

**WINDWARD WEST
CONDOMINIUM ASSOCIATION**

**5600 NORTH BANANA RIVER BLVD.
COCOA BEACH, FLORIDA 32931-3839**

**COMPENDIUM OF REGULATIONS
GENERAL INFORMATION FOR
OWNERS AND TENANTS**

The information in this booklet has been compiled for the convenience of owners and tenants and is from various sources including the Declaration of Documents of the Condominium; By-Laws of the Association; policies, rules and regulations adopted from time to time by the Association's Board of Directors.

It is not a complete reflection of all matters covered by those sources and in some instances, the wording of the sources has been paraphrased in the interest of brevity. Nothing herein should be construed as altering or amending the provisions of the By-Laws or Condominium's Declaration.

This Compendium of Regulations supersedes all previous issues and becomes effective as of May 1, 2011.

PREFACE

A copy of these rules must be presented to all owners. Additional copies may be obtained from the Board of Directors. Owner and / or Rental Agent are responsible for renter's compliance. Owners must supply these rules to their tenants.

Owners are responsible for damages to the common areas caused by themselves, their renters, their guests or their family members including pets.

Infractions of these regulations should be reported to the Board of Directors for disposition.

Emergency and Non Emergency Numbers

Any emergency call 911

Non-emergency Police number call 868-3260. You can remain anonymous by telling the operator you wish to remain anonymous.

Emergencies in Common Areas / Units

Emergencies may arise which call for shutting off utilities. Officers of the Association are familiar with the locations of the main water valve and electrical rooms and should be contacted if this type of emergency occurs. For water related emergencies in Units, the Association has a Wet-Dry vac to collect standing water and an Air Compressor to "blow out" condensate lines if they become clogged.

Services for Complex

Bug Spray: Conducted every other month By Black's Pest Control. (Units sprayed by request). You can add you name to the list located in the laundry room.

Condensate lines: Serviced by the Association once during the summer and once during the winter by maintenance.

Dumpster: Emptied Mondays, Wednesdays and Fridays

GENERAL REGULATIONS

Advertisements, Posters and Sign of any kind shall not be posted in or on the premises nor hung in windows except as authorized by a majority of the Board of Directors. (No For Sale, For Rent or other items shall be displayed).

Bar-B-Q Grills of any kind must be used on cement "cooking pad ", never on the cement tables, walkways, balcony, or on the lawns. There is a \$200.00 Fine imposed by the Cocoa Beach Fire Department for violations to this regulation.

Bulletin Board is located on the North end of the club-house building. Notices must be dated and either updated or replaced every sixty (60) days. Notices for sale or rental of units must be included. Notices of all Association meetings are posted on the Board as well as a copy of the Compendium of Regulations. The Bulletin Board is restricted to use by residents and the Association only. Contact a Board member for a key to the bulletin board.

Garbage and Trash: When disposing of garbage in the dumpster- in tightly sealed or tied plastic bags; boxes broken down; furniture or bedding reduced to a size that will fit into the dumpster. No items placed outside the dumpster will be picked up by the service company unless you call and make special arrangements with them to do so. Garbage from within units is not to be placed in the trash container located in the laundry room; nor will rubbish, refuse or garbage be allowed to accumulate on walkways, the balcony or in stairwells. Do not use laundry room container to get rid of bottles, or plastics. Recyclables should be disposed of in appropriate recycle bins.

Guests: Applied to all units regardless of owner or renter occupied.

- 1. Guests limited to thirty (30) days per visit unless prior approval is obtained from the Board to extend this time period.**
- 2. Occupancy Limits – 2 persons/1 bedroom unit and no more than 4 persons/ 2 bedroom units. OCCUPANCY LIMITS TO BE ENFORCED.**
- 3. Guests are prohibited from bringing their pets into units.**

Laundry Room

Users are expected to clean the washers, dryers, floor and sink of spilled soap, bleach, etc. Use filter baskets in washers to help keep machines clean. Clothes should be removed from washers and dryers promptly. Children are not permitted to play in the laundry room.

