

**TWELVE OAKS CONDOMINIUM ASSOCIATION
HOUSE RULES**

APPROVED ON JANUARY 26, 2023

MANAGEMENT - (561) 626-6878

GATEHOUSE - (561) 622-7400

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TWELVE OAKS CONDOMINIUM ASSOCIATION, INC.

HOUSE RULES

The Board of Directors, through the Management Office and Security Personnel shall have full power and authority to enforce the Rules and Regulations (referred to as House Rules). It is not the province or duty of any other person to admonish violators.

All complaints, objections or suggestions shall be submitted to the Board of Directors in writing on a form provided for this purpose, signed by the owner and submitted to the Management Office.

The following Rules and Regulations shall apply to all residents and guests:

I. ADMITTANCE TO GROUNDS

- (a) To avoid holding up traffic flow, all residents must notify the Gatehouse prior to the arrival of any guest, service provider, or contractor. Owners will be called from the Gatehouse and notified upon the arrival of any guests or tradesman wishing to see the owner if not previously approved. Valid picture ID will be required if unknown to the Guard on duty.
- (b) No admittance to the property will be permitted during the resident's absence unless authorized in writing by the owner to the Management Office. Valid picture ID will be required if unknown to the Guard on duty.
- (c) Guest Passes may be issued for no longer than a one month period. A Guest Pass will be considered void at midnight (12:00 A.M.) on the date of expiration displayed on said Guest Pass.
- (d) Any boat, boat trailer, trailer, motorcycle, utility vehicle (such as dune buggy, golf cart (except for Association staff/contractor golf carts), etc.), truck, bus, mobile home, camper, van (except in any designated spaces therefore, if any, and excluding non-commercial mini-vans), tractor, moving van or truck in excess of *thirty (30) feet*, or motor coach shall not be permitted. Any exceptions will require prior Management approval.
- (e) The term "truck" is not intended to include typical family SUVs: nonetheless, the term "truck" shall include any pickup truck or vehicle with a flatbed that exceeds four (4) feet in length, regardless of whether the flat bed is covered in any manner.
- (f) The term "mini- vans" includes any passenger van that meets all of the following criteria: has permanent enclosed seating for at least five (5) persons, , windows on both sides to the rear of the driver and right front passenger seat, and does not exceed the manufacturer's standard length, height and width of a full-size passenger van.

(g) The above provisions are not intended to deny entrance and parking of, for reasonable and necessary periods as provided in *Section III. Contractor Rules*, service vehicles which are in the process of providing services to the residents or the Association.

(h) Door-to door solicitation is strictly prohibited.

II. CONTRACTOR RULES

(a) Contractors will be permitted on Twelve Oaks property no earlier than 8:00 A.M. and must leave the property no later than 5:00 P.M. Monday through Saturday. No contractor work shall be performed after these hours or on Sundays and all major holidays except in emergency situations (such as air conditioner repair, cable/phone repair, water damage remediation, and hot water heater repair) without prior approval from Management. Valid Picture ID will be required to be shown to the Guard for admittance.

(b) All contractors must stop at the gate to obtain a vehicle pass. The pass must be displayed on the driver side dashboard at all times while on the property.

(c) Contractors on motorcycles will not be allowed on the property.

(d) Contractors are to obey all traffic signs and speed limit of no more than 15 MPH.

(e) Contractors must contact gate prior to any expected deliveries. Phone: 561-622-7400

(f) No trucks over 30 feet are allowed on property, and no overnight parking or storing of any vehicle, trailer, or equipment is allowed without prior written consent of Management. Overnight is defined as 5:00 P.M. to 8:00 A.M.

(g) All debris and trash must be removed by Contractor from the property daily. No Debris and/or Trash is to be disposed of in Twelve Oaks dumpsters or trash chutes. – NO EXCEPTIONS.

(h) Contractors performing work for owners must park in guest parking spaces or driveways only. No parking on the side of the streets without prior approval from Management.

