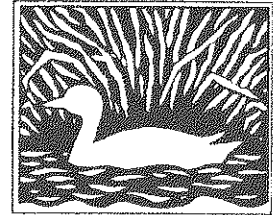


*Welcome!*

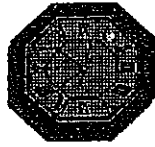
TO



**Village  
Brooke  
www  
cmm**

CONDOMINIUM ASSOCIATION, INC.

RULES & REGULATIONS



## Condo Owner's Checklist for Extended Absence

### Utilities

1. Turn on the air conditioning and set the thermostat to 80.
2. If you have a dehumidistat, set it at 65 (humidity) and the thermostat at 75.
3. Unplug all major appliances. Although a surge protector reduces risk of a blowout, there is still possibility of fire.
4. Turn off water heater, and water to main unit.

### Kitchen

1. Clean out the refrigerator. Turn off the ice maker.
2. Run 2 trays through the garbage disposal, then sanitize with baking soda & water.
3. Close drains.
4. Do not leave any flour, crackers, bread or pasta products in cupboards (bugs)

### Bathroom

1. Put ½ cup bleach in your toilet.
2. Put saran wrap over the toilet. Put lid down and something heavy over it.

### Other Rooms

1. Leave bedroom doors, closets and cabinets ajar.
2. Don't use plastic to cover furniture, it traps in moisture.
3. Bring in patio furniture from porch. Close shutters and secure.

Welcome to Village Brooke where all reasonable efforts are being made to provide you with a pleasant and enjoyable residency. Some new owners and residents may be unaware of their rights and obligations when they purchase or move into a condominium. At Village Brooke the apartment units are owned individually by the unit owners. The common elements, such as building walls, roofs, roads, grounds, etc., are owned in common with all the other unit owners. It is like a small municipality and functions as a democratic institution.

Every unit owner is a member of Village Brooke Condominium Association, Inc., and is entitled to vote as specified in the condominium documents. A Board of Directors is elected and serves without pay. The Board has administrative and fiduciary responsibilities for the operation of the condominium in accordance with the Village Brooke Declaration, Articles of Incorporation and By-Laws, and applicable County Ordinances, Florida Statutes and Federal Laws.

The formal adoption of the contents of this booklet was approved on December 20, 1999 by the Village Brooke Board of Directors. Additional changes were approved at the November, 2002 and March 20, 2006 meetings.

BOARD OF DIRECTORS  
OFFICE PHONE 922-0141

Printed November, 2009

STOP NEWSPAPER DELIVERY

## 1. MOTOR VEHICLES AND PARKING

- A. Each unit is assigned one (1) numbered parking space, second vehicles and guest must use "designated guest" parking spaces. At no time will vehicles be permitted to park on the street or on the grass.
- B. The complex posted speed limit is 15 M.P.H.
- C. Each resident with a vehicle must obtain an identification decal (to be placed so it is visible from the rear of the car.
- D. Temporary guests, in excess of one (1) night are required to obtain a visitor pass from the Administration Office. It is to be affixed to inside rear window on passenger side.
- E. Except as set forth below, only conventional passenger automobiles may be parked on the complex and only if the auto has a current license tag affixed to it. Automobiles must also be in good running condition (i.e. no flat tires, missing hub caps or fenders, broken windows, mismatched paint, no fluid leaks.) A "conventional passenger automobile" shall be limited to those vehicles which are primarily used as passenger automobiles, and which have a body style consisting of two doors, four doors, hatchback or convertibles, and shall also include station wagons and utility vehicles such as Ford Bronco, Chevrolet Blazer, Jeeps, Mini-vans (vans not exceeding 18' in length), and similar vehicles provided they are in a condition substantially similar to that which existed when they were sold by the manufacturer and specifically excluding vehicles that have been modified by increasing their height, off-road tires, roll bars and the like.

All other motor vehicles, including but not limited to commercial vehicles (any vehicle used in a trade or business or having advertising or promotional information, symbols or materials affixed thereto) and trucks (any motor vehicle designed or used principally for the carriage of goods and including a motor vehicle to which has been added a cabinet box, a platform, a rack, or other equipment for the purpose of carrying goods other than the personal effects of the passenger, and specifically including all pickup trucks and motorcycles) shall be prohibited from parking in any area.