FACILITY IS FOR USE BY RESIDENTS ONLY. The laundry room is not Designated None Smoking area.

**Operating Hours: 8AM – 10PM Sunday – Thursday-
8AM – Midnight Friday & Saturday.**

Do not leave any empty detergent and/or bleach bottles in the laundry area.

Noises and uses of musical instruments: Radios, televisions, stereos and Amplifiers shall be regulated so as not to disturb other residents.

Television and CB Antennae, Air conditioning Units or any other type of Machine, wiring etc. may not be installed on the exterior of the buildings Nor may they be installed so as to protrude through the walls, windows or doors of the buildings. Satellite TV hookups are not allowed.

Units- Restricted to residential use only: Conducting business from any unit That is either representing or gives appearance it is a said “place of business” is, absolutely prohibited. Neither can any unit be used in any way that violates Laws, zoning ordinances or other governmental regulations having Jurisdiction of the condominium.

Walkways, stairwells, limited and common areas: Must be kept clear of all Objects. Digging toys (i.e. bulldozers, road graders, etc.) are not permitted in patio areas, or on the lawns. Roller skating, rollerblading, skateboarding, Riding or leaving bicycles on walkways, balcony, stairwells is prohibited. Throwing objects such as footballs, beach balls, Frisbees is not allowed on any Area of the complex, which includes the parking lots.

Windows: Must be properly covered with blinds, shades, curtains or draperies. Residents may not substitute these with foil, sheets, towels, blankets or any Inappropriate item.

New replacement windows will be required by June of 2013. Windows must meet with Cocoa Beach City Codes. Any unit not meeting this requirement will be fined \$500.00 per month until the windows have been replaced.

PARKING REGULATIONS

Observe 5 MPH Speed limit in the parking lot. Enter from the North Banana spaces and facing south and west for all horizontal spaces. Please keep your vehicle within the lines of your designated space. Do not block any of the fire lanes.

- 1. Each unit has been assigned one reserved parking space which must be used when unit is occupied. Unassigned spaces are available for occupants having more than one vehicle and for visitors. NO UNIT RESIDENT IS TO PARK MORE THAN TWO VEHICLES IN THE LOT AND BOTH MUST BE LEGALLY REGISTERED. Residents are responsible to see that their guest use only the VISITOR spaces; and guests must be visiting in the unit when parking vehicle on the premises.**
- 2. Residents and guests are not permitted to use the parking lot for the following motor vehicles: commercial vehicles (i.e. adorned with advertising messages. No house trailers, RVs, motor homes, boat trailers or similar vehicles.**
- 3. Residents are to keep their bicycles in their unit or if space allows they may use the shed located at the northeast corner of the parking lot.**

ALL VEHICLES on the premises must be in operating condition and have current license tags. If not, vehicles will be towed at owner's expense. Expired tags: Owners of the vehicle has 72 hours after expiration to affix a new tag or remove the vehicle from the premises voluntarily or the ASSOCIATION will have it towed. The police department will be asked to check if the vehicle is stolen prior to towing.

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PET REGULATIONS

1. Owners, when in residence, are permitted one (1) pet such as a parakeet or a canary or a similar bird or cat or a dog (size limited to 20 pounds maximum). Only exception: used for guide dog purposes by sight impaired owner. No snakes or reptiles or any exotic pets will be permitted. BARKING DOGS WILL NOT BE TOLERATED.

2. No pets permitted in rental units except for the use of a service animal. Violation of this rule will be reported to the owner in writing and be given 10 days to get the pet out of the unit. After the 10th day, UNIT OWNER assessed \$10.00 per day for each of the next 30 days the pet remains in the unit; \$25.00 per day fee for each day thereafter UNTIL the pet is no longer in the unit.

3. No pets permitted in the pool patio area at any time. When outside of the unit, pets must be under strict control either by leash or carried in the arms. Owner is responsible for damages to any portion of the premises caused by their pet. Pets are to “walked” away from the premises for sanitary reasons. If your pet has an accident on the grounds, you are expected to clean it up immediately!!

