

Turtle Creek East Owners Association

RULES & REGULATIONS

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Welcome to Turtle Creek East Owners Association

It is the duty of owners to inform their guests and/or lessees of these Rules and Regulations.

Any behavior which is objectionable is not acceptable, even though it may not be covered by a specific rule. Consideration of our neighbors is important to all of us. Boisterous behavior, slamming doors, loud TV, radio, musical instruments or voices can be disturbing and can become a nuisance. Nuisance to fellow residents is a possible violation of peace and tranquility within an Association.

For many of us, condominium living is a new way of life. Each owner is entitled to the complete use of his/her unit as well as the common facilities. Such use may not conflict with the rights of other residents. Therefore, certain standards for individual behavior are necessary to ensure pleasant and harmonious community living.

Many of the Rules and Regulations, which appear herein, are excerpted directly from or are based upon Articles of the Declaration of Condominium, a copy of which should be in the possession of each unit owner.

These Rules and Regulations have been adopted and approved by the Board of Directors of Turtle Creek East Owners' Association, Inc. They are designed to define the rights, privileges and obligations of Turtle Creek East property owners and their respective family members, guests or lessees.

The Board of Directors has the authority to make and amend the Rules and Regulations respecting the use of condominium property without the approval of membership.

Property Management will conduct the business of the Condominium Association on a day-to-day basis as may be so directed by the Board of Directors.

The Board of Directors appreciates the cooperation of all owners in observance of these regulations.

Approved February 23, 2017

NOTE:

TCEOA QUARTERLY ASSESSMENTS are due on the first day of January, April, July and October of each year. A ten (10) day grace period is allowed for late postal delivery. However, accounts remaining unpaid after the grace period will be considered delinquent and the owner will be assessed interest charges at the allowable rate by the State of Florida plus late fees. It is the owner's responsibility to notify the Campbell Property Manager, in writing, of a change of mailing address. For the convenience of residents, especially those who are seasonal, coupon books are sent at the beginning of each year and contain a coupon for each quarter of that year. Payments by check are to be mailed to:

Turtle Creek East Owners Association
c/o Campbell Property Management
PO Box 668558
Miami, FL 33166

Checks should be made payable to Turtle Creek East, not Campbell Property Management. Please note: there is a 2 week turn-around time for payment processing so keep this in mind when mailing a payment. No payments are accepted at the onsite office or the Campbell Property Management office in Jupiter. Payments can also be made online by going to campbellpropertymanagement.com or by automatic (ACH) payment. The ACH form is available upon request.

TURTLE CREEK EAST OWNERS ASSOCIATION INC.

RULES & REGULATIONS

The Declaration of Condominium for Turtle Creek East creates in the Board of Directors the ability to establish rules and regulations. These rules and regulations do not apply to the Patio Home owners at Turtle Creek East II except in Section I and III as they relate to prohibited activities, leasing occupancy and the use of common property, such as the clubhouse, swimming pool, parking lots and Section II in its entirety. For purposes of clarification the recorded condominium documents refer to the condos as "Townhomes".

SECTION I - BASIC REGULATIONS ON USE

OCCUPANCY. Each of the Townhomes and the Patio Homes will be occupied as a single family private dwelling by the owner, the members of his family, his guest or lessees and for no other purpose. No unit may be **divided** or subdivided into a smaller unit.

PET RESTRICTIONS - Townhomes. No animals or pets of any kind are permitted to Townhome residents: owners, guests or lessees.

EXTERIOR DECORATIONS - Townhomes. Unit owners, guests and lessees will not cause anything to be hung, displayed or placed on the exterior walls or windows of the building and will not otherwise change the appearance of any portions of the exterior of the building without prior written consent of the Board of Directors of the Association. No clothes line or similar devices, and no signs will be allowed on limited common elements or upon any other part of the condominium property, without the written consent of the Board of Directors. Nothing is to be attached to the railings and balconies, temporarily or permanently, except holiday decorations, firmly attached.

