

CAMBRIDGE MEWS OF ST. ANDREWS EAST

RULES AND REGULATIONS  
FOR THE ASSOCIATION

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# CAMBRIDGE MEWS of ST. ANDREWS EAST

## RULES AND REGULATIONS

### INTRODUCTION

It is not the intention of the Association to have onerous regulations, but to provide guidelines for community living that show consideration for our neighbors, provide some measure of security for our property and protect the value of our investment. If you have any questions or concerns about these rules and regulations, please feel free to discuss them with a board member or attend one of our board meetings. The Board will be glad to have your input at any meeting after they have completed their scheduled agenda.

This set of rules and regulations are the result of research and discussion by the Board assisted by other volunteer members of our community. They are not perfect and most likely they will be reviewed and updated many times over the years, but at this time we believe that they are consistent with the Florida Condominium Act, the declaration of condominium, the article of incorporation, or the bylaws for Cambridge Mews of St. Andrews East Association, Inc.

### LIVING CONDITIONS

Condo living and ownership is different from living in a house. You are free to make changes to the interior, having received the proper permits, if it does not affect the structural integrity of the building. However, once you step outside of those walls there are some restrictions that apply. That is the purpose of these rules and regulations. Above all, all residents, guests and visitors are to use common sense, respect, courtesy and cooperation to make this community a safe and friendly neighborhood.

### MAINTENANCE AND SERVICE RESPONSIBILITIES

Unlike living in your own house, there are shared maintenance and service responsibilities between our Association, the Developer, The Plantation Management Association and the homeowner. To help you understand where these responsibilities lie, please refer to appendix A.

### EXTERIOR APPEARANCE, LANDSCAPING AND MODIFICATIONS

Architectural Change forms are available on our website and from the property manager and must be filled out and submitted with any drawings, contracts, brochures etc for any change to the exterior of your unit or landscaping additions or deletions. See Appendix B for a sample form. The Architectural and/or the Landscaping Committees and the Board of Directors will then review these changes. Any structural changes such as extending lanais will require the contractor to provide a Certificate of Liability. Further, any landscaping damage is the sole responsibility of the unit owner and must be returned to the original state.

If approval is given for landscaping changes, the Association is responsible for maintenance so that it conforms to established standards. The Association will replace dead shrubs within the common elements that were planted by the Developer or Landscaper. If a homeowner makes extra plantings within the common elements with the Association's approval, that homeowner is responsible for their maintenance. Please note that any modification to the original landscape design require prior approval from the Architectural Review Committee. Please remember that all landscaping is part of the common area and is the responsibility of the Association.

### CONSIDERATION OF OTHER UNIT OWNERS

No Unit Owner shall make or permit any noises that will disturb or annoy the occupants of any of the dwelling units or do or permit anything to be done which will interfere with the rights, comforts or convenience of other unit owners. Rental tenants should be provided with a copy of the community rules and regulations.

### **ACCESS TO UNITS BY THE PROPERTY MANAGER**

The Florida Statutes on Condominiums clearly states that a condo Association must have access to each unit when necessary for maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association.

Therefore, The Association must have a key and alarm code, if any, to all units.

Entry will only be by agents of the Association or workers authorized by the Association accompanied by the property manager. Entry will be prearranged with the owner at a reasonable hour of the day except under circumstances deemed an emergency by the Association, in which case access is deemed permitted at any hour.

### **SECURITY AND SAFETY**

Because many of our homes are not occupied on a year-round basis and we live in an ongoing construction area, security and safety are of prime importance. Please pay special attention to the following security and safety measures:

If you are leaving for any length of time, be sure to arrange to have a neighbor or friend pick up your newspaper or stop delivery and bring in your trash receptacles.

If you are planning to leave for the day and put your trash out early, this could be a sign that the home is unoccupied.

**Garage doors must be kept closed for security and aesthetic reasons, as well as to prevent animal incursion.** Snakes and even alligators have been found in many open garages throughout the Plantation community.

In the event that our area is threatened by a hurricane or tropical storm with high winds or if the home is vacant for more than 2 weeks, homeowners must remove all furniture, grills, plants, decorative items or anything else that could become airborne and damage your property or that of a neighbor.

