

The Cottages at Bird Bay

(Bird Bay North Phase VI Condominium Association Inc.)

Rules and Regulations

Revised 24 February, 2021

Rules and Regulations

INTRODUCTION

The Bylaws of the Bird Bay North Phase VI Condominium Association, Inc., doing business as ‘The Cottages at Bird Bay’ authorizes the Board of Directors to adopt administrative rules and regulations governing the operation of the condominium and the restrictions and requirements relating to the use and maintenance of the units and the common elements.

The Rules and Regulations were developed by the owners and deemed necessary to ensure the enjoyment and of all unit owners and prevent unreasonable interference with the use of the units. The Rules and Regulations may be revised from time to time as circumstances require and for the most part, they involve common sense, a regard for property and a regard for your neighbors. They also expand on some subjects covered in the Declaration and Bylaws, our governing documents.

Any oversight or unintentional difference from the Declaration in this or any document defers to the original language in the Declaration.

Violations to the Rules and Regulations

Violations to the Rules and regulations will be handled in the following manner:

1. Personal contact by management notifying the owner of the violation
2. A violation letter will be sent.
3. A final demand letter will be sent with compliance deadline and notice of appropriate fine levied.
4. Binding arbitration.

Leasing, loaning and selling the units

Owners of units may lease, loan or sell the units to others provided they comply with the requirements as specified in the Declaration Section 11. Attention is drawn to the following restrictions:

1. Units are for single family residential occupancy only
2. All rentals and sales must be approved in advance by the Associations Board of Directors. Applications for approval of lease or re-sale may be obtained from the property managers office. To expedite approval, references for prospective lessees should be included when submitting the lease for approval

3. Units must not be rented for a period of less than three months.
4. Applications must include information as to the number of occupants and the ages of all minor children and all pets if applicable. To expedite approval, references for prospective lessees should be included when submitting the lease for approval.
5. Unit owners planning to lend a unit to others, such as relatives, friends etc., should furnish the property manager with names, ages, length of stay and other pertinent data concerning the family to whom the unit is to be loaned plus the license number of any auto to be kept on the property\
6. Unit owners are responsible for the actions of their tenants and must inform them of the rules and regulations affecting the unit.
7. A copy of the Rules and Regulations shall be given to any prospective purchaser or renter, who shall agree in writing to abide by the same.
8. Any re-sale of the units shall be accompanied by a \$100 administrative fee payable by the purchaser to the Bird Bay North Condominium Association.

Maintenance Requests.

All maintenance requests must be submitted in the form of a "Work Order". Work order forms can be found at any mail box site in The Cottages community or by contacting the management company at the contact information supplies in this document. All work orders are addressed as they are received and you will be notified of action taken. Most requests will be taken care of within a thirty-day period unless they are of an emergency nature in which case they will be addresses as soon as possible.

Variance Requests

Any exterior modifications and interior changes visible from the outside must have a variance request approved in writing from the board of directors of the Bird Bay North Condominium Association.

Variance requests are required for **all** changes to the exterior of units including the installation of hurricane shutters and the planting of flowers, shrubs, and bushes in the common areas.

Variance request forms are available at each mail box site. Variance requests will be presented at the next Board of Directors meeting for approval. You will be notified of the Board's decision on your request

Hurricane Shutters

1. Section 718.113(5) of the Florida Condominium Statutes requires the Board of Directors to adopt hurricane shutter specifications which include color, style and other factors deemed relevant by the Board.

The Florida Condominium Statute also provides that no Association may refuse to approve the installation of hurricane shutters provided they meet the specifications adopted by the Board of Directors.

2. To ensure the proposed shutters meet the Board's specifications, a Variance Request must be submitted by the unit owner and approved before work commences
3. Any required building permits must be obtained by the unit owner or the contractor prior to commencing the work. The unit owner or owners shall be solely responsible for the cost of installation, maintenance, repair and replacement of the improvements made; they may not remove the same without the written consent of the Board of Directors. The Board of Directors shall be permitted to conduct inspections to ensure the improvements are in compliance with the Board's specifications and rules. Should modifications be required, they shall be completed within forty-five (45) days after receipt of written notice from the Board specifying the required work. If the work is not completed the Board may have the work done and the cost of the same shall be treated as a special assessment to the unit owner who shall be responsible for the same plus all other costs or expenses including reasonable attorney's fees. Said payment must be made within a reasonable length of time and shall not be greater than thirty (30) days.

Specifications

Only roll-up, accordion shutters or storm panels may be used. Whatever type is proposed for use on a unit shall meet or be greater than the minimum specifications contained in the Florida Building Code, as revised and/or amended from time to time, and /or those required by the City of Venice Building Division, whichever is the greater for the proposed type

Shutters installed after January 1, 2021 shall be white or clear with white tracks and hardware

Landscaping

Care of the landscaping in the common areas is carried out by contractors hired by the Management Company in agreement with the board of directors. Residents should not give instructions or suggestions to the landscaping contractors. It is also requested that residents do not engage them in lengthy conversations. Any residents who wish to limit the scope of the landscaping contractors service to their Limited Common areas must submit a Variance request to the community Manager describing the changes. The maintenance of these areas then becomes the resident's responsibility and must be kept up to the standard of the rest of the community.

