

CYPRESS TREE CONDOMINIUM ASSOCIATION, INC.

**2351 North West 41st Avenue
Lauderhill, Florida 33313**

Telephone (954) 733-3224

GENERAL RULES & REGULATIONS

1. All Rules and Regulations are applicable to all unit owners, guests, visitors, tenants and renters.
2. All unit owners, tenants and renters, regardless of age, must be registered with the Association.
3. Guests residing within the community for more than fifteen (15) days must register with the Association and may be subject to all leasing procedures.
3. No more than two (2) occupants can reside in a one (1) bedroom apartment and no more than four (4) occupants can reside in a two (2) bedroom apartment.
4. As per Statute 718.111(5) "RIGHT OF ACCESS TO UNITS—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 or units." Therefore, the board requests a copy of your key to enter the unit for emergency or maintenance purposes.
5. Arrangements must be made for apartments to be taken care of if the unit owner or occupant will be gone for more than one week.
6. If proper authorities are not notified of problems or damages at once, the Association **WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO THE APARTMENT OR CONTENTS.**
7. No unit owner, guest, visitor, tenant or renter shall be allowed to have any pets at anytime. Feeding the ducks is not permitted.
8. No unit owner shall request or order any employee of the Association or employee of any management firm under contract to the Association, to do any work or favor for them and shall not direct, supervise, or in any manner attempt to assert any control over such employees while on duty between 7:00 a.m. and 4:00 p.m., Monday through Friday; except by executive officers and maintenance committee chairpersons.

9. Personal property of all unit owners shall be stored within their condominium units or the storage lockers provided.
10. No unit owners, visitor or renter shall allow anything whatsoever to fall from the window or balcony of the premises, nor shall he/she sweep or throw from the premises any dirt or other substance into any of the corridors, hall, elevators or elsewhere in the building or upon common grounds.
11. No linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind shall be shaken or hung from any of the windows, doors, balconies or exposed on any part of the common elements.
12. No building area is to be considered a playground.
13. The sidewalk, entrances, passages, elevators, vestibules, stairways, corridors, hall and all of the common elements must not be obstructed or encumbered or used for any purpose other than to enter or exit to and from the premises.
14. Exterior doors must NOT be blocked or left open. Doors to apartments are NOT to be left open as per Fire Department requirement.
15. Garbage should be placed in plastic bags, tied and deposited only in the area approved. In addition, all recyclable items should be rinsed clean.
16. Laundry Room hours are posted in each building and shall be abided by all unit owners and tenants.
17. No Barbecue or other open fire cooking will be permitted in any unit or elsewhere except at the facilities provided therefore in the common recreation area.
18. There shall be no alterations to the exterior on any apartment or building unless approved by the Board of Directors.
19. Tile installation and other extensive interior alterations (remodeling) MUST BE APPROVED by the Board of Directors. You can get this form from the office.
20. **ROOF ACCESS:** Roof Access is prohibited. Only licensed and insured contractors are permitted on the roof. Prior to a contractor accessing the roof they must submit proof of their license and insurance to the managers office and an appointment made with the manager so that the roof hatch can be unlocked. Prior to the contractor leaving the property, some one in charge will check to see if the job site was left clean of debris.
21. **ABSOLUTELY NO MOVING IN OR OUT AFTER 7p.m.**

22. **ABSOLUTELY NO REMODELING IN THE UNIT AFTER 7 p.m. OR BEFORE 9 a.m.**
23. **No building materials may be dumped in the dumpster. The dumpster is only for household trash.**
24. **Household trash is to be placed in the dumpster. Recyclables shall be placed in the proper containers for Newspapers/paper, plastics and metals.**
25. **Currently there are two (2) scheduled bulk trash pick-up. Please keep your bulk trash in your unit until these scheduled days or make arrangements to have bulk trash removed.**
26. **If you are having plumbing work done in your unit and have to shut off the water, you are to notify the management and post notices (3) in the lobby of the building (one on the front and back doors and 1 by the elevator) to give residents 24 hour notice of the water in the building being turned off.**
27. **Satellite dishes can not be placed on the building or common property. The only place they can be placed is on the balcony with a tri-pod or mounted on your air conditioner. No cables are to be running across the roof or down the sides of the building.**
28. **No grocery carts are to be brought into the building or left in the halls or stairwells as per Lauderhill Fire Codes.**

