanted or mistaken material, leaving it on top of the mailboxes, on the floor, etc. Surveillance cameras check this behavior for violations.
10. **STORAGE:** Every building has storage rooms, where each unit has a fenced space allocated. Each individual enclosure is identified with the unit number and can be closed with a lock for protection. A key to the front door is available for owners, with the Property Management. Nothing that could create a fire hazard should be stored there. Users are responsible to leave the front door closed at departure.
11. **WATER & SEWAGE:** These utilities are being provided for Springcrest Condominium through a master meter.
 - a) The cost for these services has been proportionally allocated into the **maintenance fees**. It accounts for a big share of the operational budget.
 - b) All residents living within our premises are encouraged to be self-conscious and display **good management in the use of water & sewage** because it is a **shared utility**. It is expensive and should not be wasted.
 - c) This arrangement is scheduled to change to allow sub metering of the individual units to pay their own bills.
12. **CAR WASHING:** It is not allowed inside our premises, neither by residents, nor outside services.

- 13. ELECTRIC SERVICE:** It is supplied independently to every unit by Florida Power & Light Co.; every owner / tenant negotiates their contract with FPL.
- 14. CABLE TV:** Only **COMCAST** is permitted. Other companies (DirecTV, Dish, etc.) cannot offer their service.
- 15. LAUNDRY:** Every floor, in every building, has a laundry room equipped with 2 washers & 2 dryers. Instructions are in place to use the machines; load and reload fees. A key is available, with the Property Management.
- a) These rooms were improperly used in the past for smoking, drug related issues and immoral activities; until the Association decided to lock them so that only residents doing their laundries are enabled.
 - b) Residents who use these facilities have to schedule their time and finish their task accordingly so that others can take advantage of these resources without unnecessary delays.
 - c) Mark laundry basket with your unit number, for other users, in case you leave stuff unattended. But this can only occur as an exception, for a short period (never overnight). Otherwise you will be on violation status.
 - d) Do not remove laundry from the machines and throw it on top of the appliances. If that situation occurs frequently, use social responsibility: patiently wait for the wrongdoer; warn him/her once and if there is no compliance, then report him/her to the Association so the appropriate violation letter is applied.
 - e) Clean the washers and dryers after each use. Remove lint from filters. Inspect the interior after you finish.
 - f) It is mandatory to close the door behind you when you are not inside the room. It is a violation to put stones or other obstacles to keep the door fully, or partially open. Surveillance cameras are in place for violations.
- 16. GARBAGE DISPOSAL:** A keyed garbage room is located on the ground floor of every building. It is enabled with 2 dumpsters where garbage bags, boxes (dismantled) and trash (no bulk or construction debris) can be discarded.
- a) All buildings have chutes in every floor to facilitate disposal towards the garbage room. **All waste must be secured in plastic bags and tied before throwing it away (either at chutes or dumpsters).**