PARKING. Townhomes. Owners' and lessees' automobiles will be parked in the assigned covered parking spaces, or upon common parking areas. Parking in areas marked "NO PARKING" is not allowed and will be considered a violation of these Rules & Regulations. There shall be unassigned common parking spaces for Guests. No other vehicle or objects, including but not limited to commercial vehicles, motorcycles, trailers, boats and motor homes, may be parked or placed upon any of the common property, including limited common elements, unless permitted in advance by the Board of Directors. Overnight parking of licensed commercial vehicles is prohibited. Unsightly or illegally parked vehicles will be subject to towing at the expense of the vehicle owner. Vehicles on which signage of any type (other than on vehicles of temporary workman) is displayed shall be covered or removed while parked on Association property. Parking areas are not to be used for storage of personal items. Assigned golf cart parking is not intended for the parking of automobiles.

COMMON ELEMENTS. The common elements and limited common elements will be used only for the purpose for which they were intended.

NUISANCES. Townhomes. No nuisance will be allowed upon the property nor any use or practice that is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the Townhome and surrounding area will be kept in a clean and sanitary condition and no rubbish, refuse or garbage allowed to accumulate, nor any fire hazard allowed to exist. No unit owner will permit any use of his unit or any use of the common elements that will increase the cost of insurance on the Turtle Creek East Owners Association property.

LAWFUL USE. Townhomes & Patio Homes. No immoral, improper, offensive or unlawful use will be made of the property nor any part of it; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction will be observed. No commercial activity will be allowed.

LEASING. Townhomes & Patio Homes. May be leased once during a calendar year for a minimum of one six month period. No unit may be leased without the prior written approval of at least two members of the Board of the Association or Board designees, after a personal Interview with the proposed lessee. Owners intending to lease their property are required to provide the Association office with (1) a copy of the proposed lease (2) an executed application for residency on the form provided by the Association (3) a \$100 Application Fee payable to Turtle Creek East Owners Association.

PROHIBITED ACTIVITIES. Townhomes. No Estate sales, Yard sales, Garage Sales or like activities are allowed on any Townhome property.

TRASH DISPOSAL. — Townhomes. Trash rooms and recycle containers are located at each Townhome building. Under current guidelines, plastic, glass, cans, newspapers, magazines and collapsed corrugated boxes may be disposed of in one recycle container. Other trash shall be placed in plastic bags and securely fastened before being placed in dumpsters. Unit sink disposals are to be used for raw garbage. Hazardous substances are prohibited in trash rooms. Homeowners are responsible for removal of large items – not to be placed in trash rooms.

BARBECUING. — Townhomes. All barbecuing shall be confined only to the area of the Clubhouse and designated by the Board of Directors to prevent all fire hazards and annoyance to neighboring residents. The Association provided Barbecue Grill and the designated eating area shall be left clean and the equipment properly covered and stored after use in the designated storage space. Use of the grill, propane tank and other facilities is at the user's risk.

STORAGE LOCKERS. — Townhomes. Individual lockers are located adjacent to each Townhome unit for personal belongings. Safety precautions dictate no flammable or explosive material be stored in these lockers. Personal property is prohibited from being kept in walkways or common areas. The FPL/Telephone rooms are not to be used for resident storage. Anything placed in any of these rooms will be disposed of by management.

STORM SHUTTERS - Townhomes or Patio Homes. When an owner of any unit intends to be away from home for a period of 7 days or more, from June 1 to October 31, the storm shutters of the unit shall be closed and the Owner shall place inside the unit all of the owners' objects that are located outside the unit including bicycles and door mats which can become projectiles in hurricane force winds. Such requirement does not apply to the owners of a unit that have provided for a third party to close the storm shutters on a unit when a hurricane is forecasted. The information of the third party — name, address, phone number, cell number - MUST be on file with the TCEOA office.

