

Rules by Which We Live

**Woodside South Condominium
Association, Inc.**

2023

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Introduction

These rules dated 1/1/2023 supersede all previous Rules We Live By and become effective as dated.

The condominium form of ownership is a system of property ownership through which all unit owners receive title to their units, and an undivided interest in the common areas. Unit Owners assume common obligations and respond collectively to the needs of the condominium and its owners. The condominium, a corporation, is the entity through which this community of interests is expressed and protected. The Condominium Association is responsible for the administration and operation of its condominium property, and the maintenance, repair, and replacement of the common elements. Essentially, the Association provides a system of self-government in which the rights of individual owners are preserved through a form of participatory democracy. Thus, condominium living can be a pleasant experience for a group of congenial people who are willing to abide by the prescribed Rules and Regulations which affect all unit owners equally.

It is important to understand that a unit owner surrenders certain rights and liberties relating to the use of their unit, as well as the common elements, in exchange for the benefits of condominium living. The rights and responsibilities of the unit owners, together with certain restrictions and limitations on their unit and the common elements, are defined in the Declaration of Condominium (the legal document that created the condominium).

These rules are available on the Management Company website. All current and new owners shall either receive or avail themselves of them. Each tenant, whether long term or short, shall receive a copy with the understanding they will read them and obey.

Let's remember the rights of our fellow residents and the courtesies we all owe one another.

Definition of Terms

Community Association Manager (CAM): Management company employee assigned to Woodside South.

Guest: a person who visits a resident in the villa when the resident is at home.

House guest: a person on an overnight or extended stay with a resident.

Owner: a person who holds the title to a villa, whether or not he or she resides in Woodside South.

Resident: a person, whether owner or tenant, who occupies a unit.

Tenant/lessee/renter: a person who lives here and reimburses the owner for the use of the property

Unit: a living unit is a single house or one-half of a double structure.

Visitor: a person who temporarily occupies a unit during the absence of the owner.

Association Responsibility

The Association is responsible for maintenance and repairs to all exterior elements (excluding any additions added by the owner). The exception is damage due to Owner negligence.

All maintenance needs should be brought to the attention of the Association by a signed Speed Letter.

Funding for Woodside South is provided through a quarterly assessment. If unforeseen expenses cause expenditures to exceed the planned quarterly assessment, additional assessments may become necessary.

Assessment

The Board of Directors approves an annual maintenance budget, based upon expected expenditures and each unit is assessed a proportionate share of the total budget, payable to the Association quarterly, in advance. Quarterly payments are due on the first day of January, April, July, and October.

Fees are payable by check to the Management Company or may be withdrawn from Owner's account electronically. Checks should be made out to WOODSIDE SOUTH CONDOMINIUM ASSOCIATION.

NOTE: A 5% penalty and 18% interest will be imposed on Owners whose payment arrives later than the tenth of the month in which it was due. The Board may waive this penalty at its discretion. Payments 30 days past due will be turned over to the Association's attorney for collection and collection fees are the Owner's responsibility. The Owner will be liable for a \$75.00 return check fee.

Assessment Covers

Utilities and other services: Basic cable, water and sewage, pest control, sanitation, and recycling.

Water

- Monitor your unit for leaking toilets and dripping faucets and repair them. WATER IS PRECIOUS & COSTLY!
- A controlled type of hose nozzle shall be used for sprinkling plants and shrubs. No soaker hoses, sprinklers, irrigation timers are allowed. Obey any Government restrictions in effect to conserve water.

Pest control

A contracted extermination firm treats each unit inside and out on an established schedule. See bulletin board in clubhouse. If you believe you require additional attention, please contact the WSS CAM who will refer your request to our extermination firm.

Sanitation and Recycling

- All containers must be stored inside.
- Place all trash and recycling containers at the roadside the night before or the morning of the day for scheduled pickup. Blue containers are for recycling as designated. Containers for other household garbage must be placed in lidded containers.
- All containers must be replaced in the garage within 24 hours.

Common areas and facilities: Grounds maintenance (lawn, trees, etc.), streetlights, road maintenance, care of recreation facilities.

Grounds maintenance: A contractor is hired to cut the grass, edge and clear clippings from the roads and driveways. The contractor also picks up any trimmings, weeds, brush, etc. collected by the owner or tenant and placed at the side of the unit roadway.