Moreover, commercial vans (any van used in a trade or business or having advertising or promotional information, symbols or materials affixed thereto, or designed or used principally for the carriage of

goods other than the personal effects of the passenger), full-size vans, motorcycles and mopeds or similar two wheeled motor bikes, boats, campers, recreational vehicles (vehicles having either kitchen or bathroom facilities), trailers, motorhomes, mobile homes, any and all other vehicles, other than the afore described, shall be prohibited from parking in any area.

Notwithstanding the above, unmodified full-size vans, and unmodified pick-up trucks under 18 feet in length, operated by guests of Unit Owners, may be temporarily parked on the Complex, east of the #1 tennis courts only, for not more than 14 days in any calendar year.

Service vehicles may be temporarily parked in the Complex during the time they are actually servicing a unit, but in no event overnight.

- F. No repair of vehicles shall be permitted on the premises except in the event of an emergency, i.e. flat tire, battery jumping.
- G. Vehicles must be parked heading in, centered between the stripes and against the forward bumper, except with written approval of Management. They should not protrude beyond the spaces in such a manner as to block the ingress or egress of others.
- H. Hose washing of vehicles is prohibited.
- I. Damage, of any nature, caused by a vehicle is the vehicle owner's responsibility.

## 2. LAUNDRY ROOMS

Each building has a laundry room with posted operating hours.

8:00 A.M. - 9:00 P.M. Monday - Saturday  
9:00 A.M. - 9:00 P.M. Sunday

These hours are established for the comfort and convenience of all residents. Your cooperation in keeping the laundry rooms and machines clean is appreciated. Call the office in case of a machine malfunction giving the building number and the machine number.

## 3. DUMPSTERS

All refuse, trash and garbage, except recycle items, shall be placed in plastic bags before depositing in dumpsters. Crush large boxes and containers. Please shut lids and gates to help control pests and odors. Also, please observe mandatory recycling laws.

Furniture, appliances, personal effects are not to be discarded within the common elements, except in proper disposal areas. \*Owners must call the office for location.

4. OUTDOOR COOKING

A. The use of barbecue grills and similar cooking utensils is prohibited anywhere on the grounds or LANAIS except for the four charcoal grills located at pond #1, Pond #2, Pond #3 and by the tennis court at building #14.

B. Picnics are permitted at current picnic table areas only.

5. TENNIS COURTS

A. Courts shall be open daily 8:00 A.M. to 10:00 P.M.

B. Courts are to be used for tennis only.

C. Proper attire and tennis shoes must be worn at all times.

D. Every player shall respect the rights of other persons to use the tennis courts in a quiet manner.

E. Playing time is limited to one and one/half hours when others are waiting to play.

F. Tennis players using the courts at night shall turn off lights when leaving the courts.

G. Gate lock key is available at the Management Office and gate shall remain unlocked while playing.

H. Reserved court time must be arranged at the Management Office in advance with a 48 hour maximum. Reserve times will be forfeited 15 minutes after start time if not being utilized.

I. Upon leaving tennis courts, lock the gate.

J. Guests must be accompanied by resident when playing.

K. Children under 14 years of age must be accompanied by an adult.

6. SHAPE-UP ROOM

A. Room will be open 8:00 A.M. to 10:00 P.M. daily.

B. No smoking, food or drinks are permitted except for water in plastic containers.

C. Persons under 18 must be supervised by an adult resident.

D. Users are responsible for equipment and shall turn off lights and lock the door when leaving.

E. No equipment shall be removed from the shape-up room.

F. Use equipment at your own risk.

7. SHUFFLEBOARD COURTS

A. Open 9:00 A.M. to 10:00 P.M. daily.

B. Persons under 14 years of age must have adult, resident supervision

C. Equipment is stored in shape-up and shall be returned on completion of play.

8. SWIMMING POOLS (S)

A. Open 9:00 A.M. to 10:00 P.M. daily.

B. No furniture shall be removed from the Pool(s) area.

C. Swimmers must shower before entering pool(s). Showers at swimming pools are to be used only for personal showering pre- or post-swimming. They are not to be used for other purposes.

D. Children under the age of three (3) or in diapers and incontinent people of any age are not permitted in the pool(s).

E. Swimsuits are mandatory - no cut-offs, no thongs, no nude bathing.

F. Food may not be introduced or consumed in the pool(s) area except at special functions given for the entire Association. Beverages in non-breakable containers are permitted.