As we all know there are no streetlights within the Cambridge Mews community and the only street lighting at night is provided by our garage light fixtures. Both from a community safety issue and an individual security issue the outside lights attached to our garage should be working properly all the time. Please refer to Appendix A for-maintenance responsibilities.

As a reminder, security has been contracted to patrol 7 days a week from 6:00pm to 7:00am. There is both a daytime and evening phone number in your directory. You may also contact the sheriff's office or call 911 in case of an emergency. Please be vigilant and report any suspicious activity.

### **RENTALS**

All rental agreements need to be approved by the board and require 5-day advance notification. **An administrative fee of \$150 will be required with the application.** Forms are available through the website and are represented by Appendix C.

**All rentals require a three(3) month minimum duration.** Violations of this regulation will be subject to a fine at the discretion of the board. Please refer to the “violations’ section of this document.

## PETS

**Only one dog or cat of a small to medium size is allowed in each unit** (those owners having more than one pet at the time of purchase are permitted until such time as only one pet remains due to the passing of the other).

Owners are expected to immediately clean up after outdoor exercising of their pets and dispose of properly. All pets must always be under control and on a leash when on the property of the association.

## FEEDING OF WILDLIFE

No feeding of alligators, birds or other wildlife. The unit owner is responsible for monitoring their guests.

## TRASH COLLECTION

Waste Management collects our trash each Friday. Trash and recyclables should be placed outdoors no earlier than 7:00 pm the night before and should be removed from the curbside by 7:00 p.m. on the day of collection.

**Please secure all receptacles in such a way as to prevent animal incursion.**

## VEHICLE PARKING

You are not allowed to park overnight in any commercial truck, boat, camper, motor home, trailer, mobile home, or similar vehicle in a driveway or common parking area, or any vehicle without a valid registration and affixed license plate. The Plantation Management Association (PMA) has overnight parking for such vehicles and the owner must make provisions for storage or temporary parking.

Owners and renters are encouraged to park their vehicles in the garage overnight to provide appropriate security and preserve the esthetics of the community.

## EXTERNAL DECORATIONS

**Any and all “house/garden art” is to be confined to the front and rear enclosed lanai areas.** Also, in no case should “lawn” art be placed on common areas that interferes with lawn or landscape maintenance. It is the intent of this section to preserve the uniform look of the exterior of our residences.

## GRILLES

All grilles must be stored at the rear of the unit within the lanai area and covered when not in use. **Propane gas or any flammable substance should never be stored in the garage or other enclosed area.**

## SIGNS

Except for security signs, no signs are allowed other than an approved open house sign when the owner or realtor is present in the unit. No sign shall be placed on common property or at any of the entrances other than what has been approved by the PMA for use on Saturday or Sunday only between the hours of 1:00pm and 4:00pm.

## ANTENNAS AND SATELLITE DISHES

Any antenna, aerial or satellite dish to be installed outside of the unit must have the approval of the architectural committee as to size and location.

## WINDOW TREATMENTS

All window treatments or blinds of any sort (including blinds on the lanais) must be white or neutral in color on the outside facing the exterior.

## HOLIDAY DECORATIONS

Any holiday decorations must be removed within a week after the holiday. Decorations shall be limited to wreaths, decorative lights, etc., and affixed to the building. Nothing should be erected on lawns or walkways.

## FLAGS

Under Florida statute, any unit owner may display one portable, removable United States flag in a respectful way, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day and, may display in a respectful way a portable, removable official flag, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard. **“Garden” flags and other decorative flags or hangings are not permitted.**

## UNIT SALE / TRANSFER

Application for the sale or transfer must be obtained from the property manager and submitted to the board at least 15 days before closing for their approval. **An administrative fee of \$150 will apply and should be included with the application.** See Appendix C for Application Form.

## GARAGE/YARD SALES

No garage or yard sales are permitted within the Community property.

## SPAS/HOT TUBS

Spas and hot tubs must be caged and confined to the rear of the home and plantings or shrubs must conceal all outside equipment.

## DRESS CODE

It is expected that residents and renters will maintain reasonable decorum with respect to style and decency when on community property.

## STORM SHUTTERS

The guidelines for installation of attachments to your home for protection against a storm are provided in Appendix D.

