

RULES AND REGULATIONS

The Rules and Regulations contained herein, Section I through XXV were adopted by the Board of Directors and ratified by the members of the Inverness Village Condominium Association, Inc., at a stated meeting, held February 16, 2016. The Rules and Regulations are to become effective immediately. However, these rules do not supersede the Declaration of Condominium or the Articles of Incorporation or the By-Laws of the Inverness Village Condominium Association, Inc., as filed with the State of Florida.

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RULES & REGULATIONS

I GENERAL RULES

1. It is the duty and obligation of the apartment Owners to familiarize themselves with the following rules and regulations. It is the responsibility of Owners and Lessees to inform their guest of the rules. It is also the Owners responsibility to make Lessees aware of the rules and make a copy available to them.
2. Revisions of the rules will be made if and when these rules become obsolete or when they fail to cover existing situations. Suggestions for such changes should be submitted in writing to the rules committee, who will refer them to the Board of Directors.
3. The use of recreation areas is restricted to Owners, Lessees and their guests. Any guest staying more than 24 hours must be registered with the Association office before using any recreational facility in the complex.
4. Owners are responsible for infractions made by visiting relatives, guests or lessees. Guests with pets must follow the same rules as residents. Dogs are not allowed in the pool area. Dogs must be walked in the pet area only.
5. Henceforth, the following Rules and Regulations, as well as all legal documents pertinent to Inverness Village Condo Association, will be subject to the procedures outlined below. The procedures are:
 - (a) All complaints or concerns must be in writing, dated and signed. No verbal complaints or concerns will be addressed by the Board or an individual Board member.
 - (b) To acknowledge receipt of complaint or concern, the Board will date, make copy and return immediately or mail to the party or parties concerned. The board of Directors will meet, discuss and render a decision. (Majority vote will prevail.)
 - (c) Secretary will mail written decision to the party or parties concerned within 30 days, file copies in folders where appropriate.
 - (d) If further concerns are initiated regarding an issue, a mediator or ombudsman will render a final decision.

The above is offered mainly as a reminder to Owners and the Board of Directors of the procedures outlined in our governing documents, but all too often have not been followed.

- 6. Owners or Lessees will be notified by the Board of Directors of any violation that warrants action. If the conduct deemed to be in violation does not cease upon notification by the Board of Directors, then the Board of Directors shall have the right to enforce the provisions of the rules through the use of fines or the institution of legal proceedings. The Owner or Lessee shall pay all expenses incident to the enforcement by the institution of legal proceedings.**
- 7. All residents are responsible for any termite problems that originate in any wooden objects on the lanai, e.g., desk, built-in cabinets, couches, etc. Residents will be responsible for all costs associated with the extermination of termites. The Association will keep a termite control program in place in the common areas.**
- 8. Contractors cannot do their cutting or sawing in the entrance ways. This must be done on the grassy area or parking lot area. Residents are responsible for the cost of repairs to entrance ways and stair wells caused by contractor or owner doing improvement or repairs to their condos.**
- 9. No smoking is allowed on the grounds except where designated. There are two tables, one by the office and one by the clubhouse, which permit smoking. Smoking is not allowed in laundry rooms or in hallways. It is allowed in your own unit, but please be considerate to all residents.**

II RESTRICTIONS

- 1. Apartments may not be occupied by more than two people unless they are related by birth, adoption, or marriage. Apartments may be leased subject to applicable rules. The Owner or Lessee may have house guests while the Owner or Lessee is in residence, subject to approval by the Board of Directors prior to occupancy, in compliance with documents of Association. Occupancy by any other person while the Owner or Lessee is absent is permitted, provided the Board of Directors is notified in writing prior to said occupancy, and that the person register with the Association Office upon arrival, in person, or by placing a note in the Office.**
- 2. Apartment leases are limited to one per year starting with the date of the lease**
- 3. When an Owner leases his apartment he relinquishes to the Lessee, for the term of the lease, the privileges he would normally exercise with respect to the recreational facilities and parking areas of Inverness Village.**
- 4. One resident of each apartment must be 55+ years of age.**