Check the Clubhouse bulletin board for lawn service day.

Recreational Facilities:

Clubhouse

- The clubhouse is a general recreation facility available to all residents for card game sessions, pot-luck dinners, board meetings, etc.
- Exclusive use, such as a private party by residents, may be arranged through the chairman of the Social Committee in advance, if it does conflict with association activity. A refundable deposit of \$100.00 is required in advance. If the building is not left in the same condition as found, the resident user will bear full responsibility for any damage or loss.
- No furniture from the clubhouse or pool area is to be borrowed for personal use.
- Each board member has the code to the clubhouse. Contact any board member for the code.

Pool

- Hours: Dawn to Dusk
- Children under the age of 12 are not to be left unattended.
- *NO PETS are allowed*
- *NO SMOKING/VAPING ARE ALLOWED IN POOL OR CLUBHOUSE AREA.*
- A more complete list of rules is posted poolside.

Bocce Ball Court

- The court is to be used to play Bocce Ball only.

- Rules are posted on the clubhouse bulletin board. Score keeping equipment and balls are stored in the game closet in the clubhouse.
- THE COURT IS NOT A PLAY AREA FOR CHILDREN.

Individual Units: Outside Repairs and Painting, Roof replacement/maintenance.

Owner Responsibilities

Interior: Owners are responsible for the care and upkeep of the unit's interior.

Exterior:

- Owners are responsible for any shrubs or plantings, (watering, weeding, & trimming) within 3 feet of the perimeter of the unit. All vegetation must be trimmed a minimum of 12 inches away from touching the building to prevent insect invasion and allow for exterior maintenance. Windows and screens are the owner's responsibility.

No owner shall plant anything on common ground without approval of the board via Speed Letter. In the event plantings are approved, care and maintenance are, and remain, the responsibility of the current owner and convey to any future owners.

Electrical: All electrical components, to include from the meter into the unit, heating and air conditioning units (both indoor and outside; all water and plumbing lines, to include exterior outlets and including the shut-off valve into the unit; and all windows and their screens.

Entryways: Maintenance of entryways, to include any walking surfaces poly-pebble, carpet, etc.) Screens, support structure, screened doors, and any screening on enclosed lanais are owner responsibility.

Unit Alterations

- Several units have been altered from the original construction footprint. Any existing guttering, walkway enclosures, extended lanais, windows, etc. added are the current and any future owners' responsibility to maintain.
- Further alterations or additions to any unit, such as gutters, exterior light fixtures, walkway enclosures replacement windows, etc. **are not permitted without a written request for variance via Speed Letter.** The Board will consider all requests and, if approved, provide written approval. Maintenance of these approved alterations becomes the responsibility of the current and any future owners.
- Note: Replacement windows are to mirror the original jalousie windows.
- Nothing architectural may be attached to the exterior of the unit.

Exterior Maintenance Emergencies: In the event of an emergency to the outside of a unit, such as a roof leak, an outside water or sewer break, severe wind damage or the like, the resident shall call the CAM at management if during business hours and complete a Speed Letter. Emergencies inside a unit are the owner's responsibility.

All other maintenance needs are the responsibility of the Association. Requests for maintenance are to be reported via Speed Letter (found in the Club House) or if the owner is not local, reported to the Management company.

Speed Letters

Speed letters are the acceptable means of contact with the Board for action. Blank forms are available in the box located in the Clubhouse lanai. (Speed Letter Box)

Use them to:

- To make suggestions, request information etc.
- Request exterior repairs
- Request a variance. All variance requests must be detailed and contain drawings if clarity is required. Note: All contractors must be insured and licensed." A copy of a signed contract must be submitted with a variance request.

When you have completed the form, sign and date it, keeping the last page of the speed letter for your records and place it in the box provided in the clubhouse lanai. Members of the Board will consider the request and advise of the intended disposition of the matter as soon as possible via email or return of copy of speed letter.

Vehicles, Speed Limit, and Parking

Automobiles are defined as cars, pickup trucks used exclusively for non-commercial use, station wagons, jeeps, minivans, and sport utility vehicles.

Restrictions:

No more than ONE OVERNIGHT STAY PER YEAR is allowed for commercial vehicles, motorcycles, commercial trucks and vans, boats, trailers, campers, RV's, and motor homes.