## AWNINGS

All requests for awning installation must be referred to the ARC for approval.

## VIOLATIONS

If in the opinion of the Association, a violation has been committed, a warning letter will be sent by the management company. The violator has 14 days to respond/appeal and then 30 days to correct the problem. **Fines can be levied up to \$100 per day to a maximum of \$1,000 and are at the discretion of the board.**

The Association may levy fines whenever it has been determined by the Board that a homeowner is in violation of the By-Laws and/or The Association's Rules and Regulations. The Association will afford its members an opportunity for impartial hearing before a committee of other unit owners. The committee's decision regarding payment of the fines will be final.

Each homeowner shall be responsible for the payment of fines and related collection costs as levied on their residence. These costs will also include any late charges, costs of collection and enforcement of payment. Homeowners need to be aware that any levied fine remains the homeowner's responsibility until it is paid in full and that late charges continue to be added each month until full payment is received and the debt is satisfied.

## APPENDICES



APPENDIX A

**CAMBRIDGE MEWS OF ST. ANDREWS EAST ASSOCIATION, INC.**

MAINTENANCE AND SERVICE RESPONSIBILITIES				
Item	Cambridge Mews of St. Andrews East	Developer or St. Andrews East	Plantation Mgmt Assoc.	Homeowner
<b>LANDSCAPING</b>				
Developer or Association installed	X			
Homeowner installed with HOA approval				X
<b>PEST CONTROL</b>				
Inside Homes	X			
Perimeter & Lawn (including termite)	X			
<b>PAINTING</b>				
Building Exterior (including lanais)	X			
Front Door	X			
Lanai Floors				X
<b>ROOF</b>				
Replacement	X			
Repair - Unless negligence can be proven.	X			
<b>INSURANCE</b>				
Wind/Fire (building structure)	X			
Building Interior				X
Roof	X			
Liability	X			
<b>POWERWASHING</b>				
Roof And Building	X			
Driveway And Walkway				X
BASIC CABLE TV	X			
<b>WINDOWS</b>				
Washing				X
Repair & Maintenance				X
SLIDING GLASS DOORS				X
LOCKS/LATCHES				X
<b>LIGHTING</b>				
Homes exterior lights				X
Light sensor for external garage light	X			X
Street lights beyond St Andrews East			X	
ALUMINUM CAGE & SCREEN				X
LAKE MAINTENANCE			X	

CLUBHOUSE & POOL		
Maintenance	X	
Insurance	X	
BACKUP VALVE ANNUAL TEST		X
PLUMBING SYSTEM		X
SMOKE ALARM SYSTEM INSIDE HOMES		X
COMMON AREAS		
Electricity	X	
Grounds And Landscaping	X	
Irrigation System	X	

APPENDIX B

**CAMBRIDGE MEWS OF ST. ANDREWS EAST ASSOCIATION, INC.**

APPLICATION FOR ALTERATIONS FOR REVIEW BY  
THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

**INSTRUCTIONS**

1. Complete entire Form.
2. Submit copies of any drawings to be approved or blueprints by the ARC.
3. Work shall NOT commence until application is approved.
4. Approved applications shall NOT be altered.
5. Denied applications can be appealed to the Board of Directors.
6. The contractors employed must provide Certificate of Liability insurance.
7. Work affecting existing roofs requires written approval.
8. **Sign & return to: Argus Management of Venice, Inc., 1062 East Venice Avenue, Venice, FL 34285**

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I/We \_\_\_\_\_ the owner(s) of address \_\_\_\_\_,

hereby request approval to make the following changes or alterations to our unit.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Drawing attached: (yes / no)?

Roof change: (yes / no)?

With this request, we as owners assume full responsibility for conformity, installation, maintenance, replacement and costs of the above work. We further agree to indemnify and hold harmless Cambridge Mews of St. Andrews East Association, Inc. for any claims arising out of this action.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Approved \_\_\_ Denied

Reasons: \_\_\_\_\_

Architectural Review Committee By: \_\_\_\_\_ Date: \_\_\_\_\_

Board, By: \_\_\_\_\_ Date: \_\_\_\_\_

**YOUR APPROVAL IS SUBJECT TO THE FOLLOWING:**

1. You are responsible for obtaining all the necessary permits from the appropriate Building and Zoning Department(s).
2. Access to areas of construction must be through your property, and you are responsible for any damages to common areas during construction.