 - b) Garbage is not to be left outside the apartment entry; nor on the floor near the trash chute; nor outside the entrance of the garbage room; neither on the floor outside the dumpsters.
 - c) **Boxes cannot be discarded by pushing them down the chutes, even if they are cut.** They cause jams that affect other residents, in your floor, or downstairs. Monitoring is in effect for damage or delay in garbage disposal due to clogging from boxes or excessive bag sizes.
 - d) **DISPOSE OF BOXES ONLY IN THE GARBAGE ROOM;** but do not leave them on the floor; or throw them assembled into the dumpsters. Cut, fold, or bend them so they fit well inside either one of the 2 containers available, without protruding or occupying extra space. Do not leave any type of bag, or material, on the floor.
 - e) Special cameras keep surveillance at these areas and are a valid proof to enforce violation letters.
- 17. BULK ITEMS:** Are not to be placed in chutes or permitted in the dumpsters' place. There is a **BULK PICK-UP AREA** located at the back of the Condominium, south-west corner (4235, Bldg. 9). Items can **ONLY BE PLACED THERE ON WEDNESDAYS** of each week. They are picked up every **THURSDAY** (approximately 7:00 a.m.).
- a) When considering bulk items, it means 1 or 2 pieces of furniture (i.e. chair, desk, or similar). It does not apply to toilets, sinks, bathtubs, dismantled kitchen cabinets, etc.
 - b) Owners / residents are not allowed to place bulk waste due to construction or improvements in their units. Same relates to removal of electrical appliances due to renovations, like refrigerators, stoves, etc.
 - c) All types of construction debris have to be disposed outside our premises; contractors and workers need to be informed accordingly. Violators will be held accountable for direct payment or reimbursement.
- 18. CATWALKS / WALKWAYS / STAIRCASES / STAIRWELLS:** All of these are structural features designed for efficient communication around the premises. Carts, sport equipment, toys, laundry, cleaning supplies, bags, etc. are not to be placed at any of these spaces, or left there for any reason.
- a) Catwalks, walkways, staircases, stairwells' landings are not to be used for children running and playing unattended. Adult supervision must be exercised at all times and places.
 - b) No one can use them to have cell phone conversations at any time and become a nuisance for neighbors.
 - c) Unruly gatherings of people of any age, assemblies, parties or chats, that can bother adjacent units, are unacceptable and will be sanctioned.
 - d) Smoking is not permitted in any of the common areas, or along the buildings' hallways. It can be exercised in the privacy of each individual unit (if owner/landlord approves of it).
- 19. RAILINGS:** Nothing is to be hung, placed or thrown over any railing. They cannot be used to play or slide over.
- 20. EXTERIOR APPEARANCE:** To maintain a uniform look throughout the complex no glass enclosures, awnings, hangings or projections are permitted. Doors facing the hallways have to be painted white. Window coverings, visible from the exterior, have to be white, or off-white shade. All have to be maintained clean at all times.
- 21. DOOR MATS:** Are not permitted in front of apartment doors because someone may trip over, or fall, and this can be serious and become a liability.