III SALE AND RENTAL OF APARTMENTS

- 1. Changes involving apartment ownership or leasing require the following forms to be processed through the Board of Directors for approval. Application forms may be obtained from the Association office.**
 - (a) Owner notice of intent to sell**
 - (b) Application for transfer of ownership**
 - (c) Approval of transfer form**
 - (d) Notice and application for rental**
 - (e) Proof of age of new Owner or Lessee**
 - (f) A processing fee determined by actual cost, which is not refundable, for processing sales or rental forms. This now includes a background and credit check.**
- 2. Any Owner who wishes to sell or lease his apartment must file an application for approval of the Buyer or Lessee with the Board of Directors (30) days prior to the closing date of the sale or signing of the lease.**
- 3. If an application for approval of sale or lease is received less than (30) days prior to the closing date of the sale or of the signing of the lease, the Board of Directors will notify the Owner or Lessee that said sale will not be approved until the review process is completed.**
- 4. The application for approval will be acted upon by the Board of Directors, which will ensure the new Owner or Lessee is acquainted with rules and other pertinent information concerning Inverness Village Condominium Association.**
- 5. In the event of a sale of any apartment, written approval is required in a format suitable for recording the legal transfer of title. The Board will issue the written approval.**

IV ACCESS TO APARTMENTS

- 1. If an Owner changes or otherwise alters the locks on either outside door, the Association Office should be informed and furnished with a key to the new locks. This allows the Association to deal with any emergencies affecting the Owners' apartment. If the Owner does not provide a key, the Association has the legal right to authorize entrance to the Owners' apartment in case of any emergency. Any cost associated with this entrance will be at the Owner's expense.**

V ABSENCE OF OWNER OR LESSEE

1. When an apartment is going to be unoccupied for more than a week, the Association should be notified before departure. Again, upon return, the office should be contacted. The office should be furnished with an emergency telephone number and permanent address of the Owner or Lessee,

VI CHILDREN

1. No child under the age of 18 may visit overnight for more than a total of 30 days per calendar year. Children shall not be permitted to play within the quadrangle, on walkways, parking areas, stairways, nor clubhouse. Parents, grandparents, lessees, and guests are responsible for the behavior of their children. Owners or Lessees are financially responsible for any damage caused by such children or their guests.

2. No children under the age of eighteen (18) years of age may stay in an apartment overnight without an adult in attendance. An adult must accompany children under eighteen (18) years of age when using any recreational facilities.

3. The Board of Directors shall have full jurisdiction in determining recreational facility hours for children when deemed necessary.

VII POOL AND DECK AREA

1. Pool hours are from 8:00 AM to 10:00 PM, or as posted.

2. Persons using the pool do so at their own risk, since the Association does not provide a lifeguard. An adult must supervise children.

3. Persons with skin lesions, even though bandaged, and persons with contagious skin disorders may not enter the pool.

4. Everyone must shower before entering the pool.

5. Play pens, baby carriages, children's walkers, skateboards, roller skates, etc., and throwing objects of any description are not permitted in the pool area.

6. Pool users are not permitted to indulge in games, running or horseplay.

- 7. Only adults (18 years or older) may use floats in the pool. Use should be in consideration of others. Float users must yield to those wishing to use the pool for exercise. Unit owners are responsible for all equipment they bring to the pool area (floats, other floatation devices, exercise equipment, etc.). Safety floatation devices for children such as water wings, vests, or armbands may be used. Equipment must not be placed in the walkway or on pool furniture, and is to be kept along the fence and behind the lounge chairs when not in use while residents are at the pool.**
- 8. Footwear and cover-ups must be worn over swimsuits when going from apartments to the pool area.**
- 9. The person responsible for spills must clean up spillage or debris in the pool area.**
- 10. Glass and other breakable items are not allowed in the pool area.**
- 11. Chairs and lounges must be covered with towels or robes when used by swimmers. All users are asked to cooperate in returning chairs and lounges to their proper place after use. Removal of chairs or lounges from the pool deck for personal use is prohibited.**
- 12. Anyone exhibiting objectionable behavior or objectionable language should be asked to correct their behavior or to leave the pool.**
- 13. Children of diaper age must wear swim diapers designed for swimming while in the pool.**
- 14. Only swim wear may be worn in the pool.**
- 15. Running, diving or jumping into the pool is not permitted.**
- 16. Immediate family of residents are permitted to use the recreational facilities with residents. Guests of all ages must behave with respect and consideration of the residents or they will be asked to leave.**

VIII SHUFFLEBOARD COURTS

- 1. Hours 9:00 AM to 10:00 PM.**
- 2. Use of shuffleboard courts is restricted to residents and their guests.**
- 3. Courts must be swept before playing. Walking on the courts is prohibited.**
- 4. If others are waiting, play is limited to two (2) games. Courts may be reserved for residents' tournament play.**

5. Discs must be used with a reasonable amount of care and caution.
6. Equipment not in use must be returned to the storage cabinet.