III. VEHICLES – PARKING - GARAGES

(a) No vehicle with any type of commercial logo, lettering, or markings owned or driven by the condominium owner, guest, or occupant shall be parked on the condominium property. See Section II Contractor Rules for exceptions.

(b) Any vehicle that is unregistered or has expired tags shall not be kept or stored on the premises.

(c) No unit owner, tenant or guest shall interfere with the rights of other unit owners and tenants to use the parking spaces in their intended manner.

(d) All owner's and renter's vehicles must be registered. The management Office will provide a decal, which shall be placed in the lower left hand corner (driver side) of the front window.

(e) All guests shall obtain a guest pass from the Guardhouse that must be displayed on the driver side dashboard at all times while on the premises.

(f) The speed limit throughout the community is 15 MPH and should be strictly adhered to. All residents and guests shall obey the traffic signs.

(g) All residents (in the condominium buildings) should park only in the space assigned to them, and not in spaces assigned to others. Anyone parking in space(s) assigned to another resident without that owner's written consent may have their vehicle towed away at their expense.

(h) Residents and guests vehicles may not be parked or left in the roadways and must be parked either in the garages, driveways, assigned parking spaces or guest parking spaces. No vehicle or other possession belonging to an owner, guest, invitee, or lessee of the owner shall be parked or positioned to prevent ready access to another owner's assigned parking space or driveway.

(i) Residents should instruct their guests to use guest parking spaces assigned to that unit's particular Building or Cluster. Common area parking spaces may be used by all guests.

(j) Owners shall not leave vehicles in guest spot while out of town. Any vehicle left on property while the owner is out of town must leave a key with someone who is readily available to move the vehicle if needed, and notify the management office with the information.

(k) Residents who wish to leave a vehicle under a car cover should notify the Management Office.

(l) Under no circumstances is overnight sleeping in any vehicle permitted.

(m) If a unit owner has a party, the Management Office should be notified 48 hours in advance in order to review the guest parking arrangements to be made to reduce any difficulties which may arise in their immediate area.

(n) Garage doors will be closed at all times, except when a resident is working within, cleaning, or cars are being removed or parked inside. In order to provide some ventilation, garage doors may be opened to a height of approximately 18" especially during the summer months.

IV. TERRACES -WALKWAYS- BARBECUING-SHUTTERS-AWNINGS-WINDOWS

- (a) The windows of each unit must appear uniform from the outside thereof, and accordingly, Exterior window frames and doors must remain painted in the standard anodized bronze color. Before installation, an Architectural Modification Form (AMF) application must be submitted. All window replacements require written approval prior to any work commencing.
- (b) Before having permanent hurricane shutters installed, an AMF application must be submitted and written approval for color, design and installation received before installation may begin.
- (c) Before attaching any type of material inside the terrace screens, please submit plans to Twelve Oaks Condominium Association for approval.
- (d) Sidewalks, entrances, passages, and courts may not be obstructed, encumbered or used for any purpose other than ingress and egress to and from the premises.
- (e) No bicycles or stand up riding scooters that are manually operated or motorized are allowed to be ridden, stored or left in the elevators, hallways, catwalks or sidewalks of any building.
- (f) No awnings or other projections shall be attached to the outside walls of the buildings without the prior written consent of the Condominium Association. This rule shall apply to the placing of plants and decorations in and around the individual doorway entrances, only in Phases 1 and III. The color of entrance doors may not be altered without prior written consent of the condominium association. The placing of objects on the terraces shall remain under the jurisdiction of the Condominium Association.
- (g) Extra lighting of terrace areas shall remain under the jurisdiction of the Condominium Association.
- (h) The use of electric portable, tabletop grills, are not to exceed 200 square inches of cooking surface, or other similar apparatus shall be permitted. The use of kindling or Gas Grills is prohibited on any balcony, under any overhang, or within 10 feet of any structure.