SPEED LIMIT: 15 MPH ON ALL WSCA ROADS

- Signs are posted throughout the community. As the sidewalks are few, speeding puts many walkers, pets, and bike riders at risk. Please obey the established limits and inform/remind your visitors and deliverers to observe the speed limit. USE CARE AND COMMON SENSE.
- Please be alert to pedestrians & cyclists.

Parking

- Garages are to be used for resident parking, not for storage.

- With limited common parking spaces an owner should not use a common space in lieu of their garage. If a second vehicle is owned and operated, it should be parked in the driveway. If a vehicle cannot fit in the garage or driveway, it may then be parked in a common parking space. Parking areas are provided for visitors and guests.
- No parking space may be considered as belonging to any one unit.
- All spaces other than driveways are considered common area and available to all units.
- Inoperable or unregistered vehicles will be towed at the owner's expense, after proper notice.
- No parking on roadways, except for emergency and service vehicles.
- No parking and/or driving on lawns (to avoid underground sprinkler damage).
- *Any vehicle not used for a period of 10 consecutive days must be removed from a guest parking space without specific permission of the Board, via Speed Letter.*

Sale or Lease of Unit

All sales and rentals must be approved prior to occupancy. All potential new owners and tenants are subject to a background check.

Sale or Transfer of Ownership

- The owner shall notify the management company of an anticipated sale by having the prospective buyer complete an **Application for Purchase** and submit it to the management company along with the applicable fee. Forms are available on the Management Website.
- Prospective buyers shall receive a copy of the Rules by Which We Live and the Condominium Documents. They can be obtained from the Management Company website and shall be reviewed by the prospective buyer to ensure they can comply.
- After the review by the Management Company, the form shall be given to the Woodside South Board to arrange an interview. **THESE INTERVIEWS ARE MANDATORY AND MUST BE ACCOMPLISHED PRIOR TO CLOSING.**
- When a unit is for sale, only a commercial OPEN HOUSE sign may be posted at the WSCA entrance and in front of the unit from 1-4 p.m. on Saturdays and Sundays.

Lease

- MINIMUM RENTAL PERIOD IS THREE (3) MONTHS
- **NO SUBLETTING IS ALLOWED.**
- The owner must obtain a **LEASE/RENT APPLICATION FORM** from the Management Company to be filled out by the prospective lessee. When

complete, this form will be submitted to the management company with applicable fee payable to Woodside South Condominium Association. All prospective tenants will be provided with a copy of the Rules by Which We Live to review prior to the mandatory interview.

- Prior to approval, the landscape committee will inspect the current condition of the perimeter plantings and advise whether attention is required prior to approval. This applies to both short- and long-term renters.
- Application fee and required interview is waived for repeat WSS renters, providing an application is submitted. A repeat renter is someone who has occupied a villa in the past year or less.

NOTE: RESTRICTIONS OF USE: No tenant shall use a unit for other than a residence. No tenant shall temporarily increase occupants in a unit over the specified lease number without the written consent of the owner and an approved application on file.

Visitors/Guests

All owners shall notify the board prior to arrival via proper form of any Visitors and/or Guests who will be onsite for longer than two days.

If a visitor is expected to occupy a unit during the owner's absence, the owner shall complete and submit a Visitor/Guest Registration form to notify the Board of the dates a visitor will occupy the unit during his/her absence. Forms are available in the clubhouse or online or may be downloaded. Once complete, the form may be placed in the Speed Letter box or delivered to Prokop by hand, email, or fax.

Owners, residents, and tenants are responsible for acquainting their guests with Woodside South rules and ensuring adherence.

A register will be maintained by the Board to detail the events referred to above.

Trespassers

Woodside South Condominium Association is a private, posted property with a private roadway, owned, and maintained by the owners.

Only people who are residents, or those invited by residents have the right to enter the community. Other persons refusing to leave after warning will be reported to the Sheriff: (941) 316-1201.

All soliciting is prohibited.

Pets/Service Dogs and Emotional Support Animals

Pets: One cat or one small dog (up to 30 lbs.) is permitted, provided it does not become a nuisance to other residents.