IX CLUBHOUSE

1. Hours as a general rule are 8:00 A.M. to 11:00 P.M.
2. The Clubhouse is not open to the public. It may be used for parties sponsored by the Association, apartment Owners or Lessees in accordance with the rules. There is no charge for the use of the Clubhouse, but Owners or Lessee will be responsible for any damage and the cleanup.
3. The Clubhouse will be locked at all times, and a key will be furnished to all Owners. An Owner must transfer his key to his Lessee.
4. Unauthorized removal of furniture or fixtures from the Clubhouse for personal use is prohibited.
5. The last person leaving the Clubhouse is responsible for turning off the lights, electric range, heat, air conditioner and locking all doors.
6. There is no smoking allowed in the Clubhouse at any time.
7. To schedule the use of the clubhouse, a form must be filled out at the office to reserve a date on the calendar. The use of the clubhouse is on a first come basis.
8. Association business meetings will be held in the Clubhouse. Clubhouse occupancy is 102 people.
9. Ordinary usage, including billiards and cards, is always available to residents except under unusual circumstances when usage would interfere with a scheduled meeting or party.

X POOL TABLE & CARD TABLE

1. The last users of the pool and card tables are required to brush the surfaces of these tables, cover them and return equipment to the proper storage area.
2. The placing of any food or drink on the pool table is prohibited.
3. Children under twelve (12) years of age are not permitted to use the pool table. Children twelve (12) to eighteen (18) years of age may use the pool table if supervised by an adult responsible for their actions.

4. Both levels of the card table must be left clean and free of debris, such as crumbs and food wrappers.

XI LAUNDRY ROOMS

1. Hours are from 7:00 A.M. to 10:00 P.M.
2. The washers and dryers are for the benefit of the residents and their overnight guests, and courtesy should be extended at all times. Washers and dryers are prohibited in individual apartments.
3. The machines must be unloaded as soon as the cycle is completed.
4. Only liquid detergent should be used,
5. Dyes are never to be used in the washers.
6. Heavy articles such as rugs, blankets, etc., must never be cleaned in the laundry room machines or dryers.
7. Clean machines and lint traps after each use.
8. Residents use the washers & dryers at their own risk.
9. Doors of appliances must be left open when finished. It is recommended that you open the window or turn on fan when using dryer.
10. Laundry rooms are not to be used for storage of personal items except limited amounts of laundry supplies by any resident.

XII OBSTRUCTIONS

1. Sidewalks, entrances, driveways, passageways, corridors, vestibules, and hallways must not be obstructed in any manner. This means there are to be no chairs or tables, etc., of any kind outside of the apartments. Door mats may be placed outside the apartment doors. Owners or Lessees must maintain them in a clean condition.
2. Front entrances must not be used for storage.
3. Back stairwells may be used as a limited storage area if pre-approved by the Board of Directors.
4. Bicycles should be parked under the rear stairwell or inside the units.

XIII DUMPSTERS AND RECYCLE BIN

- 1. Dumpsters are strategically located throughout Inverness Village for resident's garbage and trash disposal.**
- 2. Garbage should be enclosed in securely tied plastic bags. Other trash should be confined to sizes that will easily fit in the dumpsters. Cardboard boxes must be broken down before discarding and should be placed in the recycle bin.**
- 3. Grass or plant trimmings are not to be placed in the dumpsters. They should be placed in a neat pile for maintenance to pick up.**
- 4. Spillage of garbage or trash at dumpsites must be cleaned up immediately. Failure to do so may be reported to the Board of Directors.**
- 5. It is the responsibility of the residents not to create a spillage situation by overfilling the dumpsters.**
- 6. Discarding old appliances, televisions, sinks, toilets, construction debris, etc., at any of our dumpsters is strictly prohibited. It is the resident's responsibility to have these items removed from Association property. There is a recycle bin near the overflow parking for all recyclables.**
- 7. Always secure dumpster enclosure doors in a locked position when leaving the area.**

XIV NOISE

- 1. Stereos, musical instruments, radios and televisions sets should be played at a moderate apartment sound level.**
- 2. When installing hardwood flooring in upstairs units, a sound barrier must be installed first.**

3. The giving of musical or vocal lessons is not permitted within or outside the apartments.

4. Control of visiting children is the responsibility of the resident.

XV SANITARY DRAINS

1. Our sanitary drains require special care at all times. Therefore, no paper towels, facial tissues or other hard to dissolve materials should ever be deposited in toilets or garbage disposals.

2. Good judgment must be used in operating sink garbage disposals. Coffee grounds, celery, gristle, fruit remnants containing small seeds, etc., should never be placed in garbage disposals.

XVI DESTRUCTION OF PROPERTY

The marking, marring, damaging or destroying any part of the buildings, recreational facilities, shrubs, trees, sprinkler equipment, utilities, tools, and equipment within Inverness Village Condominiums will not be tolerated. The cost of any repairs or replacement will be assessed against the Owner or Lessee responsible.