ABSENT OWNERS & EMERGENCY ENTRY - Townhomes & Patio Homes. Owners that plan to be absent for an extended time must turn off water at the main valve of the unit and should designate a responsible firm or individual to care for the residence. Should an owner leave an automobile or a golf cart on the premises, they are to leave a key with the responsible individual whose name shall be supplied to the property manager. All pots, planters, etc. should be disposed of or moved inside when residents are gone for an extended period of time.

ELEVATORS — Townhomes. When using the elevators for moving furniture, it is the responsibility of the unit owner or lessee to make certain that sidewall padding is used by notifying the Property Manager or the onsite Maintenance Manager. Any damage to the elevator, exit signs or railings, etc. are to be paid by the unit owner. No smoking of cigarettes, E-cigarettes, cigars or pipes in elevators.

SERVICE PERSONNEL — Townhomes. Service personnel vehicles are to be parked in the area marked "Guest Parking". The agent may unload materials at the designated area. Work in individual units is to be done between the hours of 8:30 A.M. and 5:00 P.M. MONDAY THRU FRIDAY. Owners should do all in their power to suppress unnecessary noise, including the use of radios by workers. It is the responsibility of the owner to require his contractor to remove all debris from the building, including discarded carpeting, paint cans, etc. Such material cannot be dumped into the bins in the trash room. At no time is a key to the Clubhouse/Pool area to be given to any contractor, worker or service personnel.

PLANTING — Townhomes. There is to be no unauthorized fences, planting of trees, shrubs, etc. on any common areas maintained by the Association that may be in conflict with the community landscape concepts of the Board and the Landscape Committee. Mulch color is to be dark brown and must be consistent throughout the community. Plantings that obstruct views, damage existing landscaping or cause additional maintenance costs will be removed. All requests by individuals for landscaping of patios adjacent to 1st floor units shall be approved by the Landscape Committee and then by the Board.

FIRE SAFETY REGULATIONS - Townhomes. No person shall use a stairwell including stairs and landings in the townhouse buildings for storage of (1) any personal property, or (2) flammable products, including any petroleum derivatives, e.g. gasoline and diesel fuel, or propane stored in the fuel tank of any equipment nor shall such fuel be stored in any Townhouse unit, common area or limited common area in any such containers. Excluded from this restriction are (1) propane for the grill at the clubhouse, and (2) gasoline and propane of the maintenance staff stored in appropriate areas. The use or storage of generators, outdoor grills of any kind, or motorized lawn equipment is prohibited on any Townhome property at any time.

GUESTS - Townhomes & Patio Homes. Guests other than immediate family members must be registered with the Association if the owner is not present and may not occupy a unit for a period of more than thirty (30) consecutive days without the prior approval of the Board of Directors. If the period is to be extended, there must be a showing of good cause for such an extension.

WALKWAYS. — Townhomes. Because of concern for safety of residents and guests to facilitate the movement of emergency personnel when necessary, no items of any kind may be placed upon the walkways of the Townhome buildings. REMINDER: It is a Martin County Fire Code violation to put potted plants or any other item in the walkways.

PATIOS - Townhomes. The patio or any outside area is not to be used as a storage area for any materials including boat equipment, kayak paddles, planting materials, cleaning materials, buckets, gasoline, landscape tools or hoses. The owner is responsible for the patio to be kept free of clutter, in good repair, clean and pressure washed when needed.

BICYCLES - Townhomes. Because of a concern for the safety of residents and guests and to facilitate the movement of Emergency Personnel when necessary, bicycles may not be stored or left in the Townhome walkways. Since the layout of each Townhome building is different, provision will be made in each building for the most appropriate location for storage of bicycles that are actually being used. The proper locations will be identified by the Board and notice given to each building occupant of the location of the bicycle storage provided. Bicycles must

be clearly marked with identification and unit address. When leaving for a period of seven (7) days or more, bicycles are to be placed inside the bicycle owner's unit or approved storage area.

