

PARK LANE CONDOMINIUM OWNERS ASSOCIATION, INC.
2155 Wood Street, Sarasota, FL 34237
Approved: Thursday, June 13, 2024

Guidelines FOR OWNERS, GUESTS & TENANTS

To be followed by all owners, tenants and guests, clarifying those contained in the Association's Declaration of Condominium **D** and the Association's Bylaws **B** (superscripted references). EACH OWNER IS RESPONSIBLE FOR THE OBSERVANCE OF THESE GUIDELINES BY PERSONS IN THEIR UNIT. You may be fined for failing to follow these ^{B8}.

1. SALES, RENTALS AND LOANS:^{D16.3.1} No Unit may be rented without the Unit Owner providing the Association at least ten (10) days' advance written notice and only after obtaining the written approval of the Association's Board of Directors or Manager. Applications are available from the Management Company and must be submitted together with the \$50.00 application fee. A copy of the lease must be submitted with the application. No Unit shall be leased or rented for a term of less than ninety (90) continuous days, and no more than three (3) such leases shall be permitted in any one (1) calendar year. No individual rooms in a Unit may be rented.

The Association's Board of Directors may refuse/prohibit re-leasing to a tenant who has violated the Condominium Documents, caused problems, did not show proper respect for property or other occupants, etc. All occupants must be made aware of the rules and follow them. All those planning to reside for more than thirty (30) days must submit an application with fee prior to occupancy and be approved by the Association. A loan counts as one of the three allowable uses of a unit (an exception applies in the case of a member of the owner's immediate family). A renter may not sub-let or loan a unit.

Ownership:^{D12.1.3} **Ownership by Corporations, Partnerships, Limited Liability Companies, Trusts or Other Artificial Entities.** A Unit may be owned in trust, but may not be owned by a corporation, partnership, limited liability company ("LLC"), or other entity which is not a natural person.

2. OCCUPANCY:^{D16.3.1} No owner, tenant or other occupant of a unit shall use the unit for other than single-family residence purposes (no time-sharing allowed). Guest visits are limited to 30-day duration. You may use Units for "home office" or "telecommuting" purposes, provided that such uses are confined solely within the Unit; cannot be seen, heard or smelled by other residents of the Condominium; do not involve customers or clients coming onto the Condominium Property, the posting of any signage in the Condominium, or the storage of equipment, products, or materials in the Condominium; nor more than two regular deliveries per day^{D16.1}.

3. NOISE:^{D16.8} The noise level of conversations, radios, televisions, stereo equipment, musical instruments, etc. must be reasonable at all times. A reasonable level is where noise is not audible outside of the source unit. In case of violation, notify the Police (941-316-1199). You may remain anonymous.

4. DOOR KEY:^{D9.9} Owners must give duplicate keys to Management. Keys are placed in the locked box for: Pest Control, Fire Department, Alarm Company, Maintenance defect inspection, and emergencies.

No resident shall install additional bolts or locks on any entrance door that would prevent authorized personnel to enter the unit in an emergency when unit is unoccupied.

4a. Self-inspection : It is your responsibility to have someone regularly check your unit during extended absences. Run the water to ensure the traps don't dry out, ensure the HVAC is running, check for mold, ceiling leaks, etc.

5. PARKING: Parking spaces are restricted to passenger vehicles (one per space). Commercial vehicles are only allowed while temporarily servicing a unit.^{D16.1} The undersigned agrees to keep only one vehicle on premises.D8.3.1 Spaces are for approved residents only. Service vehicles may temporarily use the diagonally striped spaces. Your Additional occupants, guests, and service vehicles may, of course, park on East Avenue. Residents are urged to keep their vehicles locked at all times. Report suspicious persons to the Sarasota Police. The only entrance is the East driveway off Wood Street. Traffic flow is north only on the east driveway. West only on the north and south driveways. Drivers must never travel more than ten (10) mph.

6. SWIMMING POOL: The pool is closed between sunset and sunrise. The Association is not responsible for accidents or injuries; there is no lifeguard on duty. Diving is not permitted. Persons using the pool do so at their own risk. No glass or other breakable material is allowed inside the pool fence; no food is allowed within four (4) feet of the pool curb. Residents must accompany guests at the pool. An adult must accompany children under twelve (12) years of age. Children not toilet trained are prohibited in the pool. No rough play, running, ball playing or excessive noise is allowed in the pool area. All must shower before swimming, especially to remove any lotion. Bare skin is not permitted on the furniture; place a towel beneath you if sunbathing.

7. LANAI AND COMMON AREAS: Do not leave anything in walkways; this includes floor mats, chairs and tables; no hangings or signs^{D16.7, D16.11} Owners are responsible for damage to common areas by residents of their units. Keep the lanai presentable and do not use it as a storage space for boxes, bikes or other items.^{D9.2.5} Do not barbecue on the lanai as it is a fire hazard.^{D16.11} You may use your own or the community's common grill at the gazebo. However, do not leave your grill outside. Space beneath stairwells may only be used for bicycles.

8. PETS:^{D16.14} No animals are allowed in any unit or on the grounds (except those birds and fish allowed by municipality).