- 22. SIGNS:** No commercial or professional signs, symbols, posters, notices or advertisement is allowed inside the property (affixed to doors, windows, cars, etc.).
- 23. SCREENED FLORIDA ROOMS OR TERRACES:** These spaces **CANNOT BE USED FOR STORAGE**. They can only accommodate patio furniture & decoration, plants and a maximum of two bicycles.
- a) Other things like grills, boxes, cleaning supplies, hanging clothes, towels, blinds, shades, etc., are not allowed.
 - b) Florida rooms or terraces cannot be totally or partially covered but have to be always visible from the outside.
 - c) A simple photo is a valid proof to account for a violation letter, if guidelines are not followed.
- 24. COOKING DEVICES:** Use of grills, or other devices that emit fire or smoke are not allowed inside the units. Barbeques can take place in the open-air area, by the pool/clubhouse; but organizers are fully responsible to leave the space clean and properly dispose of all the waste material after departure. Surveillance cameras are in place.
- 25. ODORS:** Cooking smells are inevitable. But no type of odors that are obnoxious to others are allowed. You may keep, inside your unit, or vehicle, fumes from smoking cigarettes, recreational drugs, or weeds; smells based on aroma therapies (candles, incense, oils, scent warmers, etc.); as long as residents, children, or visitors, don't have to share them anywhere outside your space. They are allowed to complain and a violation letter will be in place.
- 26. NOISE:** Loud sounds should not be heard outside at any time from any unit/vehicle. It applies to all kinds of music, radio, TV, video games, or musical instruments; includes shouting, singing, clapping, bidding goodbye to guests at the hallway or slamming doors. Noises from vehicles, motorcycles, dragging furniture, drilling, piercing, cleaning equipment, toys, bouncing balls and the like, should not be heard by your neighbors. Violation letters apply.
- 27. PEST CONTROL:** All unit owners, or their lessees, are responsible to perform regular pest control services within their units. Common areas are serviced by the Association but rats, roaches, ants, termites, mosquitoes, flies, or any kind of plague, become impossible to control without the cooperation and joint effort of individual units.
- 28. ELEVATORS:** Children cannot play close to the elevators. They cannot ride or touch the buttons, from the inside or outside, unless accompanied by an adult.
- a) There has to be compliance with weight and number of people restrictions (check signs and instructions).
 - b) Elevators cannot be held intentionally grounded in any floor.
 - c) Garbage is strictly prohibited to be carried in the elevators. They have to be kept clean, avoiding a bad smell.
- 29. PETS:** An owner, or tenant, is permitted only **ONE (1) PET AND IT CANNOT WEIGH OVER THIRTY (30) lbs. WHEN FULLY GROWN** (if service dog, needs special documentation). If pet does not comply with this measure later, it will be no longer accepted. Inaccurate or misleading information can lead to the pet being expelled.
- a) Before allowed to move into the premises, an application form has to be completed and all requirements handed over (i.e. photo, vaccine report, etc.); pet has to be physically present at Meet & Greet for final approval.
 - b) If a pet is entering to live in a unit at a later date, owner / tenant has to notify the Association, via Property Manager, and follow all the process and requirements of the application.
 - c) Anyone who observes a "large" pet may file a complaint, with supporting evidence.
 - d) Pets have to be personally attended by their representatives and cannot become a nuisance to neighbors.
 - e) They are not permitted in elevators and must be walked on a leash at all times. They cannot bark loudly or become aggressive to residents, especially children.
 - f) Pet owners - and all members in the family/unit - are responsible for all the litter associated with their animal. Whenever walking outside - around common areas - they have to **COLLECT AND REMOVE ALL PET WASTE, IMMEDIATELY AS IT HAPPENS, USING A PLASTIC BAG**. If it is going to be discarded, in a public garbage container, the bag has to be properly closed to prevent odors emanating from it.
- 30. DELIVERIES:** Residents have to respond for disturbances and damages caused to the property due to receiving or disposing of furniture, appliances, construction materials, etc. They are responsible for their online shopping (i.e. Amazon, UPS, etc.), groceries (i.e. Walmart, Target, etc.), meals (i.e. Uber Eats, Door Dash, etc.). Make arrangements if planning to come late, or be absent, because the Association does not guarantee any material.
- 31. SIMPLE REPAIRS:** small jobs regarding carpentry, carpet-laying, picture-hanging or any do-it-yourself chores involving hammer work, annoying sounds, or inconveniences, are only permitted during the same days and hours authorized in the moving process: **Monday - Friday, 9 a.m. - 5 p.m. & Saturdays, 10 a.m. - 5 p.m.**
- 32. CONSTRUCTION WORK:** all major renovations have to be arranged with the Property Management so that staff on site monitors the process. It is a requirement to provide the unit number, type of work, names of contractors and workers, ID for vehicles, appropriate insurances, placement of materials, time expected for completion, debris management, etc. (**same working hours apply as above**).
- 33. WEIGHT:** Residents shall not cause excessive weight interfering with the structural integrity of the buildings, any of its units and elevators (check maximum capacity, especially when moving in or out). Waterbeds are prohibited.