KAYAK STORAGE. Outside storage racks for Kayaks are on a first come first serve basis. All kayaks are to be clearly marked with owner identification and address. TCEOA is not responsible for kayaks in storage rack.

ENFORCEMENT. These Rules and Regulations, Association By-Laws and its Townhome Documents shall be enforced by the Board after at least 14 days' written notice to the offending party and a hearing before a committee of unit owners not including Directors or members of their households to review the action of the Board. The Board may [1] suspend the unit owner or occupant's right to use the common areas and common facilities, and [2] may levy a per diem fine up to the maximum of \$100 per day, or \$1,000 in the aggregate against the unit owner or the occupant, as appropriate.

If a unit owner or occupant fails to pay monetary obligations due the Association for a period of more than 90 days the Board at a properly noticed meeting may, without [a] further notice to the unit owner or occupant or [b] a committee hearing, [1] suspend the right of the unit owner or the unit's occupant to use common elements or common facilities, and [2] suspend the voting rights of the unit owner. Both suspensions shall automatically be terminated upon payment in full of all delinquent and current payments due the Association.

TOWNHOUSE OWNERS
MAINTENANCE RESPONSIBILITIES

UNIT OWNER RESPONSIBILITY. It is the unit owner's responsibility to maintain, repair, or replace items such as, but not limited to, window frames, screens, doors, glass and enclosures. Any exterior alterations to a building by an Owner, including, but not limited to, windows, doors and hurricane shutters must have prior approval from the ARC (Architectural Review Committee) and the Board.

ANY PLUMBING. Plumbing that has been installed within a unit after the original construction.

AIR CONDITIONER EQUIPMENT. The condensation drain line for the air handler unit within the utility closet to the connection to the drain pipe out of the closet and the refrigerant lines to the compressor are the unit owner's responsibilities.

WATER HEATER UNIT WITHIN THE UTILITY CLOSET. All plumbing for the water heater, filters or other plumbing within the utility closet, the main shut off valve and its piping. The unit should be checked annually and replaced if necessary.

SINKS. Shut off valves for both hot and cold water. All piping including such items as filters, soap dispensers, etc., all aspects of the sinks, all drain pipes through the traps and including connections to main plumbing at the wall.

TUBS. All plumbing that can be serviced from the interior of the unit including water control valves for tub & shower, drain connections that are serviceable from the unit including gaskets, etc. for overflow, etc. also tub drain valves, etc.

SHOWERS. All plumbing as described under tubs and including shower cartridge, pans, tiles, etc. and the drain fitting with the shower.

TOILETS. Cutoff valves providing water, all aspects of the toilet including the wax seal.

CLOTHES WASHER. The cutoff valves for hot and cold water, hoses, etc. and all parts of the washing machine. The recessed wall box and its traps, turn off water valves, etc.

CLOTHES DRYER VENTS. All parts of the dryer and its connections to the dryer vent at the wall where the dryer vent leaves the dryer area. Townhome Owner is responsible to have dryer vent cleaned bi-annually.

Approved February 23, 2017

TOWNHOUSE TCEO, INC.

MAINTENANCE RESPONSIBILITIES

ALL PLUMBING WITHIN THE WALLS — Including the walls that are completely within an owner's unit is the association's responsibility.

TOWNHOUSE CLOSING PROCEDURES

WHEN LEAVING YOUR UNIT FOR AN EXTENDED PERIOD OF TIME, PLEASE take the following precautions:

Leave all front door and utility closet door keys with the Property Manager. All owners should provide Property Management with front door and utility door keys. These keys will be secured in a locked area for emergency use only. In the event these keys are NOT available, and an emergency occurs such as a water leak, fire, etc. TCEO reserves the right to make forcible entry into the unit or utility closet to deal with the emergency. **IN THIS CASE, THE OWNER OR LESSEE WILL BEAR THE COST OF REPAIRING ALL DAMAGE RESULTING FROM THE FORCED ENTRY**

All items should be removed from the front walkways.