VEHICLE RULES & REGULATIONS

1. All vehicles belonging to unit owners, tenants and renters **MUST** be registered with the Association.
2. Guests residing within the community for more than fifteen (15) days must register their vehicles with the Association.
3. In order to obtain a parking decal, each vehicle's registration from the Department of Motor Vehicles and the owner's driver's license must be shown at the time of registration with the Association. A copy of such documentation must be filed with corresponding unit owners' file in the Association office.
4. Unit owners, visitors, guests and tenants are to abide by the posted speed limit. Such speed limit will be enforceable by Local Police Department.
5. All vehicles must be parked properly, facing the building, in their corresponding assigned parking space.
6. No commercial vehicles, recreational vehicles, campers, mobile homes, motor homes, boats, trailers, trucks over one (1) ton, or other similar vehicles shall be permitted to park on the Condominium property, except for commercial vehicles and/or trucks making or performing a service, delivery or repair to the Condominium property or to a Condominium unit, and then only for the duration of such service, delivery or repair (but no overnight parking) and only in the areas designated by the Association for such purposes.
7. Parking is only allowed in assigned parking areas. Parking along thorough fare is prohibited and may result in immediate towing of vehicle at owner's expense.
8. Unit owners and/or tenants with **MORE** than one (1) vehicle, **MUST** park their additional vehicle(s) by the Clubhouse and in the Guest Parking Lot. However, if an arrangement is made with another unit owner regarding the usage of the other unit owner's designated parking space; such arrangements must be reported in a written manner to the Association in order to file an exception for such vehicle's location.
9. No car can be left unused in the Clubhouse parking lot for more than 7 days.
10. Parking spaces **NOT ASSIGNED** to particular units shall be available for general use by guests and visitors of all unit owners. **UNAUTHORIZED CARS** parked in a non-assigned place may be subject to towing at owner's expense.
11. Parking spaces can not be used for the storing of a vehicle, except for properly registered vehicles.

12. All vehicles must be in Good Operating Condition. No flat tires. No junk cars.
13. No Car Repairs shall be allowed on Association premises.
14. Vehicles shall be washed or cleaned, with no loud music, between the hours of 8:00 a.m. and 6:00 p.m. This can only be done in the designated area located next to the Clubhouse.
15. Additional parking rules as provided by the towing company.

POOL AND CLUBHOUSE AREA

- 1. All persons using Cypress Tree Condominium Pool and Clubhouse do so at their own risk and must abide by the following Rules and Regulations.**
2. Each unit owner will be responsible for his or her guest(s).
3. All persons at pool area must show proper identification upon request of any Board of Directors member or Management staff.
4. All persons must shower before entering the pool, and all suntan lotions and oils must be washed off before entering the pool.
5. Children under three (3) years of age are not allowed in the pool.
6. Children under the age of eighteen (18) years of age, when using the pool, must be accompanied by an adult.
7. Proper swim attire must be used. NO SHORTS OR T-SHIRTS ALLOWED IN THE POOL.
8. The swimming pool is intended for swimming only. Rafts, floats, snorkels, masks or any other such objects may not be used in the pool.
9. The pool will be open from Sunrise to Sunset.
10. Swimming will be at your own risk.
11. NO DIVING into the pool is allowed.
12. NO JUMPING into the pool is allowed.
13. No ball playing or rough play allowed in the pool area.
14. No Food or Drink allowed in the pool area.
15. Additional rules as set forth by the Broward County Health Department.
16. See signage around the pool for additional pool, deck, and clubhouse rules.