G. Children under 14 years of age must have resident adult supervision.

H. Cover-ups and footwear must be worn to and from the pool(s).

I. No rafts, floating devices or similar equipment, no pool toys, flippers nor scuba equipment are permitted in the pool(s) area. Personal flotation devices as needed for the safety of individuals are exempted.

**No Lifeguard On Duty — Swim At Your Own Risk**

- J. No ball playing, running games, frisbees or loud disturbing noises are permitted.
- K. Toys, bicycles, mobile toys or similar extraneous equipment are not permitted in the pool area. Essential personal safety equipment may be used.
- L. Pool umbrellas should be closed after using.
- M. Diving or jumping is not permitted at either pool. Keep off ropes in Pool #1.
- N. The use of radios in the pool(s) area is prohibited unless its use is restricted to transmitting sound through headphones only, and the volume is such that only the listener with headphones has the benefit of such sound.
- O. Restrooms shall not be used to change clothes.
- P. Guests must be accompanied by residents.
- Q. Employees of occupants are not permitted to use the pool(s).
- R. Smoking in Designated Areas Only.

9. PETS

- A. Effective March 20, 2006, all pets are prohibited. Aquarium fish and small caged birds may be kept inside apartment, not on lanais, provided they are not a nuisance to neighbors.
- B. The feeding of ducks, squirrels, birds, etc. is prohibited.

10. RECREATION LOUNGE

- A. The Lounge is for the quiet enjoyment of all village Brooke residents.
- B. Private reservations are available through the Management Office, for Village Brooke owners and residents only, under the following conditions:
  - 1. Unit owner or resident responsible for reservation must be present at function.

- 2. Only the Recreation Lounge is available for private reservations; does not include use of Swimming Pool.
- 3. There is a lounge rental fee of \$35.00, plus a deposit of \$35.00 cleaning fee, due with reservation form. The \$35.00 cleaning fee is refundable if lounge is in satisfactory condition when inspected by management after use.
- 4. Reservations are limited to 10:00 A.M. to 10:00 P.M.
- 5. Clean up should be completed within 24 Hours after use for cleaning fee refund.
- 6. Guests to park only in designated guest parking.
- 7. Children under 18 must be supervised by an adult.

11. ASSOCIATION EMPLOYEES

- A. Employees shall not be sent on personal errands, nor directed by anyone other than the Association Manager. Owners and residents shall direct recommendations and suggestions to the Management Office on the proper form only.
- B. The Management Office is open 8:00 A.M. to 4:00 P.M. Monday through Friday. Phone 922-0141.

12. LEASE AND SALES

- A. All leases must be approved by the Board of Directors, using a uniform application for approval form available at the Manager's Office. All lessees must be interviewed by the Interview Committee prior to Board approval.
- B. There are a maximum of 3 rentals per year, per unit. Each rental is a minimum rental period of 2 months.
- C. Application and leases must be submitted at least ten (10) working days prior to commencement date of lease together with an application and screening fee.
- D. Renewal of leases must also be submitted at least ten (10) working days prior to commencement of lease.

- E. There is a \$25.00 fee for an application to lease or rent a unit to a person who has previously leased or rented a unit at Village Brooke.
- F. If prospective tenant is permitted to occupy unit without Board of Directors approval, unit owner shall pay the Association \$10.00 per day for such occupancy until Board approval is obtained. Also, if the proper screening process is eliminated/ignored, the Board of Directors will have just cause to void all contracts and agreements.
- G. Oral leases and rentals are not permitted.
- H. Resales must also be approved in a similar manner with available forms for that purpose.
- I. Guests are permitted for a 30 day period. Guests in residence over 30 days shall provide the necessary application and investigation fee.
- J. Entire units must be leased and no lease will be approved for a portion of any unit. No lease shall permit occupancy of any unit by more than two (2) persons per bedroom.
- K. Owners and renters are responsible for their guests.

13. MAINTENANCE FEES

Monthly maintenance fees are due on or before the first of each month, in advance. Maintenance fees not received by the 10th of the month are considered delinquent. These will be referred to the Association Attorney for legal disposition as the Board may direct. Legal fees and penalties resulting from late or nonpayment of maintenance fees will be paid by the delinquent unit owner.

14. GENERAL

- A. If a waterbed is used or laundry equipment installed in the second floor units, owner must furnish Management with evidence that proper insurance coverage exists.
- B. The sidewalks, entrances, passages, stairways, corridors, halls and like portions of the common elements, shall not be obstructed or used for any purpose other than for ingress/egress to and from the premises; nor shall any carts, carriages, bicycles, chairs, tables or any other similar objects be stored herein. Children are not permitted to play or loiter in hallways, stairways or other designated common areas within the buildings.