POOL REGULATIONS

HOURS: Dawn to Dusk – 7 Days a week

LIFELINE: To remain in place at all times per Florida Administration Codes. Do not sit, lay or stand on the line...You break it....You buy the new one.

POOL CAPACITY: Restricted to 15 persons by the State of Florida Department of Health.

POOL USE: For authorized residents and their guests. No un-sponsored guests are permitted to use the pool. Residents MUST be present when their guests use the pool.

SAFETY EQUIPMENT: Only authorized personnel may use or remove safety and/or pool maintenance equipment UNLESS there is an emergency.

- 1. No child under 12 years of age is permitted in the pool or the immediate pool/patio area unless accompanied by a parent/guardian or other responsible adult.**
- 2. Remove sand/suntan lotion/body oil by showering BEFORE entering the pool. Place towels on patio furniture to alleviate discoloration from lotions and oils.**
- 3. Proper swim attire in the pool. Children in diapers only; no cut offs. Long hair (below the shoulders) either sex, must be contained by a bathing cap or by appropriate hair-do pony tail or braid.**
- 4. Small inflatable swim aids only. Nothing made of STYROFOAM. Flotation devices are allowed.**
- 5. No running, undue noise, loud radios, rough horseplay, “cannon balling” into the pool will be allowed.**
- 6. NO GLASSWARE IN POOL/PATIO AREA. No smoking, drinking or eating while in pool or in the pool rim or apron. Use plastic plates and containers. Smokers are to observe the NO SMOKING area and provide their own ashtrays when in this area.**

7. Any person with an open sore or wound not allowed in the pool. Any person fouling pool either by accident or on purpose will be responsible for all costs associated with the decontamination of the pool and will be billed directly by the pool maintenance contractor.

8. Take personal property with you when departing pool/patio area. Replace all chairs. Lower umbrellas when it is early evening to prevent wind damage.

THE ASSOCIATION ASSUMES NO RESPONSIBILITY IN THE EVENT OF INJURY OR DEATH IN/AROUND POOL

RENTAL REGULATIONS

For the purpose of this section, the terms “Rental “ and “ Lease “ are deemed to have the same meaning. The same requirements apply to renewals of existing agreements as apply to new rentals.

1. The Board of Directors will be provided the following information/documentation for all new tenants moving into the Windward Apartments Condominium. Either the unit owner or the rental agent is responsible to see that this data is received by the Board PRIOR to TENANTS OCCUPYING THE UNIT.

a. A rental information form, signed by both renter/agent. Renter acknowledges having read and will abide by the RULES and REGULATIONS set forth in this Compendium of the Windward Apartments Condominium.

b. The rental information requires:

- 1. Full names of Occupant (s)**
- 2. Number of occupants in unit. Acknowledging limitations**
- 3. Names and ages of children**
- 4. Term of occupancy in unit. Limits: Not less than 30 days**
- 5. Description and tag numbers of vehicle (s). See PARKING REGULATIONS**

- 2. The owner or rental agent is also required to provide the Board of Directors updated rental information forms when any of the original status changes.**
- 3. The renter should notify the Board of Directors when license tag numbers change and/or vehicle are replaced.**
- 4. The owner or rental agent must notify the Board of Directors when unit is vacated.**
- 5. Until ALL of the above have been met, the Board of Directors retains the prerogative of prohibiting renters from using any of the Association's amenities.**

USE OF CLUB ROOM REGULATIONS

- 1. THIS IS A DESIGNATED NO SMOKING AREA.**
- 2. NO WET BATHING ATTIRE PERMITTED IN THE CLUB HOUSE.**
- 3. THE CLUB ROOM IS NOT TO BE USED AS A LOUNGE OR PLAYGROUND FOR CHILDREN. THE ROOM IS FOR PRIVATE USE OF RESIDENTS AND OWNERS. USE OF CLUB WILL NOT BE GRANTED BEFORE 9AM Sunday-Saturday UNLESS extenuating circumstances exist that make a 'waiver' appropriate. Every effort is to be made to prevent disturbing any other residents due to close proximity of living quarters.**

Clubroom is kept locked when not in use. Key may be obtained from any member of the Board of Directors.