THE MAIN WATER SUPPLY **MUST** BE SHUT OFF. The Hot Water Heater should also be disconnected or the appropriate circuit breaker shut off.

When an owner of any Unit intends to be away from a unit for a period of seven days or more, from June 1 to October 31 the storm shutters of the Unit shall be closed and the Owner shall place inside the Unit all of the Owner's objects located outside the unit including bicycles, doormats etc. which can become projectile in hurricane force winds. Such requirement does not apply to the owner of a unit that has provided for a third party to close the storm shutters on a Unit when a hurricane is forecasted and has provided the name, address and phone number of such third party to the Association Office. However, if that person is not available the owner is still responsible for the process.

Emergency Contact Information should be on file in the office that lists all phone, cell, fax, email information where you can be reached during your absence and the numbers of friends or relatives that will know how to contact you or could make a binding decision for you in your absence in the event of a true emergency here at Turtle Creek East.

SECTION II:

RULES AND REGULATIONS APPLICABLE TO PATIO HOMES ONLY

PETS. Pets are acceptable provided they do not create a nuisance to other residents and are on a leash when not on the owner's property. Owners are required to clean up after their pets and properly dispose in their own trash receptacles.

BARBECUING. Barbecuing is permitted on gas barbecue grills in designated areas. The grills shall only be used and stored on the side of the patio outside the kitchen or in the rear yard. Use or storage of the Grill in front of the home, in the driveway or in the zero lot line side yards prohibited. In addition, the Association provides a gas barbecue grill and a designated eating area outside the Clubhouse. The grill, preparation and eating area is to be left clean after each use and the equipment properly stored in the designated storage space.

SALE SIGNS. Real Estate Sale Signs shall be in the shape of a shield and may not be any other shape.

PLAYGROUND EQUIPMENT. Basketball hoops, backboards, hockey nets, skateboard ramps and all other types of similar sporting equipment are not permitted on any property.

GARAGE DOORS. Garage Doors are to be painted the same color as the body of the Patio Home and remain closed whenever possible.

TRASH AND RECYCLE BINS. All trash and recycle bins must be stored in the garage. Trash containers may be placed at curbside after 6:00 P.M. on the day prior, or preferably on the morning of the day of collection in front of each owners' own home. Trash containers must be returned to the garage as soon as possible after pick-up.

OVERNIGHT PARKING. No vehicles shall remain parked on the streets adjoining patio homes overnight.

ESTATE, GARAGE AND YARD SALES. No estate sales, yard sales, garage sales, or like activities are allowed on any patio home property unless seven (7) days advance written notice is given to the Property Manager and provision is made for a person to direct traffic to lessen interference with ability of other property owners to safely travel on the roads.

PATIO HOMES
OWNERS' MAINTENANCE RESPONSIBILITIES

LANDSCAPE REPLACEMENT. Front Lawn is Subject to ARC & Landscape Guidelines approval.

IRRIGATION SYSTEM. Irrigation replacement within the property line is the owners' responsibility. There is a perimeter around patio homes that is common area and therefore TCEOA responsibility. The Irrigation system will be maintained after the owner pays to have the irrigation system within the property line completely checked out. Any replacement or repairs of main line breaks, valves, controllers, clocks, rain gauges, is the owners' responsibility.

PAINTING. Exterior paint for the body of the house and the garage doors including window caulking to be done as scheduled by community cycle to be paid by the Association. Storm Shutters and Screen enclosed areas may be painted at the expense of the owner. Touch up painting between community cycles is to be done at the owners' expense. Six color pallet choices are available but cannot be the same as the neighbor(s) on either side.

ROOFS. Repairs & replacement at the expense of the owner subject to ARC Approval.