For clarification: **Common areas** are all those parts of the Cottages condominium that fall outside the footprint of the unit. **Limited Common areas** are those parts of the Common area set aside for the exclusive use of the unit owner. These comprise the inners patio area at the front entrance and the patios immediately adjoining the unit.

Exterior plantings must be confined to the Limited Common areas (patios, entries and existing flower beds) designated in the Declaration of Condominium. Plantings in Limited Common areas that are visible from other units or from the street require a variance approved by the board of directors.

Patio and Courtyard entry areas are considered Limited Common areas and as such, unit owners are responsible for managing the patio and entry. You may plant shrubs, bushes and flowers (NO TREES) in your patio and entry area. They must be kept 10 inches away from all wood surfaces including fences and siding.

Laundry

No laundry, swim gear or other miscellaneous items may be placed or hung where visible from the outside of the buildings. This includes porches, lanais, terraces, patios, carports and railings.

Patios

Grills and outdoor furniture may be used on patios and porches. These must be stored in the units or storage rooms when the unit is unoccupied or when a hurricane is imminent.

Boxes, equipment and other materials must be stored only inside a unit or storage room.

Parking of Vehicles

1. Commercial vehicles, trucks, boats, campers, vans, motor homes, trailers, mobile homes and similar vehicles may not be parked in the condominium property overnight except in an enclosed garage under a carport or with the permission of the Board of Directors and/or Management.
2. All personal vehicles are permitted to be parked in designated parking areas only. Designated 24/7 spaces are unit driveways, garages and car ports. Any personal vehicle that cannot fit in an enclosed garage or completely underneath a car port cannot be parked on condominium property overnight.
3. In the interest of safety, all vehicles must obey the speed limit and all traffic signs posted within the property.
4. Do not park vehicles on the lawns. Vehicles will damage the sprinkler heads of our irrigation system and are expensive to replace

Trash and Garbage

Garbage is collected twice a week on Mondays and Thursdays. Recycling and garden refuse are collected early on Thursday.

1. Food scraps must be run through the kitchen disposal units. In no case may substances subject to spoilage be put into the trash receptacle.
2. Non-perishable household trash should be placed in the appropriate receptacle as provided by the City of Venice.
3. Recyclable such as bottles, cans, cartons, newspapers and other items as provided by ordinance of the City of Venice shall be placed in the appropriate receptacle provided by the city and placed at the curb in accordance with the established schedule
4. Cardboard boxes should be broken down and placed in the recycle receptacle or by the curb-side if too large.
5. Garden refuse should be placed in an appropriate receptacle and placed for pick-up on the appropriate day.

6. Trash may be placed outside late on the evening before collection. Placing items out too early encourages our animal friends like racoons and blackbirds to rummage through the garbage.

Household Pets

All pets must be listed on the sales or lease application. The following guidelines apply to pets at Bird Bay Phase VI.

1. Outside of the units, pets must be leashed at all times and must not be walked or exercised on the sodded areas of the grounds, on the golf course or in the confines of the swimming pools.
2. No pets are to be left outside unattended. They must be in the company of their owners at all times.
3. All pets must be properly registered and licensed in the jurisdiction in which they primarily reside. (If asked by a Community Authority proper documentation must be presented. This is usually a registration tag).
4. All pet refuse is to be picked up and disposed of promptly in the proper trash receptacle located throughout the Bird Bay Community.
5. Please be kind to your neighbor and keep your pet noise to a minimum.

Signs and Flags

1. No for sale signs of any kind are permitted to be displayed in the community.
2. One flag of the United States of America to measure no more than 3' x 5' may be displayed on a unit. Correct flag protocol must be observed. No other flags are permitted.

Outdoor Cooking

Cooking grills are not to be used except on patios adjoining the units. Exceptions can be made in the case of "Driveway Parties" with permission from the Board of Directors. Grill equipment must be stored in the unit, patio, carport storage room or garage. Propane bottles MUST NOT be stored inside enclosed areas.

Wild Birds and Animals

Do not feed wild birds or animals. They become dependent on us and become a nuisance as well as causing damage to our property. **IT IS ILLEGAL TO FEED ALLIGATORS.** Alligators occasionally reside in our pools on the western Saintclair properties. **We ask you to protect the welfare of all pets and children by keeping them a safe distance from the pond shoreline.**

As part of our Florida environment, we also have racoons, bobcats, armadillos, coyotes and other animals which share the property. If you find and consider any animal a nuisance, please let the Board know and we will work with the city and our pest control partners to find a solution to the problem.

Swimming Pool – The Cottages

1. Pool hours are Sunrise to Sunset. No lifeguard is on duty and residents swim at their own risk. Swimming alone is not advisable.
2. People wearing bandages, children not toilet trained or in diapers, or individuals suffering from incontinence are not allowed in the pool by State Law.
3. Children under 12 years of age must be accompanied by an adult.
4. Do not admit anyone but your own party with your key.
5. Swimmers must wear appropriate bathing suits. No cut offs allowed.
6. Caps must be worn by everyone with hair longer than shoulder length
7. If using sun tan lotion, shower before entering the pool. Please use lotions, No oils.
8. Chairs and chaise lounges are to be covered with a towel.
9. No food, drinks or pets are permitted in the pool area.
10. No diving is permitted
11. No rough play, snorkeling, jumping, running, toys or rafts are permitted in or around the pool/
12. Umbrellas must be closed when leaving.