No furniture or equipment is to be removed from the clubroom. Requestor is responsible for:

- 1. Leaving the premises clean and orderly after use.**
- 2. Paying for any damage incurred to either the room or its contents.**
- 3. No smoking in the clubroom. This is to comply with Florida's Clean Air Act.**

MISCELLANEOUS INFORMATION

ACCESS TO UNITS: Condominium documents provide that the Association SHALL HAVE KEYS for ingress and egress to all units to perform all obligations and duties of the Corporation; includes access in the event of an emergency. Keys are kept in a secured location by the Association. A fee of \$10.00 per day for not supplying a current key will be assessed.

The Association is not responsible for providing access to units for service calls, deliveries etc. Unit occupant is responsible to make those arrangements.

Since the officers of the Association having access to the keys may not always be on the premises for immediate assistance, you may wish to leave an extra key with a neighbor.

SCREEN DOORS/WINDOW SCREENS: Unit owners should receive approval from the Board of Directors to install screen doors; door MUST be uniform in style and must meet the standards set forth by the Board. Once installed, screen doors may not be removed without the Board's permission. Owners should restore wooden door frame to its original state (paint for touch-up available from the Board). Both the screen doors and window screens are the unit owner's responsibility to maintain.

SECURITY: The Association assumes no responsibility for the security of the individual units or the vehicles parked on the premises. Unit occupants are responsible for the security of their property.

1. CALL THE POLICE IMMEDIATELY if you see or hear suspicious behavior. Try to contact another resident that may have a better view to help monitor the situation until the police arrive.

2. DO NOT try to apprehend or question anyone acting or doing anything suspicious. Wait for the police to handle the situation.

EMERGENCY: 911 NON-EMERGENCIES: 868-3260

3. Any incident should be reported to a member of the Board. It may be of such a nature that all other residents be alerted.

SERVICE CONTRACTORS: Lawn, pool, insect control, general maintenance are but some of the contractors performing services for the Association and are responsible **ONLY** to the Board of Directors. They have no authority to act upon suggestions or complaints or requests to perform work from any resident. They **MUST** perform their duties as **AUTHORIZED** by the Board. In the interest of orderly administration, it is necessary that all parties concerned recognize this and follow the proper chain of authority.

SUGGESTIONS AND COMPLAINTS: Owners and renters are encouraged to submit suggestions and complaints directed toward maintaining quality of lifestyle of the Windward community. These should be submitted in writing and delivered to any member of the Board or placed in the mail slot of the clubroom.

UNIT DOORS: Small inconspicuous doorbells or knockers allowed; no other adornment except for recognized holidays, i.e. Christmas, Halloween etc. Wind chimes are not allowed.

ANY OCCUPANT, EITHER RENTER AND/OR OWNER NOT IN COMPLIANCE WITH ANY OF THE ABOVE RULES AND REGULATIONS MAY BE SUBJECT TO DISCIPLINARY ACTION(S) WHICH MAY INCLUDE EVICTION.

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Owner/ Renter Form

Unit Owners/ Renters Emergency Contact Information Sheet

Unit # _____

Owner Name _____

Renter Name _____

Phone Number _____

Owners Email Address _____

Renters Email Address _____

Mailing Address _____

Emergency Contact Name _____

Emergency Contact Phone Number _____

Vehicle Make/Tag Number _____

In order to save you and the Association mail cost I would like to send all minutes and proxy by email. If you don't have email access, please return your information via US mail.

Please UPDATE this form each year by April 1 of each year. You may use the web page or email the information directly to me

Debzdean@outlook.com. Thank you Deborah Dean # 31