POOL AREA RULES & REGULATIONS

1. Residents are responsible for the action of their children and guests at the pool.
2. NO CHILDREN under the age of three (3) are allowed in the pool.
3. Children aged three (3) and over must wear protective swim garments (rubber swimwear).
4. No children under the age of 16 allowed in the pool without adult supervision. An adult must be in the pool with children under the age of seven (7).
5. IMPORTANT: ONLY SWIMWEAR IN THE POOL.
6. ABSOLUTELY NO T-SHIRST IN THE POOL.
7. NO FOOD OR DRINKS allowed in the pool area.
8. NO ANIMALS allowed in the pool area.
9. NO GLASS in the pool area.
10. No-toys or bikes in the pool area.
11. NO RUNNING
12. NO ROUGH PLAY.
13. NO DIVING.
14. Shower before entering the pool.

CLUBHOUSE RULES

1. A request letter of intent must be sent to and approved by the Board of Directors one (1) month in advance of the date of use of the clubhouse. The Board meets on the third (3rd.) Monday of every month except July and August.
2. A waiver form must be signed and notarized, relieving the board from any claim made against the Association due to the use of the clubhouse. The form must be signed by the resident and by two (2) Board members.
3. **DEPOSIT: Two checks required.**
Check #1: \$300.00 Refundable deposit.
Check #2: \$150.00 for rent for the first four (4) hours and \$25.00 for each additional hour with a maximum time frame of six (6) hours.

Set up and clean up must be accomplished within the six (6) hour time frame. The refundable portion will depend on hours of use and condition of the clubhouse after use. (left clean and no damage incurred).
4. Maximum number of guests: 75.
5. Functions will be permitted in the clubhouse on Saturday and Sunday only. One activity per day.
6. The clubhouse hours of usage are 10:00 a.m. to 10:00 p.m., with a time frame not exceeding six (6) hours of use.
7. No alcoholic beverages.
8. No cooking.
9. Parking at the clubhouse guest spaces only.
10. The pool area is off limits to all activities. It will be roped off during the affair.
11. Setup and decoration will be performed by the resident.
12. **Cleanup:** All trash must be collected into garbage bags and disposed of properly in the trash dumpster. The clubhouse will be inspected by a Director.
13. Noise will be kept to a minimum.

- v. The date of actual inspection or copying
- vi. The signature of the person inspecting or copying acknowledging receipt of the records. Every person inspecting or receiving copies of the record shall sign said receipt prior to inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any requests for inspection and copying not complying with these rules shall not be honored. However the Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party.
- C. The Board if Directors may take any available legal action to enforce these rules, including the levy of a fine in the event fining is authorized by the condominium documents.

**RULES AND REGULATIONS REGARDING INSPECTION
AND COPYING OF ASSOCIATION RECORDS**

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner, or a unit owner's authorized representative as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

- A. A unit owner, or a unit owner's authorized representative, desiring to inspect the Association's records shall submit written request to the Secretary or manager of the Association. The request must specify the particular.
- B. Inspection or copying of records shall be limited to those records specifically requested.
- C. No unit owner or authorized representative shall submit more than one written request for inspection or copying of the same record in a thirty-day period.
- D. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner or authorized representatives shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
- E. Records shall be made available for inspection by the Association on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner or authorized representative. In addition this time frame shall be extended in the event records so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the unit owner or authorized representative, by telephone or in writing, that the records are available

and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours or normal business hours of the location of inspection if other than the association office. (For the purposes herein the term "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed. For purposes herein "normal business hours" shall be the hours that the association office is customarily opened, or if there are no customarily opened, or if there are no customary hours, then 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. of each working day.)

- F. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. If the location of inspection has a copy machine, then copies of the record shall be available within two working days of the request. If the location of inspection has no copy machine, then copies shall be available upon return of the records from a copying service. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
- G. A unit owner or authorized representative shall pay the reasonable expense of copying in the event the cost exceeds \$ _____. Payment in advance of copying may be required.

