

# TERRACE VILLAS OF ST. ANDREWS ASSOCIATION, INC.

## RULES, REGULATIONS and

## GUIDELINES

REVISED AND ADOPTED 1/23/2026

The following rules, regulations and guidelines apply to and are for the benefit of all owners, and invitees, including but not limited to any resident, occupant, lease tenant, contractor, or visitors to and guests of the condominium property known as Terrace Villas of St. Andrews Park at the Plantation, operated and managed under the nonprofit corporation, Terrace Villas of St. Andrews Association, Inc. (the Association), and are designed to provide guidance, so as to enhance ownership for members of the Association, so the property and villas are maintained to the highest standards. The Association is controlled by the Board of Directors, and all approvals and actions taken on behalf of the Association are governed by the Board of Directors (BOD).

**These Rules, Regulations and Guidelines (RR&G) serve as a guide and are not a replacement to the Declaration of Condominium of Terrace Villas of St. Andrews Park at the Plantation, or to the By-Laws or to the Articles of Incorporation of Terrace Villas of St. Andrews Association, Inc. (the Condominium Documents). The Condominium Documents and Florida Statutes take precedence to any rule, regulation or guideline stated herein.**

1. Owners are responsible to comply with the requirements of the Association/s' Rules, Regulations and Guidelines, By-Laws and the Declaration of Condominium, as well as the requirements of The Plantation Management Association, Inc. (PMA) and the St. Andrews/Plantation Community Association, Inc. (St. Andrews), and adhere to any and all relevant Florida Statutes, and specifically, Laws/Statutes relating to condominiums.
  - Owners are responsible to ensure the actions and behavior of their invitees comply with any and all requirements.
2. Each unit shall be used solely for residential purpose.
3. A unit owner or invitee shall not do anything within the unit or on the limited common elements or common elements which violates any laws, ordinances, or regulations, or which could adversely affect the safety or soundness of any portion of the condominium property, impede ingress or egress, or permit or suffer anything to be done which could increase insurance rates, or use the property in a manner as to abridge the rights of other unit owners as to their use or enjoyment.
  - Nothing is allowed to remain in or on the common elements without prior written permission of the Association.
  - No owner or invitee, including contractors, may access the roof unless prior Association approval is granted, or the contractor represents the Association.
  - No nuisances shall be allowed on the condominium property. No immoral, improper, offensive or unlawful use shall be made of the condominium property.
4. The Association/BOD requires the evacuation of the condominium property by all parties in the event of an evacuation order in the locale in which the condominium is located, or upon the advice of emergency management officials or public health officials, or upon the advice of licensed professionals retained in the locale in which the condominium is located, in accordance with Florida Statute 718.1265 – Association emergency powers, or any other related Statute.
5. Owners are required to maintain the unit and the limited common areas adjacent to their unit in a clean and sanitary condition.
  - Entry doors; garage doors; windows; screens; lanai screens; hurricane protection coverings, gutters, and any window coverings, blind, shade or shutter facing the exterior of the unit must be clean and well maintained, free of debris, mold, and tears.
  - Any shutter, blind, drape, curtain, or window covering facing the exterior of the unit building must be a solid, light color, preferably white.
  - Discharge or release of saline, other byproducts from water systems, or any other chemicals that are harmful or pollutants of the drainage system are strictly prohibited.

6. Feeding of wildlife – including birds – is strictly prohibited. No apparatus may be placed on the outside of a building that would entice or attract wildlife.

7. Nothing shall be hung, attached, or otherwise displayed on or facing the exterior of the unit building, or on common ground, including on railings, garage doors, windows, screens, entry doors, mailboxes, driveways, between driveways, gutters, posts, walls, shutters, grassy areas, or the roof except in the designated areas and as described below:

- Minimal hangings and decorations may be displayed on the lanai and front doorway area.
- An owner or approved tenant may hang on the mantel or frame of the door a religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep.
- Holiday decorations may be displayed within 4 feet of the unit building provided any attachment does not cause damage or impede access, and are removed no later than 14 days after the holiday.
- Flags that are permissible by Florida Statute can only be displayed in the area next to the garage door, not to exceed 3 feet from the garage door, or may be hung on a post affixed to the unit near the garage and light fixture.
- Hanging laundry or other unsightly objects cannot be visible outside of the unit.
- In any event, displays may not impede access to driveways, roads, units, irrigation sprinklers, and utilities, and may not block access to a contractor, especially a landscaper, to any part of the common or limited common areas, and may not be placed in the section between the driveways, nor may any display entice, encourage or otherwise attract wildlife, or be displayed if the size and/or content of the display is deemed by the Association to be offensive, unsightly, immoral, improper, hazardous, or unlawful, or against the condominium By-laws or the Declaration of Condominium.
- No signs or symbols may be placed in the common or limited common areas, nor may any be visible from any exterior surface. This includes contractor signs.
  - Open House/For Sale signs may be displayed one (1) hour prior to an Open House event and must be removed within one (1) hour after that event.

Exceptions may be granted by the Association, which may include cameras, antennas and security signs.

8. Any and all modifications, installations, additions, attachments or color changes to the exterior of a unit building or to any appurtenances on the limited common elements or common elements, including, but not limited to, windows, garages, entryways, doors, doorways, lights, mailboxes, outside walls, railings, lanais, patios, utilities, driveways, or the installation or removal of gutters or downspouts, and drainage must be approved in writing by the Association prior to beginning any work or modification.