V. GARBAGE AND TRASH

- (a) All garbage or trash (except dry paper) not accommodated by the disposal in each building unit, should be placed in plastic bags, tied and deposited in proper receptacles.
- (b) All boxes must be broken down and flattened and correct recycling container used to separate recyclable items. Please refer to and abide by all Recycling Guidelines found on the Twelve Oaks Homeowner Portal and Welcome Packet.

- (c) No garbage, trash, bags or boxes will be allowed to sit outside at the trash receptacles, unless it is the scheduled garbage day. Otherwise, the trash will be removed at the Owner's expense. Phase II: Trash/recycling receptacles may only be placed outside on the evening before or morning of trash pick-up day and must be stored away the evening of trash pick-up day.
- (d) Appliances, furnishings, or items too large to place in the dumpster may not be left outside of the dumpster without first making prior arrangements with North Palm Beach (561) 691-3440 to place the item(s) outside on the day arranged for pick up. At no time shall any item be placed in front of the dumpster or impede N.P.B. dumpster pick up.
- (e) All Contractors doing work in your residence must remove their own trash and debris daily from Twelve Oaks Property.

VI. GUESTS

- (a) For Guests staying overnight while the owner is present: Please provide Management Office with the names of your guests upon their arrival and any data necessary for the purpose of Security.
- (b) For Guest staying overnight while owner is absent: A Guest Information Form must be completed and submitted to the Management Office before any Guest may occupy an owner's unit. Guest Information Forms may be obtained on the homeowner portal or the Management Office.
- (c) Guests may not occupy a unit overnight for more than thirty (30) days per calendar year in the aggregate or they shall be considered residents and must apply for, and be approved for residency.
- (d) All owners will provide a copy of the House Rules to guests, family, invitees, and lessees, occupying residences in the absence of the owner or lessee. Owners are responsible for their guests, invitees, and lessees actions while occupying resident's units in accordance with said Rules and Regulations.

VII. ARCHITECTURAL MODIFICATIONS

- (a) No unit owner shall make or permit any improvements or structural changes of any kind (including landscaping, planting, etc.) to the exterior of the unit or to the "limited common element" areas without first submitting an Architectural Modification Form (AMF) to the Management office. No work may be performed without PRIOR WRITTEN APPROVAL from the Association.
- (b) The Association shall assume neither responsibility nor liability of any type resulting from any unit owner structural alteration and/or modification. The reimbursement for any charges incurred when the Association must make repairs

or remove unit owner installed item(s) from a units Limited/Common Element area may be assessed to and collected from the responsible owner.

- (c) Architectural Modification Forms will not be reviewed or considered until submitted in full.
- (d) Any modification started that requires prior written approval, will be ordered to cease all work until an application submitted in full and written approval is obtained from Management.

VIII. LOCKS

- (a) Each owner must provide the Association access to their unit in accordance with FL Statute 718.111(5)(a). Change of locks should not be made without first notifying the Management office and providing the Management office with a copy of the new key.
- (b) The Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit.

IX. MAINTENANCE, REPAIRS AND UNIT CARE

- (a) Owners, lessees or guests are not permitted to directly give orders or directions to any maintenance staff employee. All requests for service shall be made through the Management Office. Work Orders should be submitted through the twelveoaksnpb.com resident website portal or submitted to the Twelve Oaks management office only.
- (b) All repairs and maintenance within an owner's unit are the responsibility of that owner.
- (c) Owner's will immediately repair, at their expense, any broken or torn screening, doors, windows, sliding doors, shutters, garage doors, etc. If these items are not repaired immediately, the Condominium Association may repair same and the owner must reimburse the Association for repairs.
- (d) When leaving your unit, make certain all doors and windows are closed and locked. This will prevent water damage to your unit and those attached, in the event of sudden storms.
- (e) In the event of high winds, please secure all terrace furniture or place it inside of your unit.

- (f) Owners will be responsible for any damage caused by neglect on their part by not observing the above precautions.
- (g) All designated atriums or courtyards will be the responsibility of the unit owner and they must be maintained according to the standards agreed to by the unit owner and the Condominium Association. In general, this would mean not becoming an eyesore to the Association.