- 34. ROOF & METER ROOM ACCESS:** Owners / residents are not allowed to enter these places for any purpose.
- For air conditioning maintenance, contact the Property Management - during regular business hours – and follow instructions and paperwork to allow access to the roof; authorized personnel will open the door.
 - Any company, or technician, requesting to do any type of job has to provide a Professional License, Certificate of Insurance (naming Springcrest Condominium) and Worker's Compensation.
- 35. POOL & GYM:** To use these facilities, read the signs posted and follow guidelines for hours of operation, number of users, age, conditions, etc. The doors for pool & gym have to be maintained closed at all times to avoid the entrance of nonresidents. Users are directly responsible to check that all doors are closed at the time they leave. They are monitored by surveillance cameras. Owners can request Property Management for the key. Landlords can pass it on to tenants: but the key has to be returned to owner, or Property Manager. when lease expires.
- 36. KEYS:** All residents have to be especially careful with the different keys they have available (laundry, garbage, mail, storage, pool & gym). Please make good use of them and do not lose or leave them unattended.
- 37. CLUB-HOUSE FACILITY:** It is available for rent, by owners / tenants, only for special occasions, subject to strict rules, regulations, deposits, age limitations and fees (arrangements with Property Management).
- 38. UNIT OCCUPANCY:** There is a limit to the number of persons in 1-BR or 2-BR units. All residents have to fill a form (at initiation of contract, or renewal) with names, DOB, ages & relationship of all persons that will be assigned to the property, for the next 12 months. 18 years & older need to provide a background check. Visitors/guests staying longer than 30 days need to fill an application. Failure to inform about newcomers constitutes a violation.
- 39. CODE OF ETHICS:** All persons - whether occupant owners, investors, or candidates applying to buy, rent, or transfer a unit - are required to provide and maintain high principles and values when confronted against criminal offenses, arrests, felonies, misdemeanors, accusations, fraudulent activities, drug related issues, questionable behavior, misconduct, wrongdoing, complaints, financial instability, evictions, collections, delinquency, low credit scores, unfavorable references or background reports, dubious, conflicting or contradictory information.
- 40. MORAL STANDARDS:** Good behavior and decency should prevail, day and night, at Springcrest Condominium. No unit owner, or tenant, their families, guests, or visitors, shall commit or permit indecency, lewdness, immoral or illegal acts in any portion of the common elements. It is a right and a duty to report infringement and offenders so that action may be taken, for the benefit of the community, especially children.
- 41. DRUG-FREE ENVIRONMENT:** Residents have to guarantee a Drug-Free environment, preventing any drug related activities such as manufacturing, selling, distributing, or using controlled substances; nor engaging in criminal activities or acts of violence. Unruly behavior and/or smells will be taken as not following this commitment.
- 42. HURRICANE PREPARATION:** Every Owner / Landlord / Tenant has to design arrangements in case of inclement weather conditions or a mandatory evacuation.
- Shutters, storm windows & doors are permitted as long as they follow the architectural guidelines agreed for the whole complex. But an approval process is required to install them (refer to the Property Management).
 - If you plan not to be available, you have to name an authorized representative to attend the unit in case of emergency. Do not leave in place door locks or special devices that will make it difficult to respond in case of an urgent situation. You are responsible for payments or reimbursements due to negligence.
- 43. DATABASE:** Everyone in the Springcrest Condominium community is directly responsible to supply any changes in their status immediately (email, phone, name, mailing address, etc.) so that the Association - via Property Management – can connect with them. Failure to provide updated personal information does not waive from: fulfillment of all requirements derived from fees, assessments, votes, violations, fines, etc.; it entails negative consequences from inability to receive legal or updated information about their property.
- 44. EMERGENCY CONTACT:** Every Owner (occupant or absentee) / Landlord / Tenant needs to have special contacts on file, in case of an emergency related to their unit, or incidences to, or from, neighboring units.
- 45. OWNER'S INSURANCE:** It is not mandatory, but highly recommended - for occupant owners & landlords - to insure the property and be protected from damages, claims and liabilities due to flood, leaks, mold, plumbing or electrical failures, furniture or equipment loss, accidents, etc. These problems can involve the unit insured and others located at the sides, upper or lower floors. The Association maintains proper insurance for the buildings and common areas but has no commitment for repairs inside individual units and cannot help with these matters.
- 46. RENTER'S INSURANCE:** It is not mandatory, but highly advisable, to purchase renters' content insurance to cover personal valuables (car insurance companies usually offer these policies at special rates). Springcrest Condominium is not responsible for any personal belongings inside the units. Any problems, within the individual units, have to be addressed directly with Landlord and not the Property Management, nor the Board of Directors.

