

# OXFORD SQUARE CONDOMINIUM ASSOCIATION INC

## RULES AND REGULATIONS

*The following Rules and Regulations are designed to make living for all residents safe and pleasant as possible while creating appeal value to our community. These Rules and Regulations are for the mutual benefit of all owners, residents and guests/invitees and are used in accordance with the condominium documents that each owner should have obtained at time of unit purchase. Unit owners should refer to their Condominium documents for items not covered under these Rules. It is the responsibility of the unit owner to have a copy of the Condominium Docs and to inform their family members, tenants, guests, etc. of all Rules and Regulations. Herein these pages, the Board of Administration is referred to as the Board.*

>**MAXIMUM OCCUPANCY:** One (1) Family in a one (1) bedroom unit = four (4) people, Two (2) bedroom unit = six (6) people OR a non-family group = no more than 4 people.

**PETS:** A pet shall be defined as a dog, cat, bird or fishes. With the exception of fish, a unit owner may keep a maximum of two (2) pets. Dogs and cats cannot weigh more than 25 pounds at any time. No reptiles, wildlife, amphibians, poultry or livestock are allowed anywhere on condominium property. Dogs and cats must be leashed at all times when outside the residential unit. Seminole County and Florida Statutes (828.30) also require dogs and cats to wear a current vaccination license tag. Pets must be walked in the designated "Pet Walk" area by the outer perimeter wall. Residents must collect and properly dispose of pet feces on the complex property. The Board is empowered to enforce the removal of any animal or pet which becomes a source of annoyance and/or danger to other residents of the Condominium or in any way causes any damage to the property.

**NOISE:** (A) To ensure that the Sound Control Underlayment System being used will provide adequate soundproofing, unit owners must obtain written approval from the Association prior to installing any flooring material (including but not limited to ceramic tile, marble, wood, etc). (B) In order to ensure the comfort of everyone in the community, radios, stereos, TVs, or any other entertainment devices must be played or turned down to a minimum volume at all times so that any sounds emanating therefrom shall not be heard outside of the unit. Noise levels of any kind that could be a disturbance to other residents must be avoided at all times especially between the hours the hours of 10:30 p.m. and 8:00 a.m. (C) Any home improvement work (hammer, carpentry, do-it-yourself, etc.) that could transmit noise to another unit must be done between the hours of 8:00 a.m. and 8:00 p.m.

**ALTERATIONS, IMPROVEMENTS and CHANGES TO UNITS:** No alteration, improvement or change to any unit is permitted without prior written approval of the Board to: (1) exterior including, but not limited to: landscaping, plants, patio/balcony screen enclosures, windows, doors, etc., Owners desiring to install hurricane resistant windows (impact glass) must contact the property manager for information. (2) interior including but not limited to laying of flooring, wall structure, etc. Owners are advised to consult with the Property Manager prior to starting any work to ensure that Rules and Regulations compliance is met. In most cases, an ARB (Architectural Review Board) application will be required. This will prevent violations and the need for the owner to remove or correct such alterations, improvements or changes to a unit.

**SATELLITE DISHES:** All installations require prior written approval from the Property Manager. No television, other outdoor antenna system, facility or device shall be erected or maintained outside an individual unit. The placing of satellite dishes must be within the limited common area of an owners' balcony wall or patio privacy wall and must not extend beyond these areas. No devices can be mounted to or attached to the limited common area (patio privacy wall, balcony wall, flooring or ceiling). A free-standing tripod can be used on a balcony or patio.

**WINDOWS, BALCONIES, PATIOS and DOORS:** (A) Plants, pots, receptacles, and other movable objects must not be kept, placed or maintained on ledges of balconies, breezeways or ground level privacy walls. No cloth, clothing, rugs, mops or other materials shall be hung or shaken from a balcony, patio or breezeway. Cigars, cigarettes or any other object shall not be thrown from doors, windows, balconies, patios or breezeways. Balconies and patios are restricted to furniture and items that would be considered of typical outdoor patio nature. No sofas, refrigerators, etc. No items placed or stored that can fall from or be seen above the height of the privacy wall of the balcony/patio, will be allowed, with the exception of a patio umbrella, ceiling fan, wind chimes, bird cage, plants or similar items as determined by the Board. For aesthetic reasons no shades, blinds, awnings or any other fixtures are allowed on balconies and patios unless written approval is obtained from the Board. Balconies and patios are not intended to be used as storage areas and therefore must be kept clean, neat and orderly. (B) A resident 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 ½ by 6 feet, that represent any branch of the United States Military Services. No other flags, banners, posters, etc are allowed. (C) A standard screen or glass door, or combination thereof may be installed at the front door entrance with written approval from the Association's Board. Doors should be a bronze color with a charcoal screen. A kick-plate must be installed at the bottom of the door for uniformity and to prevent potential screen damage. A standard size exterior welcome mat can be placed outside of Unit doors. No other items can be placed or stored on the common area outside of the unit.