**DO NOT HANG TOWELS, RUGS, OR SIMILAR ITEMS FROM RAILINGS.**

Doormats must be consistent with existing exterior decor and color in brown.

C. GOOD NEIGHBOR AND COMMON COURTESIES

Lanais are not to be used for storage of bicycles, or other sports equipment or other items, nor used for drying clothes or beach towels, nor for caged birds.

- D. Please observe quiet time of 10:00 p.m. to 8:00 a.m. - lower volume of t.v. and stereo equipment. Please use consideration in playing musical instruments; refrain from slamming doors, etc...

No unit owner/resident shall permit any disturbing noises in the buildings by himself or his family, servants, employees, agents, visitors and licensees, or permit any conduct by such persons that will interfere with the rights, comforts, or conveniences of other unit owners/residents.

- E. No radio or television installation may be permitted in any unit which interferes with the radio or television reception of another unit. No antennae or aerial may be erected or installed on any part of common elements.

- F. The Association must retain a passkey to all units.

NO PERSON SHALL BE ADMITTED TO ANY APARTMENT WHERE THE OWNER/RESIDENT IS NOT IN RESIDENCE WITHOUT A WRITTEN AUTHORIZATION, ON FILE, FROM THE OWNER.

- G. Curtains and drapes which face on the exterior windows or glass doors of the units shall be subject to the approval of the Board of Directors, and if disapproved, they shall be removed and replaced with acceptable items.
- H. No flammable, combustible, or explosive fluids, chemicals or substances shall be kept in any unit or storage areas, except such as may be required for normal household uses.
- I. Fireworks and similar substances are prohibited anywhere on the condominium premises.
- J. Under no circumstances will any type of flooring, other than carpeting, be permitted in any upper floor apartment except for kitchen, bathroom, dining

- K. Bicycles shall be parked or stored in the areas designated for such purposes.
- L. Recreation Areas - There will be no ball playing, frisbee throwing, or game playing throughout the complex.  
  
Roadways - There will be no roller skating, roller blading or skateboarding throughout the complex and roadways. Bike riding will be done at your own risk.
- M. Solicitations of any kind are not permitted on the premises.
- N. Moving of furniture in or out of apartments is restricted to the hours of 8:00 A.M. to 6:00 P.M. Monday through Saturday. Owners shall be personally liable for any and all damages incurred to the common property caused by the moving of their property.
- O. (1) Garage or yard sales are not allowed on the premises. (2) For Sale, For Rent and Open House signs are not allowed on the premises.
- P. Mandatory pest control will prevail in all units.
- Q. Unit owners shall have the right to participate in meetings. Participation will be granted to any owner upon written request, applicable to Agenda items only.  
  
Prior to the unfinished business segment of the meeting, owners who wish to talk on an Agenda item, shall have three (3) minutes to speak. The Board does not have to engage in any discourse with unit owners at this time.  
  
Prior to adjournment, unit owners will be allowed to speak for three (3) minutes on Non-Agenda items.
- R. Any unit owner may tape record or videotape meetings of the Board or membership meetings of the Association. An owner wishing to record a meeting may be required to install the recording equipment prior to the meeting. The owner is also required to provide advance notice of his or her intention to record the meeting and is prohibited from moving around the meeting room during the recording process. The right to tape record or videotape meetings is restricted to equipment that does not produce distracting sound or light emissions.

- S. The official location of enclosed, locked, bulletin boards shall be immediately in front of the Association Office and immediately in front of the maintenance shop. These boards will be posted with information pertinent to both Board meetings and annual meetings and any other information deemed necessary to inform residents of events.
- T. Unit owners may install hurricane shutters on their units. They must follow approved specifications of the Board. Specifications and other information are available in the office.

#### HELPFUL HINTS TO CONTROL MAINTENANCE COSTS.

1. Grease in drains causes build up and blockage in our drainage systems resulting in additional expense and inconvenience to our residents. Please put grease in plastic containers and deposit in the dumpster.
2. To help control pests close toilet lids when on vacation.
3. Water and sewer expenses are increasing - PLEASE CONSERVE WATER. Check toilet valves for proper operation, check for leaky faucets, etc.
4. "Check List" for extended absence inside front cover and also available in the office