APPENDIX C

**CAMBRIDGE MEWS OF ST. ANDREWS EAST ASSOCIATION, INC.**

C/O: Argus Management of Venice, Inc.

Application For Purchase/Transfer/Lease (**Must Circle One**)

**RETURN TO:** Enclose application and processing fee of \$150.00 made payable to: Cambridge Mews of St. Andrews East Association Inc., and Mail to: Argus Management of Venice, Inc. 1062 E. Venice Avenue, Venice, FL 34285. If you have any questions, please contact Argus Management of Venice at 941-408-7413 or email Frontdesk@argusvenice.com.

**NOTE: THREE MONTHS MINIMUM ON RENTALS**

**HOMEOWNER INFORMATION**

UNIT ADDRESS: \_\_\_\_\_ PRESENT OWNER: \_\_\_\_\_  
REALTOR/AGENT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
PURCHASE PRICE: \$ \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_  
OR LEASE DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Spouse/Co-occupant: \_\_\_\_\_

Permanent Address (After Acquisition): \_\_\_\_\_

Names and Relationship of all persons who will occupy the unit:

\_\_\_\_\_  
\_\_\_\_\_

Current Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Contact Phone Numbers Work: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Telephone number after acquisition if known: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Will this unit be leased by the Proposed Owner?  Yes  No

Pet(s): Yes  No  if Yes, What Types(s): \_\_\_\_\_ Weight: \_\_\_\_\_

Vehicles: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_

I/we have received and read the Declaration of Condominium and exhibits, By-Laws and Rules and Regulations and understand that its covenants impose responsibilities and restrictions on each unit owner/occupant at Hampton Mews of St. Andrews East Association and I/we agree to abide by them. I/we will promptly pay any sums due to the Association, including compensation for any damage to the common elements or Association property.

Print Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Date of Signature of Applicant: \_\_\_\_\_

Print Name of Owner: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Date of Signature of Owner: \_\_\_\_\_

ASSOCIATION DECISION: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

### **CAMBRIDGE MEWS OF ST. ANDREWS EAST ASSOCIATION, INC.**

#### **GUIDELINES FOR STORM SHUTTERS**

An application must be made to the Board of Directors via the Property Manager for the installation of storm shutters. While each owner has a right to protect his or her home so that there is uniformity to what may be approved for installation, everyone must adhere to the following guidelines:

All storm shutters plans must be presented to the Architectural Review Committee and the Board of Directors prior to the signing of any contract or plan should be accompanied by brochures, drawings or any tentative plans available.

In the event of hurricane or tropical storm watch or warning, a unit owner may secure his/her home and install protective shutters. While it is required that such protective measures be promptly discontinued within 5 days by a permanent residing owner once the threat of a storm ceases. An absentee owner whose unit is vacant may continue the use of storm shutters uninterrupted during the hurricane season only. However, once the hurricane season ends, that owner must make arrangements to promptly discontinue use of the shutters. If a permanent residing owner is temporarily out of state or on vacation during hurricane season, prior to leaving their home the owner should make arrangements for removal of the shutters within the 5 days period. If more than one storm is predicted within a 10 day period, commonsense dictates that there is no need to remove the shutters until the second storm is past.

**Any storm shutter or-anything attached to your unit must be either Lexan (clear), white or cream in color. Examples of materials that will not be approved are raw aluminum or plywood.**

All attachments to buildings should be made with extreme care in order to minimize or avoid any damage. The owner assumes total responsibility for any damage resulting from installation, which includes all plantings and mulched areas.

Transparent hurricane film may be applied to windows as an alternative or in addition to shutters; however, highly reflective or dark material will not be permitted, a sample must be included with application.

There is a school of thought that hurricane film affords as much protection as shutters because both will deflect flying objects. The Hurricane Code for windows, roofs and cages has improved greatly since Hurricane Charley in 2004. The reason for the specific and strict guidelines for hurricane shutters/materials are in deference to the full-time residents who would not want to live in the atmosphere of a "boarded-up" community unless a hurricane is imminent. Hurricane season is typically from June 1 until November 30.