- Proper permits must be obtained from the county, if required, prior to any work being performed on condominium property.
- Contractors working on any portion of the outside of a unit must be licensed and insured and may not begin work before 8:00am.
  - Except for the installation and removal of existing hurricane protection material.
- The installation of new hurricane protection shutters must be approved prior to installation.
- Either a Work Order/Request Form, or an Architectural Change Form, depending upon the work being performed, must be completed in its entirety and submitted to the Association for approval.
  - Association approval, including member/owner approval when applicable, must be granted prior to any work being performed, including a modification or an addition being initiated or completed.
- The forms are available on the Association's website managed and operated by the management company or directly from the management company.

9. Owners and Association approved lease tenants may place flowers or plants in the bed directly adjacent to their unit provided the plantings do not impede access to utility stations and air conditioning units. The owner or tenant must remove any planting that attracts wildlife, is menacing, or is not healthy and attractive.

- 2-bedroom units may have plantings in the front or the side of the unit, not to exceed 5 feet from the building.
- 3-bedroom units may plant in the area from the walkway to the unit building.
- No plantings, objects or fillers may be placed in the section between the driveways.
- All units may have plantings in the back of the units in the area under the primary bedroom window extending to the end of the separation wall.

- Owners may request the Association approve plantings or cosmetic enhancements in other areas by submitting a Work Request Order form prior to commencement of any work or alteration.
10. Rubbish, garbage, and any item to be discarded according to the Sarasota County refuse guidelines must be contained in the proper receptacles and stored in the garage.
    - Receptacles and approved special request pick-ups are to be placed at the end of the unit occupant's driveway, and should not be placed outside sooner than 3:00pm the day before a scheduled pick-up date and should be moved to inside a garage by 9:00pm the day of the pick-up.
  11. No vehicle may be parked on the grassy area or impede the ingress or egress of the roads. Only currently licensed cars, non-commercial mini-vans and light duty trucks may be parked in a driveway overnight, unless permission to park has been granted by the Association.
    - Exception: Service vehicles may park during the time in which a unit, occupant, limited common element or common element is being serviced, so long as access to roads, other driveways or units is not impeded.
  12. The Association must be notified in writing, or by submission of a Guest Occupancy form, prior to the unit being used by guests when owners or lease tenants are not in current residency.
    - Any guest occupying a unit for a period greater than three (3) months without an owner or approved lease tenant in current residency will be deemed to be a tenant and a Rental/Tenant Application must be submitted to the Association for approval prior to further consecutive occupancy.
  13. A unit may not be leased/rented without prior written approval by the Association. No unit may be rented for less than a three (3) month term, or partitioned to accommodate a tenant. Timeshares are not permitted.
    - A Rental/Tenant Application must be completed in its entirety and submitted to the Association and approved prior to occupancy for any and all tenants.
  14. An owner may not allow animals to be kept in a unit, other than one (1) dog or one (1) cat, caged birds, and small marine animals in aquariums.
    - Pets must be on a leash at all times when outside.
    - Any animal deemed to be a nuisance at the discretion of the Association must be removed from the unit.
  15. It is the responsibility of the unit owner to notify and verify that the Association has a current mailing address.
    - Owners who may change residences or have mail address changes should notify the Association in advance with each change in mailing address if mail is expected to be delivered to any address other than the unit.
  16. Prior to the sale or transfer of ownership of a unit, the owner is to provide the Association written notice reciting the name, address, telephone number and contact information of the transferee party.
    - A Sales Application Form, available on the Association's website or from the management company, must be completed and submitted to the Association via the management company prior to the sale or transfer of any unit.
  17. Annual Assessments (yearly maintenance fees), based upon Association approval of an Annual Budget, are payable quarterly in advance in four (4) equal installments due before the 1<sup>st</sup> day of January, April, July and October.
    - Annual Assessments and Special Assessments levied by the Plantation Master Association are payable timely directly to the Master Association.
    - Special Assessments levied by the Association and/or by St. Andrews/Plantation Community Association, Inc. (St. Andrews) are payable timely directly to the party named in the assessment notification.

- All Assessments, including Special Assessments, are levied, payable, and fined if necessary, according to the Condominium Documents and Florida Statute.
    - Any 3<sup>rd</sup> payment check returned unpaid from any payment source will result in a prohibition of further acceptance of personal checks.
18. Hurricane Protection coverings and shutters that comply with or exceed the applicable building code and Florida Statute, may be installed and maintained, contingent upon Association approval for new shutter installations, during the Florida hurricane season which starts June 1 and ends November 30.
- Shutters and/or Coverings:
    - facing the exterior must be solid, and white or off-white in color, or clear.
      - clear coverings must be over a solid, light color liner, preferably white.
        - must be maintained in a presentable and acceptable condition, including being free of mold, dirt, tears, cracks, chips, fading and fatigue.
    - may not impede the ingress or egress to the unit.
    - may not be installed any earlier than June 1st and must be removed prior to November 30<sup>th</sup>
      - If there is a national hurricane notice beyond those dates, coverings may be installed, and must be removed no later than 5 days after the declared storm if the date falls before 6/1 or after 11/30.
  - New shutters must be installed by a licensed contractor pursuant to the manufactures' instructions and applicable Sarasota County specifications, as well as the Florida Statutes and the Association's specifications.
  - Any panels that are not roll-up, manifold or removable shutters, including panels made of steel, aluminum, or wood, must be white or off white in color, and may not be covering any door, window, patio door, etc., for a period longer than 30 consecutive days.
    - Compliance to the St. Andrews/Plantation Community Association, Inc. specifications for hurricane shutters is also required.
19. All requests, issues, inquiries and suggestions are to be directed to the Association's designated management company, preferably in writing. All approval forms, work orders, tenant occupancy forms, sale forms, address notifications, requests for certain information, etc., must be submitted in writing to the designated management company.