**WINDOW COVERINGS:** Door and window coverings visible from the exterior of the unit must be of white or off white color. Mini-blinds, standard sized horizontal blinds or vertical blinds must be on all windows. No shades. Window coverings on two bedroom condos must match. Vertical blinds must be on sliding glass doors. Window tinting, decals, stickers or any other items placed on window glass or frames that will alter the exterior appearance is not permitted without written approval by the Property Manager.

**WINDOW FILMS/TINTING:** must be a solid color tint of titanium, gray or smoke. No other colors or styles are permitted such as decorative, frosted, mirrored appearance, etc. Windows on 2 bedroom units must have matching window film. Owners must submit an ARB form and receive written approval prior to installation.

**PATIO FENCES AND GATES:** any type of fencing or gate on patios and privacy walls is not permitted. For owners who want to restrict entry or exit to their patio, the owner can submit an Architectural Review Board (ARB) form to the Property Manager for one of the approved screen enclosures.

**PATIO & BALCONY WALLS, CEILING AND FLOORING:** attaching items to the patio walls such as hanging plants, pictures, etc., should be kept to a minimum and not exceed 4 pounds weight (the approximate weight of a ½ gallon of water). When possible the item should be secured to a stud in the wall using caution not to damage the exterior stucco. No items, attachments or devices can be placed or attached on the top of the balcony wall or privacy wall or fastened onto the concrete floor except a Board approved screen enclosure. No items should be hung from the ceiling except a light fixture or ceiling fan. The unit owner is responsible for damage resulting from any attachments on the patio or balcony.

**COOKING DEVICES:** National and local fire codes as well as our insurance coverage prohibit fires or use of charcoal grills and other devices that emit smoke to be used or stored on balconies/patios. Electric barbeque grills can be used/stored on a balcony or patio. Charcoal grills are allowed under the following conditions: grills must be used on a grass area and a minimum of 10 ft. from any building or structure. However, personal grills cannot be stored on the patio/balcony or anywhere on property. Permanent charcoal grills and picnic tables are located on the property for resident use. Proper handling of these grills can be found on the association website. Gas or propane cooking devices are not permitted anywhere on the property. Let's be good neighbors, be safe and share the space.

**SIDEWALKS, WALKWAYS, DRIVEWAYS, STAIRWELLS, BREEZEWAYS:** Must be kept open and shall not be obstructed in any manner. No signs, notices or advertisements. Stairways and breezeways cannot be used for storage. The two concrete walks/emergency driveways running East & West through the community are to be used by emergency vehicles only.

**SCREEN ENCLOSURES:** Patio and balcony screen enclosures must have written approval from the Property Manager. All enclosures must comply with Board approved Installation Guidelines obtained from the Property Manager. A copy of the building permit obtained from the city of Casselberry must be given to the Property Manager. The basic structure must be a bronze metal frame with charcoal screen. Unit owners have the option of installing a screen enclosure flat across the exterior patio walls (flat screen on balcony only) or a screen enclosure mounted from the patio onto the privacy wall of ground level units. A concrete extension of the patio slab, with proper drain slope, to the privacy wall is permitted and must be included in the building permit. The unit owner is responsible for all maintenance, upkeep and appearance of screen enclosures. This includes any repair or replacement of a screen enclosure as a result of maintenance performed on the privacy wall or exterior of the unit by the association or any damage caused by an act of nature (tree limb, wind, etc.).

**SWIMMING POOLS:** The following rules apply to the Clubhouse pool area and the South pool area of Oxford Square for the safety and enjoyment of all residents and guests: (1) Pool hours are 9AM – 9PM. The maximum number of people allowed in each swimming pool at one time, is 21. Swim at your own risk. There is no lifeguard on duty. (2) Children under 16 years of age and guests must be accompanied by an Oxford Square resident 16 years or older. The Property Manager, Board member or a Rules & Regulation's Committee member may request proper ID at any time (3) a pool key is required to enter/leave the pool areas. A Lessee with a copy of their lease or a Unit Owner with a copy of their warranty deed or settlement statement can obtain their pool key from the Property Manager. The pool key must be given to the owner or property/rental manager when moving out of the community. (4) Shower before entering the pool. Only proper swimming attire is allowed in the pool area. No thongs or indecent attire. Babies in diapers must wear rubber or plastic pants. Cover all chairs with a towel before use (5) No diving, running, horseplay, disorderly conduct or loud noises. Music level must be kept to one's own space to prevent disturbing others in and outside of the pool area (6) No alcohol, glass/breakables or pets in the pool area. No food or drinks allowed within 5 feet of the swimming pool. No items, other than typical pool objects, beach balls, floats, etc, are allowed within the fenced-in pool area that could be an endangerment to others or pool equipment; including skateboards, wakeboards, hairpins, clips, barrettes or similar items.