ROTTEN WOOD. Any location is the responsibility of the owner

STUCCO REPAIRS. Any location is the responsibility of the owner.

WINDOWS. Any location is the responsibility of the owner.

WINDOW CAULKING. Caulking is done at the painting cycle. Caulking required in between Association cycles is the responsibility of the owner. Interior damage resulting from caulking leaks are the responsibility of the owner

MAILBOXES. Replacement and maintenance of the electric line from the home to the mailbox is the responsibility of the owner.

Approved February 23, 2017

DRIVEWAYS & WALKWAYS. All maintenance, repairs, pressure cleaning and painting is the responsibility of the owner.

WATER & SEWER. Homeowners are billed individually by the source of service

PATIO HOMES
TCEOA MAINTENANCE RESPONSIBILITIES

STREET LIGHTS. Bulb replacement, fixture maintenance and replacement by the Association.

LAWN MAINTENANCE. Includes fertilizing, cutting, trimming of front, side and rear lawns, trimming bushes, and some small decorative trees. Palm trees are trimmed every year.

■ **SECTION III**
■ **CLUBHOUSE REGULATIONS**

Resident owners, their guests and approved lessees are entitled to the use of the pool and clubhouse facilities. Children under fifteen (15) years of age must be accompanied by an adult.

Residents may use the clubhouse for personal social functions with advance approval of the Board of Directors. Reservations are on first come, first serve basis and are made through the Association office. The fee for exclusive use of the clubhouse facility is \$50.00 and must be paid when the application form is complete and the reservation is made. It is the unit owner's responsibility to clean up after the event. All trash must be bagged and left in the designated area. The kitchen, refrigerator, oven, range and microwave must be left clean. If additional cleaning is required, or any damage is caused to the clubhouse, the expense of the repair or replacement will be billed to the owner utilizing the clubhouse. Residents who schedule events are responsible for closing the clubhouse, checking the bathrooms, turning off all AC and lights, locking all doors.

Residents may use the outdoor kitchen for personal social functions with advance approval of the Board of Directors. Reservations are on first come, first serve basis and are made through the Property Manager. A \$50 refundable deposit for reservation of the outdoor kitchen is required if the resident wishes to use it for an exclusive event. The outdoor kitchen must be left clean. The grill must be brushed and cleaned and covered when cool enough to do so. The

propane gas must be turned off at the tank. The granite and stainless steel must be wiped down. If using the cooler provide it must be left clean and dry.

Daily use of the outdoor kitchen is on a first come, first serve basis. The outdoor kitchen must be left clean and in good condition. The grill must be brushed and cleaned and covered when cool enough to do so. The propane gas must be turned off at the tank. The granite and stainless steel must be wiped down. If using the cooler provided it must be left clean and dry.

When the clubhouse is reserved and posted for an exclusive event, residents, guests and lessees are asked not to enter the clubhouse. The Fitness Center may be accessed by the exterior door by the pool.

Social Room furniture is not permitted outside of that room.

No animals of any sort are permitted in the clubhouse or pool area at any time.

Smoking Policy: Smoking cigarettes, E-cigarettes, cigars and pipes is not permitted in the Clubhouse or in and around the swimming pool, patio and deck, or the car wash area.

Wet bathing suits are not permitted in the clubhouse at any time and shoes are required to be worn in all areas of the clubhouse.

Everyone using the pool must shower before entering the pool. All oils and lotions must be removed before entering the pool.

All chairs and lounges in the pool area must be covered with a towel before being used. Please return furniture to its original placement.

There will be NO GLASS CONTAINERS of any kind permitted in the pool area.

Clubhouse/pool gates are to remain locked at all times. The hours of pool use are from dawn to dusk.

No diving or running is permitted in to the pool.

Lifeguards are not provided by the Association. Residents and guests are advised that they swim at their own risk.

Sleeping or camping out in the Clubhouse is prohibited.