X. SECURITY PROCEDURES

- (a) Notify the Twelve Oaks Office of your departure if you will be gone more than 72 hours.
- (b) No one will be permitted to enter your residence in your absence unless you notify the Management Office in advance, in writing, giving details of your approval. Please be specific as to exactly what your friends or relatives will be authorized to do. Also, state clearly how long they will be staying.
- (c) Owners and lessees are required to return their entrance/parking decals to the Management Office when they are no longer residents of Twelve Oaks OR when a current decaled vehicle is being replaced, the old decal must be returned to the Management Office to receive the decal for the new vehicle being registered.
- (d) While on streets, walking or cycling, observe all traffic laws the same as automobiles.
- (e) All bicycles should be registered at the Office & Gatehouse.
- (f) All vehicles, including replacement vehicles, must be registered with the Management Office and have a resident decal on the bottom left corner of the front windshield of their vehicle(s) which will be obtained from the Twelve Oaks office.

XI. T.V.

- (a) No exterior antennae will be allowed. Please note that Cable TV is available to all residents.

XII. DELIVERIES

- (a) Advise the Office or Gatehouse of any merchandise deliveries to be made to your unit.

XIII. PETS

- (a) Phase I: Dwelling unit owner shall first obtain written permission from the Association to keep a pet in the apartment, said permission may be revoked if the pet shall create a disturbance or become a nuisance as may be determined by the Association, at its sole discretion.
- (b) Phase I: Small domestic animals shall be permitted such as tropical fish, caged birds, **one** dog or cat no more than 20 pounds which can be carried by the owner.
- (c) Phases II and III: No animals shall be kept or harbored on the CONDOMINIUM PROPERTY without the written consent of the ASSOCIATION or SPONSOR. Such consent, if given, may be upon such conditions as the ASSOCIATION may prescribe and such consent shall be deemed provisional and subject to revocation at any time. When notice of revocation or removal of any pet is given said pet shall be removed within twenty-four hours of the giving of the notice. These rights of the ASSOCIATION shall be exercised in accordance with the BY-LAWS.
- (d) Pets are not permitted in the fenced in areas of any swimming pool in Twelve Oaks or on the tennis courts. Owners must clean up after their pets.
- (e) All owners should take care never to allow pets to run loose, even when in the company of the owner. Pets are not to become a nuisance to other residents by barking or other acts.
- (f) Palm Beach County leash laws will apply.

XIV. SALE AND LEASING

- (a) All Sales and Leases shall be required to submit a complete Twelve Oaks Sale/Lease application before it will be reviewed and considered. No Sale or Lease will be executed until written approval from the Association is received.
- (b) Owners shall not lease their condominium for less than three (3) months. Only one (1) or two (2) leases during one (1) calendar year shall be permitted unless written consent is granted from the Association and/or Sponsor for any additional lease(s) during one calendar year. Lessee is not permitted to sub-lease.
- (c) No condominium unit or part thereof, shall be permitted by the owner or his lessee to be used as a hotel, transient apartment or motel. The condominium unit, and all parts thereof, shall be used as the personal residence of the owner and his/her immediate family and for no other purpose.
- (d) A leased condominium unit shall not be occupied overnight by more than the number of people indicated for each type of unit:
 - 1 Bedroom/1 Bath Two (2) people

- 2 Bedroom/2 Bath Four (4) people
 - 3 Bedroom/2 or 3 Bath Six (6) people
- (e) There shall be a processing charge payable to Twelve Oaks Condominium Association, Inc., by the lessee for the lease of a condominium unit. Payment shall accompany the application to the Condominium Association.
- (f) Unit owner shall be responsible for all damages to building, equipment and furnishings caused by his lease.

XV. TENNIS AND PICKLEBALL COURT RULES

(a) PERIOD OF PLAY

1. Singles are allowed one (1) hour of play unless no one is waiting to play on court.
2. Doubles are allowed one and one half (1 1/2) hours of play unless no one is waiting to play on court.