**COMMUNITY PARK:** Hours 9 AM to Dusk. A resident gate key is required for entry. Children under 13 years of age and guests must be accompanied by a resident 16 years or older. Any personal items brought into the park area such as chairs, umbrella, table, games, etc. should be considered safe for a public area. NO: glass/breakables, pets, skateboards, roller blades, bicycles, noise, loud music, grills, tobacco products, or horseplay. Use of the park area absolves OSCA from any personal liability.

**FITNESS CENTER:** hours 8AM – 10PM. You must be a resident at least 18 years old. Towels are required to wipe equipment clean after use. No food, no pets. The equipment must be used with extraordinary care and at your own risk. The Association assumes no liability for any injuries or death. Any equipment that is not working properly should be disabled and immediately reported to management.

Compliance of amenities Rules and Regulations is required of residents/owners and their guests. Violators are subject to losing privileges. Residents and guests are liable for any personal injury and or damage to property or equipment as a result of misuse, misconduct or carelessness.

## **MOTOR VEHICLES & PARKING:**

All vehicles parked on Condominium property must (1) not exceed (22') feet in length and NOT higher than eight (8') feet, including attachments, (2) be of a size that adequately fits within the parking lines and not encroach onto the sidewalks or grass areas and, (3) have a license plate, current registration tag and must be properly parked in authorized designated areas of Oxford Square. All vehicles should be in drivable condition. Inoperable vehicles needing minor emergency related repairs such as battery, flat tire or windshield wipers must be repaired within twenty-four (24) hours or it must be removed from Condominium property. NO oil leaks, changing of engine fluids or repair of vehicles on property. No "revving up" of engines, abnormal noise levels, or operating vehicles in any manner that can endanger residents, guests or pets is permitted on the Condominium property. Washing of vehicles must be done in the designated car wash area. For the safety of our residents and guests, all drivers must use extreme caution and observe posted speed limit and stop signs.

Vehicle violations are subject to fines and/or towing at owner's expense.

**Parking:** Anyone who lives at Oxford Square and has a vehicle must have a parking decal. Residents should bring their vehicle registration, current lease or proof of ownership and a valid driver's license to the Property Manager's office during normal business hours to obtain a decal. Vehicle must be fully operable and no oil leaks. Decals must be affixed to the inside lower right corner of the windshield and be clearly visible. Frequent visitors and guests staying with a resident for more than a week must obtain a "Guest Decal" for their vehicle. Vehicles must be parked in the designated parking areas and not extend over the pedestrian walkway.

**Motorcycles:** The decal must be placed in a durable and visible location on the motorcycle. Motorcycles must have adequate low noise muffler systems kept in good operating condition. Engines may not be "revved up" or operated on the Condominium property in any manner that would cause abnormal noise levels or endanger any resident, guest or pet.

**Commercial Vehicles:** No commercial vehicle can remain parked on Condominium property. Commercial vehicles include, but not limited to, industrial equipment, flatbed trucks, trailers, utility bed trucks, step vans, etc. Any vehicle that is *visibly* being used to transport or store tools, supplies, equipment, etc. associated with a trade or business is considered a commercial vehicle. Signage on any vehicle cannot exceed 2 sq. feet area on any one side. Signage on the front and rear is not permitted. Signage copy may be reduced on a vehicle by the use of a one-piece, solid-colored magnetic cover of the same or similar color as the vehicle.

**Recreational Vehicles:** All recreational vehicles of any type including but not limited to RV's, campers, boats, jet skis, etc. are not to be parked anywhere on the Condominium property.

**RULES AND REGULATIONS COMPLIANCE:** Unit owners are responsible for compliance and making sure their family members, tenants, guests/ invitees and employees are also in compliance, with these Rules and Regulations and the Condominium Documents. In addition, any damage, marking, defacing, etc., to a building or the common elements or equipment caused by a unit owner, tenant or their invitees, shall be repaired at the expense of the responsible unit owner. All violations should be reported to the Property Manager and will be handled as directed by the Board of Administration.