Pets must be leashed and accompanied when outside units. No free roaming is permitted. Pet walkers and owners must clean up after their pets. It is the owner's responsibility to keep his/her animal current on all required Sarasota County immunizations.

Service Dogs and Emotional Support Animals

Woodside South complies with all Americans with Disabilities Act rules regarding certified service dogs. The Board shall be provided with documentation for such a dog. Emotional Support Animals require approval from the Board if they fall outside the WSCA pet parameters. To seek approval, the owner shall provide the necessary documentation. The board will review the request in accordance with federal and state guidelines and advise the requesting party.

Quiet Enjoyment

Florida law prohibits excessive noise between 10 p.m. and 7 a.m. Any unreasonable noise as defined by Sarasota County Ordinance.

Garage Doors

Garage doors are to be kept closed unless work is being done in or from the garage.

Clubhouse Bulletin Board

The right side is for the exclusive use for official Association business.

The left side may also have items of Association business that require owner access. It may also be used by residents for posting notices of social activities, items of interest, sale of household items and other subjects of general concern.

Notices must be dated and are to be removed when no longer timely, or in 2 weeks.

Woodside South Maintenance Person

Maintenance person is contracted to the Association to cover common element areas.

He is not asked to perform other personal work during these hours. RESIDENTS SHOULD NOT ENGAGE HIM IN LENGTHY CONVERSATION! He may be hired by unit occupants on his off hours.

Yard Sales/Estate Sales

Yard Sales

Residents are not permitted to conduct yard sales in Woodside South.

There is an Annual Community Yard Sale, normally in February. Donations are solicited. Proceeds benefit the Social Committee, and the remaining items are donated to charity.

Estate Sales

A single estate sale may be conducted to empty the unit when the unit is sold, and the owner is moving or deceased.

The following conditions must be met for an Estate Sale to take place:
Approval from the Board of Directors.

A person shall be assigned to direct customers to visitor parking areas and ensure there is no parking on the grass.

Administrative Information

Board of Directors:

The Board of Directors consists of five members.

The Annual Owners Meeting is held in December.

The existing board votes to accept the budget for the next year, then adjourns.

Immediately following this meeting, the newly elected board members convene and elect officers for the coming year.

The Board of Directors meetings are typically held at the clubhouse. Date and time of the meeting are posted on the clubhouse bulletin board at least 48 hours prior to the meeting. Signs are placed outside, at the Woodside South entrance and along the street in front of the clubhouse.

Owners may attend these meetings, but as a courtesy, they will adhere to established procedures. The first part of the meeting is business (old and new). There will be no interruptions from the floor. When a motion is under consideration, a brief period of discussion may be allowed for owners to voice opinions or concerns prior to voting by the Board.

Owners may submit a request to any board member in advance requesting a topic be brought before the Board. This will allow the topic to be placed on the agenda and allow time for proper consideration.

The second part of the meeting is open to the floor for Owners to be heard. Length of time for comments may be limited to allow for everyone to be heard.

Special meetings may be called at the request of a minimum of 20% of the owners and will be conducted within 60 days of the request. Other meetings for the purpose of considering specific subjects may be called by the president or in his/her stead, the acting president.

Committees: The president, with the approval of the Board, may establish permanent or temporary committees during his/her term to perform Association business. The committee Chairperson should be designated at the time of the formation of the committee. The Chairperson will be responsible for seeking volunteers and should be designated each year by the new board if the committee is to be retained. No committee formed shall perform hazardous assignments.

Penalties and Fines

The association may levy reasonable fines for the failure of the owner of a unit or its occupant, lessee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association **Florida Statute: 718.303 Obligations** of owners and occupants; remedies: An owner's failure to comply with the Rules of Woodside South Condominium Association will initially result in a written **WARNING** which will detail the offense in hopes it will be taken seriously so no further action is needed.

If a similar violation is brought to the board's attention in writing, the Board of Directors will give notice of a date, time, and place when a meeting will be held to consider levying a fine. The procedure outlined in Florida Statute 718.303 will be followed.

In Closing

These rules and administrative practices have been adopted after careful consideration and discussion by the Rules Committee and approval by the Board of Directors. It should be recognized that they are not necessarily permanent but are subject to revision and update as required. Changes or additions can be made by application to the Board.

12/17/2022

Date

Mike Cartwright

President