47. APPROVAL FOR SALE / TRANSFER / PURCHASE / NEW LEASE OF A UNIT

It is processed through the Property Management Company. They will supply to the interested parties all the **instructions, with the appropriate application forms, list of required documents, signatures and fees.**

- a) Each type of petitioner must submit all needed material at the same time. **Partial entries are not valid.**
- b) Business entity transactions have additional requirements and need a legally authorized representative.
- c) Formal proofs, or additional inquiries, may be requested at any time during the process.
- d) **Owners / Landlords** must initially ask for both: financial and violation status (**VR = VIOLATION RECORD**); and correct their unit's overall condition (i.e. front door painted white, needed repairs in windows, screenings, clean-out Florida rooms, etc.); in order to obtain the Association's approval for any transaction.
- e) **Purchase / Lease** contracts need to be signed by both parties. **No short-time type of rentals is permitted.**
- f) **Multi-unit operations are not allowed.** Any transaction is for a single unit and if more than one person is involved, a separate application must be entered for each individually.
- g) If transaction is accepted, the **Certificate of Approval – COA - is exclusively for the unit/person approved.** **Assignability of Sale/ Transfer/ Purchase/Lease Agreement is not permitted** for neither sellers, buyers, or renters, at any time, without the express, written authorization and new process of approval by the Association.
- h) **Prospective Buyers / New Tenants** who enter their applications with unanswered, vague, incomplete, wrong, contradictory data or replies **will be returned as unprocessed and/or not approved.**
- i) The sale, transfer, purchase or lease of a unit requires **all parties** to provide **Signature for Acknowledgement & Acceptance of the Springcrest Condominium Association Inc. Rules & Regulations.**
- j) **Buyers** also need **Signature for Acknowledgement & Acceptance of the Governing Documents.**
- k) Failure or delays to deliver information, or requested corrections, will not be accountable as part of the processing period, which will begin when all documents and requisites are completed.
- l) A timeline of **THIRTY (30) DAYS** - for processing the Association's approval / non approval – will start when **Application is submitted to Board of Directors, with all requirements entered and verified satisfactorily.**

48. SCREENING PROCESS

It is administered through the Property Management who provides needed information and instructions.

- a) Agreement to this procedure is done by signing a Disclosure for background investigation, where he/she gives permission to obtain personal information, for an investigative consumer report which may include character, general reputation, personal characteristics, mode of living, and which can involve contact with neighbors, friends, associates, landlords, employers. These reports may contain information on criminal history, social security trace, employment, education, tenancy, credit history, professional licenses and credentials.
- b) Upon signature, applicant authorizes any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company, to furnish any and all background information requested, past, present and throughout ownership / tenancy.
- c) Prospective buyers, new tenants, may receive an initial denial based only on the **Screening Report** because the Springcrest Community cherishes high moral standards, values and principles and does not want people that have criminal offenses, arrests, felonies, misdemeanors, accusations, fraudulent activities, drug related issues, questionable behavior, misconduct, wrongdoing, complaints, financial instability, evictions, collections, delinquency, low credit scores, unfavorable references, dubious or contradictory information

49. MEET & GREET INTERVIEW AT SPRINGCREST CONDOMINIUM ASSOCIATION

With all documentation on file, having been checked and approved by the Association's Board of Directors, all applicants have to attend a mandatory **Meet & Greet** with one (or more) of the Board Members, at a scheduled appointment set by them. These meetings require a **valid photo ID** to be accepted (no exceptions).

- a) **MEET & GREET** scheduling is planned **TWICE A MONTH**, at Board Members' availability. Exceptions apply for some months that include special dates: like Thanksgiving & Christmas.
- b) **Purchase / Lease:** applicants, co-applicants (pets, if any) have to make arrangements (place and time) to be in proper **in-person attendance**. No-shows, or those arriving late, will have to wait for next available meeting.
- c) **M&G** is a welcoming ceremony to our community: an explanation of **RULES & REGULATIONS** is offered; information on how infractions are tracked and **VIOLATIONS** recorded by **LETTERS** and **NOTICES**, compiled into the Owner / Landlord / Tenant history by the **VR = VIOLATION RECORD**. Attendees are warned about the negative consequences of an unfavorable "**VR Number**" for future references or renewals.
- d) The audience has the opportunity to ask questions and clarify their doubts.
- e) An individual **COA (Certificate of Approval)** – **non-assignable** - is issued after the **M&G**, completing the process to enter the **Springcrest Condominium Community**. It allows to proceed for parking registration.

50. RENTAL CONTRACT RENEWAL AT SPRINGCREST CONDOMINIUM

It is administered through Property Management who provides all the information and forms required.