XVII EXTERIOR APPEARANCE (ALL COMMON ELEMENTS)

1. Change to the exterior appearance of the apartments by way of permanent additions, painting, decorating or alterations to the exterior including unit entrances and walkways are prohibited except in the following instances.

(a) Changes to exterior doors that have been approved by the Board of Directors.

(b) Changes to patio enclosures approved by the Board of Directors.

(c) Sun control film may be applied to windows and doors if it is bronze, Silver or colorless. The use of newspaper, wrapping paper or aluminum foil is prohibited.

2. Laundry, swim apparel, articles of clothing, towels, cleaning materials, etc., shall not be placed anywhere outside of the apartments or on balcony railings. Clotheslines are not permitted.

3. Cooking is prohibited on walkways, porches or balconies. The only approved area for outdoor cooking is by the clubhouse or the pool house.

XVIII REPAIRS

All interior maintenance is the responsibility of the apartment Owner. All exterior maintenance is the responsibility of the Association. Any questions by apartment Owners with respect to Inverness Village Condominium property should be directed to the Board of Directors.

XIX SIGNS

No signs, except signs approved by the Board of Directors, may be exhibited, inscribed, painted or affixed by an apartment Owner on any part of the apartment in such a manner as to be visible from the apartment exterior.

XX LAWN AND GROUNDS

- 1. Walking through landscaped areas should be restricted to the absolute minimum. Walkways and roadways are to be utilized.**
- 2. Use of landscape areas for sport activities, picnicking, etc., is not permitted except in designated areas. The Board of Directors can make exceptions depending on the circumstances.**
- 3. Use of blankets, beach towels and similar items for sunbathing on landscaped areas is prohibited.**
- 4. Artificial flowers, pots, bird baths, planters, chairs, lawn ornaments of any kind, will not be permitted. The only exception will be one bird feeder per unit, placed in the back of the apartments. The feeder must not be in an area mowed by the maintenance men. The feeding of squirrels, possums, raccoons, etc., is strictly prohibited.**

XXI MOTOR VEHICLES AND PARKING

- 1. The Board of Directors will make one assigned parking space available to each apartment Owner.**
- 2. Owners may give permission to another Owner or Lessee to use their parking space. The Owner giving permission must notify the Board of Directors, in writing, stating the name of the person that is allowed to use the space. A copy of the written permission will be placed in both residents' file.**
- 3. Owners and Lessees must provide the Board of Directors with the current license number and the make of the car to be regularly parked in the assigned space.**

- 4. Apartment Owners or Lessees agree to display an identification sticker on the right rear bumper of the vehicle or the right back window. The sticker must be visible to anyone driving past.**
- 5. There are a number of parking spaces though the complex designated for “guest parking.” It is the responsibility of the Owners to see that their guests use these spaces. Guest spaces are to be used by the visitor and not to be used at any time by the residents. The only exception is if you are visiting someone in the complex and you have a handicap sticker, you may park in the visitor parking for a period of 4 hours.**
- 6. New Owners or Lessees must report to the Association office for parking space assignment immediately upon moving into their apartment.**
- 7. The Owner or operator of any vehicle which drips oil, creates a nuisance, is a safety hazard or is inoperable for an extended period of time, will be ask to move the vehicle by the Board of Directors.**
- 8. Driving or parking on landscaped areas is not permitted. Cost of repairing broken sprinkler heads and any other damage shall be charged to the guilty operator.**
- 9. Major repair of any vehicle is not permitted on Association property.**
- 10. The posted speed limit must be observed at all times.**
- 11. Any violations of the parking rules and regulations will be subject to the following enforcement provisions.**
 - (a) The Owner of any vehicle will be notified of the violation in writing.**
 - (b) Twenty-four hours (24) after receipt of the notification, the vehicle will be towed.**
 - (c) The location of the removed vehicle will be made available in the Association office.**
 - (d) All towing charges and any other expense incurred by the Association with the removal of vehicle shall be the responsibility of the Owner.**

(e) All residents are required to have parking stickers on all vehicles including those in the overflow parking lot. Parking stickers may be obtained at the office. Any vehicle, boat, trailer or similar conveyance without a sticker is subject to towing. If you have a guest one week or more, get permission from the Board of Directors for them to park in the overflow parking lot and pick up a Guest slip at the office. All parking stickers shall be issued upon proof of ownership.

(f) It is the responsibility of the Owner or Lessee to notify their maintenance or delivery person where to park.