IV. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign one staff person to assist in the inspection and all the requests for the further assistance and copying during inspection shall be directed to that staff person.
- C. The Association shall maintain a log detailing:
 - i. The date of written request for inspection
 - ii. The name of the requesting party
 - iii. The records which are requested
 - iv. The date of availability of records for inspection or copying

ENFORCEMENT OF MEETING RULES

- I. Ejection
 - A. Any person not authorized by law to attend a meeting shall be prohibited from attending the meeting or ejected there from.
 - B. Any unit owner or authorized representative who fails to comply with these rules shall be subjected to ejection in the sole discretion of the chairman. The chairman shall give any non-complying person one warning regarding ejection and thereafter may call for immediate ejection.
 - C. The chairman of the meeting may appoint a sergeant of arms who at the direction of the chairman shall either remove the unauthorized person or contact a law enforcement representative to remove such person.
- II. Fines
 - A. The Board of Directors may levy a fine against any person who fails to comply with these rules provided said fining is authorized by the condominium documents.
- III. Legal Action
 - A. The Board of directors may take whatever action which is appropriate at law or in equity against any person who fails to comply with these rules.

UNIT OWNER MEETINGS

- I. Unit Owner Meeting Defined.
 - A. "Meeting of the unit owners" is defined as a quorum of unit owners gathered to discuss official Association business.
 - B. Every unit owner or his authorized representative shall have the right to attend meetings except as may be provided by law.

- II. Unit Owners and their authorized representatives shall have the right to speak at meetings subject to the following rules.
 - A. Statements by unit owners or their authorized representatives at meetings shall be restricted solely to items designated on the agenda.
 - B. A unit owner will only be permitted to speak once for a period not to exceed three minutes on each agenda item unless otherwise authorized by the chairman of the meeting. The chairman of the meeting shall give the floor to the unit owner subsequent to the calling of the agenda item, but prior to the vote of the owners upon the agenda item.

- III. Tape Recording or Videotaping of Meeting
 - A. Any unit owner may tape record or videotape a Board or committee meeting subject to the following rules.
 - B. No tape recording or videotaping of any meeting shall interfere with or obstruct the meeting and no equipment shall obstruct any unit's owner view, hearing or access to the meeting. No extra lighting shall be permitted and no necessary equipment shall be utilized.

prior to the discussion and vote of the Board or committee upon the agenda item.

IV. The Recording or Videotaping of Meeting.

- A. Any Unit owner may tape record or videotape a Board or committee meeting subject to the following rules.
- B. No tape recording or videotaping of any meeting shall interfere with or obstruct the meeting and no equipment shall obstruct any unit's owner view, hearing or access to the meeting. No extra lighting shall be permitted and no necessary equipment shall be utilized.

MEETING RULES

I. Board and Committee Meetings Defined.

- A. "Meeting of the Board of Directors" is hereby defined as a quorum of directors gathered to discuss official Association business. The term "meeting" does not engaged in fact-finding investigations or legal inquiries to be used as a basis to inform the Board of Directors for action to be taken at a "meeting."
- B. "Meeting of a Committee" is hereby defined as a quorum of committee members gathered to discuss the official business of the committee as set forth in the resolution creating the committee. The term "meeting" does not include fact-finding investigations or legal inquiries by less than a quorum of committee members to be used as a basis to inform the committee for action to be taken at a committee meeting.
- C. The Term "Committee" is hereby defined as a group of board members, unit owners, or board members and unit owners appointed by the board or a member of the board to make recommendations to the board regarding the association budget or take action on behalf of the board.

II. Attendance at Board Committee Meetings

- A. Every Unit owner or his authorized representative shall have the right to attend Board of Directors and Committee meetings except as may be provided by law. No person other than a unit owner or his authorized representative accompanying such unit owner may be permitted to attend such meetings.

III. Participation at Meetings

- A. Every unit owner or his authorized representatives shall have the right to participate in meetings of the Board of Directors and Committees subject to the following rules.
- B. Statements by unit owners at meetings shall be restricted solely to items designated on the agenda of that meeting. No other statements shall be permitted except as may be authorized by the Board or Committee.
- C. A unit owner will be permitted to speak only in reference to the agenda item specified in the written request except as authorized by the Board or committee chairman. The unit owner's statement shall not exceed three minutes. The chairman of the meeting shall give the floor to any unit owner permitted to speak subsequent to the calling of the agenda item and