- a) For **RENEWAL** of a rental contract both – Landlord & Renter – have to update Signature for Acknowledgement & Acceptance of the Springcrest Condominium Association Rules & Regulations.
- b) In case legal owner is not going to be directly involved with the property (i.e. a business entity) an appointed representative needs to be legally authorized (12-month duration).
- c) Process should begin **SIXTY (60) DAYS IN ADVANCE** because evaluation of the **VR = VIOLATION RECORD** is required – for both parties - to determine **eligibility for renewal**.
- d) An allowance of **FIFTEEN (15) DAYS** is needed for obtaining the violation records.
- e) **OWNERS:** unit cannot have any pending payments, or late fees, on file; and the unit's overall condition has to be checked and, if necessary, corrected (i.e. front door painted white, repairs in windows & screenings, clean-out Florida room, etc.) in order to be granted eligibility for renewal by the Association.
- f) **TENANTS:** the “**VR Number**”, which is the accumulated behavior throughout residency - measured by the number of violations for same, or different infractions - **cannot surpass the approved norms**.
- g) **A VR OF THREE (3) - OR MORE – VIOLATION LETTERS FOR INFRINGEMENT OF THE SAME RULE; OR FOUR (4) - OR MORE – ADDED AMONG DIFFERENT ONES IS CONSIDERED A BREACH TO OUR GUIDELINES AND DENIAL FOR LEASE CONTRACT RENEWAL.**
- h) If this prerequisite - for eligibility of renters - is attained (**VR below threshold**), then Landlords and renewing Tenants should negotiate and execute their contract extension to present it, at least **FORTY-FIVE (45) DAYS** before expiration, to ensure adequate time for approval to renew the lease.
- i) Renewing residents, providing all requisites, who **did not attain any violations in the previous 12-month period are exempt to attend a Meet & Greet session**.
- j) Those who **committed any infractions in the 12-month period behind - but do not reach the maximum “VR” for denial - will be summoned to a mandatory Meet & Greet for extra counseling**.
- k) Signed recognition of the **VR = VIOLATION RECORD** is required for units whose tenants have at least one (1) infraction accumulated on file. Owners are responsible and liable for their tenant's continuing behavior.
- l) A timeline of **THIRTY (30) DAYS** is needed for processing **LEASE RENEWALS**, once all requirements are provided and verified satisfactorily.
- m) Failure, or delay, in receiving the information will affect privileges - such as parking onsite - as the Patrol Company needs to be updated with the Association's approval, so that car registration and insurance is also renewed. Late fees, which cannot be waived, apply for a short grace period. Thereafter, vehicles are towed, at owners' expense. Springcrest Condominium Association is not responsible for the inconveniences.

NEIGHBORHOOD WATCH

The Board of Directors operates the Association to the best of their knowledge, for the benefit of all of the Springcrest Condominium Community, in their spare time, because they serve without compensation.

- a) Board members thus have to delegate the operational work to a Property Management Company.
- b) Owners / Landlords / Tenants need to know that they have to solve all problems inside their units by themselves.
- c) All other issues and hazards pertaining the common elements, or violations from members of the community that do not respect our Rules & Regulations, should be addressed directly through the Property Management (they attend complaints and administer violation notices and letters).
- d) Infringement and offenders have to be pursued so they receive proper awareness and respond for their behavior, but we need the cooperation of neighbors who are affected and can provide valuable information.
- e) Claims have to be done formally - by email, regular mail, or a closed envelope entered at the mailbox outside the Clubhouse - with corresponding evidence (names, unit numbers and related material, such as photos). Not by phone calls which can be misinterpreted and make follow-up difficult.
- f) Residents can bring their observations and suggestions, at scheduled times, to onsite personnel from Property Management. It is important they understand that this staff only take notes of any problem or concern but they will not be able to provide direct solutions. The chain of command is Property Management first; and - if deemed necessary – they will bring it into consideration of the Board of Directors.

We appreciate your help and interest to enhance our Springcrest Condominium Community.

THANK YOU ALL