12. Vehicles must pull into their proper spaces. DO NOT BACK IN.

XXII FRUIT & VEGETABLE GARDEN SPACE (Available past the overflow parking area)

- 1. Upon application for garden space, the Board of Directors will assign a specific space to the unit Owner for his personal use.**
- 2. The user of a garden space is expected to keep it in good condition at all times.**
- 3. If a unit Owner decides to discontinue the use of an assigned garden space, they shall clean off all vegetation and inform the Board of Directors that they are giving up the space.**
- 4. If an Owner wishes to use more than one garden space and such were available, the Board of Directors may assign, provided no other applicants are deprived of a space.**
- 5. Garden spaces are made available to Owners for the sole purpose of raising regular household fruit, vegetables or flowers and may not be used for any other purpose.**
- 6. Any plowing or fertilizing shall be at the expense of each user.**
- 7. Fruit & vegetables are to be grown in the garden space only and not around condos.**

XXIII PETS

- 1. An application to house any pet must be submitted to and approved by the Board of Directors.**
- 2. Residents shall be limited to one dog or cat (per unit), 20 lbs. or less and in the small dog or cat classification.**
- 3. The housing of a pet is subject to termination by the Board of Directors if the pet becomes a nuisance or the pet's Owner does not follow the rules regarding pets as listed.**

(a) Pets must be kept on a leash and under proper control when they are outside the apartments.

(b) Specific areas are designated as "PET WALKS" and must be used. The pet Owner is responsible for the immediate removal of pet waste in a sanitary manner.

(c) No pet may be left unattended in an apartment for long periods of time if the pet creates a nuisance to other residents.

(d) The only exercise area for pets are designated "PET WALKS."

(e) Pets are not permitted in any other areas of the complex.

XXIV SERVICE DOGS

The Board of Directors understands that, per the Americans With Disabilities Act (ADA), Service Dogs are NOT pets, and that the weight and designated area restrictions on pets do not apply. Nonetheless, the following reasonable policies apply to the accommodations made for them.

- 1. Medical evidence that a Service Dog is needed.**
- 2. Certification or an evaluation of Service animal (HIPA Protected Records Form).**
- 3. A Service Dog must be under the control of the resident it supports at all times.**
- 4. A Service Dog must wear a "Service Dog Vest" (or harness) at all times it is outside. The vest or harness must bear the marking "Working Service Dog" and "Please Do Not Pet or Approach" or similar marking.**
- 5. A Service Dog must be on a leash no longer than 6 feet in length at all times.**

6. Service Dogs are welcome at public meetings and social events at Inverness Village; however, if a service animal is brought to a public meeting, Owner/Resident will be afforded seating in a designated area. During the meeting, the service animal must stay in the designated area out of consideration for residents who do not wish to have contact with it.

7. If a Service Dog demonstrates violent or any other behavior which causes the loss of the Board's confidence that the temperament and/or behavior of said animal is consistent with that of a fully compliant service animal, the Owners will be given 48 hours to remove the animal from the grounds of Inverness Village Condominium. A notification letter will be sent to the resident by registered mail. After a first removal, retraining and certification will be required before the animal can return to the property. A second revocation of a Service Dogs permission to reside will be permanent.

8. Owner must comply with all state and local ordinances and statutes related to the Service Dog or Emotional Support Animal.

9. Owners with a Service Dog or an Emotional Support Animal from the list below of "Aggressive Breeds" or any mix thereof must provide and maintain a certificate of insurance for general liability including animal liability of at least \$100,000. The certificate must list "Inverness Village Condominium Association, Inc., as additionally insured.

Pit Bull Terriers	Staffordshire Terriers	Rottweilers
German Shepherds	Presa Canarios	Chows Chows
Doberman Pinschers	Akitas	Wolf-hybrids
Mastiffs	Cane Corsos	Great Danes
Alaskan Malamutes	Siberian Huskies, or any mix of these aggressive breeds.	

REGARDING EMOTIONAL SUPPORT ANIMALS:

The Board understands that "Emotional Support Animals" are NOT covered by the Americans With Disabilities Act (ADA), but they are covered by the Fair Housing Act. Weight and size restrictions cannot be applied to Emotional Support Animals.

XXV SOLICITATION

There shall be no solicitation or door-to-door canvassing by any person anywhere in the complex for any cause, charity or any other purpose whatsoever.

ANY COMPLAINT OR SUGGESTION FOR THE ASSOCIATION MUST BE IN WRITING, DATED AND SIGNED. THIS IS TO BE PUT IN THE OFFICE DOOR, AND THE BOARD OF DIRECTORS WILL ADDRESS IT WITHIN 10 DAYS.