9. **Trash**:^{D16.10} Pick-up day is early Friday morning. Bag in plastic and tie bag closed. Keep the inside-of and outside around the bins clean. Re-cycling bins are marked. Ensure everything fits completely inside the bin with the lid closed. Recycle **Only clean**: aluminum/steel cans, food/drink cartons, glass bottles/ jars, newspaper/magazines/cardboard, plastic bottles and containers. Break down cardboard boxes to fit into the recycling bins. Leave large items and electronic-waste next to the fence at the north side of the recycling bins. Discard any construction waste away from our premises.

10. **COOPERATION**:^{D16.4} If each unit is occupied, at least 49 people are sharing in the common elements. Even a single person bending a rule could harm the whole community, so please always be civil. Immediately report emergencies to the Property Management or a Board Member. If you are a renter and a problem comes-up within your unit, you must take immediate action and also notify your landlord. An occupant must take action immediately after a plumbing problem is detected. Do not interact with contracted workers.

11. **Cleaning**: Keep your own unit's doors, screens, and windows clean. The Association strives to keep everything else clean and in good condition.

12. **MANAGEMENT**:^{B3.17} The Board of Directors maintains the business of the Park Lane Condominium Owners Association, Inc., a non-profit corporation. This encompasses administration, building, grounds and any other concerns as they relate to the owner's respective shares and interest in the common elements as defined in the Condominium Document and in these *Guidelines*. Each owner and resident is responsible for the unit they occupy and is expected to know and abide by said document and rules.

13. **COMPLAINTS, SUGGESTIONS and RECOMMENDATIONS**:^{B3.19}

CAMS- Community Association Management by Stacia.

1800 2nd Street, Suite 717, Sarasota, FL 34236

941-315-8044

For proper consideration of all complaints, suggestions, or recommendations, submit them in writing, dated and signed, to the Association's Board of Directors in care of our Manager.

14. **CAR WASHING**: Washing of cars on the premises is prohibited.

15. **LAUNDRY ROOM**: This is a shared amenity; be courteous to others when using the laundry area. Do not use washers and dryers before 8:00 AM or after 8:00 PM. Do not overload machines (only fill to top of agitator). Empty machine shortly after the cycle ends. Time your loads: washers take 30-43 minutes depending on your selected setting. Dryers take 45 minutes. If a loaded machine is sitting idle for over 15 minutes, you may neatly remove the contents. Remove lint from dryer lint trap after every use. Lint-filled traps are a fire hazard.

16. SMOKE DETECTOR: Do NOT disconnect the smoke detector. All smoke alarms are on a common electrical system and tampering with the connections will set off the building-wide alarm and alert the Fire Department. Do not paint the alarm module. While doing construction, you may cover it with plastic to prevent dust from setting off the alarm. Smoke from toaster, oven grease, etc. may set off your alarm. If so, open the door and windows and fan beneath the alarm with, i.e. a newspaper, to stop the alarm. When there is excessive smoke and heat, everyone's alarm will sound. You are liable for any damage or removal of a smoke detector and causing any accidental visit from the fire service or alarm company.

17. PLUMBING: WATER HEATERS AND DRAINS: When a water heater is replaced, a drain pan must be installed and attached to a drain line or to a pipe exiting the building. Drains: Do not put anything but biodegradable toilet paper down the toilet. Put all cooking grease / oil in the Trash, not down the drain.

18. AIR CONDITIONERS, CONSTRUCTION PROJECTS: You must maintain your air conditioner system and change filters regularly.^{D9.2.6} You must cycle your air conditioner frequently enough to prevent fungal growth.^{D16.15}

Air Conditioner Replacement: As a "Condominium," Park Lane is a commercial property and suitable permits must be obtained from the City of Sarasota for all significant construction projects. Further, construction projects may only be done following Board approval, and only by professional contractors with a "Commercial" certification.^{D9.4} HVAC replacement is a major construction project and must be done under a permit by a licensed installer. You must schedule with CAMS by Stacia to coordinate installation and ensure that CAMS by Stacia is present to inspect the roof for possible damage. The base around the air Conditioning compressor must be properly sealed, at your expense, and only by Park Lanes designated roofer.

19. GARDENING: Do not plant or place objects around the grounds or against the building.^{D16.7} The courtyard is a common area, to be modified neither by owner nor occupant

20. SMOKING: Smoking outside the unit is limited to the gazebo and swimming pool areas.^{D16.4}

21. Fines: The Board may levy fines for violations of our Bylaws as detailed in the Bylaws (section 8). If a ruling of the Board is not followed and/or dispute is not resolved, the Board may, at its discretion, require penalties which may include rejection of lease renewal or forced eviction.^{D16.3.3}

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SUMMARY:

WE ARE A CONDOMINIUM, NOT AN APARTMENT.

WE ARE REGULATED BY OUR DECLARATION OF CONDOMINIUM.

I have read, understand, and agree to comply with the contents of this document of the Park Lane Condominium Owners Association, Inc. In the event of a dispute or complaint, the matter may be brought before the Association's Fining Committee for a full hearing. I agree that the decision of the Fining Committee will be final.

Owner/Tenant Signature

Print Name ↴↴	Signature ↴↴	Date ↴↴
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Lease begins.		End Date	
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