(c) Tennis/Pickleball shoes must be worn on the courts at all times. Proper tennis and pickleball attire is required at all times. Shirts must be worn at all times.

(d) Players only are allowed on the courts. Those not playing tennis should remain outside the fence. Proper tennis and pickleball etiquette must be observed by all.

(e) If outside guests are going to play on the courts, please give these names to the gatehouse, in order for them to be properly greeted at the gate. No visitors or non-residents will be permitted to use the courts without a resident present.

(f) Resident guests will be accorded the same status of the courts as a permanent resident. Please inform them of all tennis and pickleball court, clubhouse, pool, and in general, all House Rules.

(g) Court # 4 is reserved for Twelve Oaks Residents only, except during organized tournaments.

XVI. POOL RULES

(a) All persons using the pool do so at their own risk. Owners and Management are not responsible for accidents or injuries.

(b) Use of the pools is limited to:

1. Residents and adult guests of residents.
2. Guests under 12 years of age must be accompanied by an adult at all times while in the pool areas.

3. Each Phase has a pool designated *Only* to the owners, residents and their guests residing in the particular Phase. The pool located at the Clubhouse is open to *All* owners, residents and their guests.

4. All resident owners are directly responsible for the conduct of their guests at the pools.

(c) Pool Use Hours:

1. PHASE I – ½ hour after sunrise to ½ hour before sunset

2. PHASE II – ½ hour after sunrise to ½ hour before sunset

3. PHASE III – ½ hour after sunrise to ½ hour before sunset

4. CLUBHOUSE - ½ hour after sunrise to ½ hour before sunset

(d) Animals are not permitted within pool area enclosure.

(e) All persons must shower before entering the water of the pool.

(f) Smoking and vaping shall be prohibited within the fenced area of all of the community pools located within Twelve Oaks.

(g) Use of scuba equipment and swim fins, rafts, Styrofoam articles or tire tubes are not permitted in the pools. Personal swimming aids are permitted.

(h) Excessive splashing, cannon-balling, and running is not permitted.

(i) Towels or beach robes must be used to protect chairs from Suntan oils, creams and lotions.

(j) It is strongly suggested, for personal safety, that no one swim alone.

(k) Food and beverages are permitted only in plastic or paper containers but are prohibited to be within four (4) feet of the pool.

(l) *GLASS CONTAINERS OF ANY KIND ARE STRICTLY PROHIBITED.*

XVII. CLUBHOUSE RULES

(a) As a resident owner of Twelve Oaks, you are entitled to use of the Clubhouse facilities providing that the following rules and regulations are observed at all times.

(b) The following persons residing in Twelve Oaks shall be permitted in and to have use of the Clubhouse:

1. Resident owners, lessees, and resident children over 12 years of age when not accompanied by an adult.

2. Guests of resident owners and lessees when accompanied by resident adult host.

(c) Residents may use the Clubhouse for personal social functions on a first come, first served reservation basis only during hours that the Twelve Oaks Management Office is not open. Reservations should be made by contacting the Management Office, 626-6878 and with the posting of a \$100.00 security deposit in advance. Said security deposit will be returned in full if said areas are cleaned prior to 10:00am the following morning

(d) Residents reserving the Clubhouse facilities shall be responsible for any and all damages during their use.

(e) Residents are advised that setting up of the Clubhouse for any and all functions is not permissible during the hours of 8:00 A.M. to 4:00 P.M. Monday through Friday, or time of scheduled Board of Directors or Committee Meetings.

(f) Residents may not use the Clubhouse for events for outside groups such as social or service clubs, forums, religious bodies, youth or senior citizens organizations, business presentations, special causes or entertainments without prior written permission of the management.

(g) No animals of any sort are permitted within Clubhouse or pool enclosures.

(h) No bathing suits permitted in main Clubhouse section at any time.

(i) Intoxicated persons will not be permitted to enter the Clubhouse or pool area.

(j) Shoes are required to be worn while in the Clubhouse

(k) All persons using the Clubhouse do so at their own risk. Owners and Management are not responsible for accidents or injuries.