

BRADFORD PLACE RULES & REGULATIONS

(These rules & regulations can be translated into another language upon request)

Violation of Rules: All residents are responsible for proper dissemination of Bradford Place's Association Rules. The Board of Directors reserves the right to appropriately penalize and/or fine anyone violating the rules.

ALL RULES will be enforced by the Board of Directors, Management or other appropriate designee.

Each homeowner or resident of Bradford Place will be governed by and comply with these Rules and Regulations and all Governing Documents.

Failure of homeowner or resident to comply with such Governing Documents will entitle Bradford Place Association to seek appropriate relief, injunction for damages, fines or otherwise. In any such proceeding, the prevailing party will be entitled to recover costs of action, including costs of appeals and such reasonable attorney's fees as may be awarded by court.

Board of Directors reserves the right to modify these rules at any time.

The Board of Directors, as provided by Bradford Place Association's Governing Documents, has approved all rules. Owners and residents share responsibility of knowing and observing all rules. Violators may be penalized.

The following rules and regulations are presented pursuant to the Governing Documents. They are not meant to substitute for, but are in addition to, The Governing Documents. **All requirements of the Governing Documents will be enforced.**

PURCHASING & LEASING PROCEDURES

Based on the March 2006 Governing Documents

Purchasing:

- A person/persons purchasing a unit must submit to the Association:
 - A completed application signed by each buyer
 - A non-refundable application fee of \$100 per single adult(s) or \$100 per husband and wife
 - Clear legible copy of valid driver's license or valid government issued photo ID for each adult
 - Copy of the Sales & Purchase Contract
 - A copy of the warranty deed as soon as it's available
 - Contact FirstService after closing to obtain payment info etc.

Leasing:

1. **FIRST TIME LEASING:** An owner must notify the Association of his/her intent to lease their unit and include the name of leasing agent and contact information.
2. Before leasing their unit, the owner must be up-to-date with the Association dues
3. The prospective tenant(s) must submit:
 - a. An application listing the names, date of birth and social security numbers of ALL adults that will be residing in the unit, and the names and ages of the children
 - b. A non-refundable fee of \$100 per single adult(s) or \$100 per husband and wife
 - c. Clear and legible copy of their valid driver's license or other valid government issued photo ID
 - d. A copy of the lease listing all persons that will be residing in the unit
4. On behalf of the Association, FirstService will perform a criminal background check
5. After the reports are received and reviewed, a Board member may sign a Certificate of Approval
6. **When everything has been properly submitted and the account is up-to-date, the leasing agent will be notified with a copy of the certificate within fourteen (14) days. If there is a delay in receiving the completed packet, then it can take up to thirty (30) days for approval.**

Lease Renewals:

1. Before renewing a lease, the owner and/or the leasing agent must first confirm with the Association Manager if there are any complaints on file involving the tenants in that unit. Please note that if there has been continuous non-compliance with the Association's rules, the Board of Directors may reject the lease renewal.

COMMUNITY RULES SYNOPSIS

1. Vehicles & Parking: All parking will be regulated by the Governing Documents of the Association.

All units will be issued or have been issued two decals for access into the community. Those decals will also serve as parking permits.

- Replacement decals will cost \$10
- **Only** automobiles, vans (with permanent rear seats), SUV's or pick-up trucks or motorcycles constructed as private passenger vehicles are permitted. Operation of unlicensed ATV's, motorbikes, mopeds or other such vehicles is not permitted.
- TWO (2) vehicles permitted per unit!
- **Guests staying more than 72 hours must be registered with the management company. A Guest Parking Pass will be issued and must be displayed on vehicles dash. To receive your parking pass, contact FirstService via phone 772-562-9031, FAX 772-562-998 or email casey.sanders@fsresidential.com**
- Vehicles found parked with no decal or pass, will be tagged for towing.
- Tagged vehicles will be towed within **24 hours of being tagged.**
- Commercial vehicles are only permitted if providing service to a unit, otherwise it must be parked in the unit's garage if it's the resident's work vehicle
- Inoperable and unlicensed vehicles must be stored in the garage
- **All vehicles must be parked within their own driveways without blocking sidewalks or in designated parking areas. No parking on Private Property, on the grass or landscaped areas. Non-compliance can subject you to a fine and the vehicle being towed at owner's expense.**
- Overnight parking on the street is not permitted.
- Parking on or across the sidewalk that crosses the property driveway is not permitted.
- The speed limit in Bradford Place is 15mph

2. Pets:

- Only **two (2) pets permitted per unit:** Two cats, two dogs or one cat and one dog. Pet cannot exceed 50lbs. Anything outside of the weight restrictions stated in the Governing Documents, must be authorized by the Board of Directors.
- All dogs must be on a leash when outside of the unit even if it's on your own lot regardless of the size or training. No exceptions.
- Any dog that barks, whines or howls in an excessive, continuous or untimely fashion shall be considered a nuisance and steps by the owner must be taken to correct the problem
- **YOU MUST ALWAYS CLEAN-UP AFTER YOUR DOG**
- **Non-compliance of the rules can result in a fine being imposed on the owner and/or the resident and the removal of the dog from the community.**

3. Satellite Dish Installation:

All Owners must submit an ARC form if they or their tenant choose to have a satellite dish installed. The owner should complete the ARC form found on the website and submit to the management office noting the installation date so a member of the ARC Committee can be present during installation. If an ARC member is unavailable at the time of installation, owner/tenant should inform management office when dish has been installed so that an inspection can be completed. Please be aware that if the location is not approved during installation, the dish may be required to be removed or relocated.

- Satellite Dishes (with tops no more than 36" above ground) and other ground based structures are to be screened from view with hedge plantings (i.e., hibiscus, Eugenia or viburnum) planted 30" high and

18" on center at installation. Dish Must be located in the landscape bed adjacent and as close to the building as possible

- Dish must be mounted on a pole if a signal cannot be received by this placement then alternate sources will have to be used such as Comcast or AT&T
- **No dish may be mounted to the building**

4. Patios, Patio Furniture, Play Equipment and Grills:

- All outside furniture, play equipment and grills must be kept on the back patios only, not on the driveways, walkways or lawns
- Patios must be maintained in neat and clean manner

5. Basketball Backboards:

- Portable basketball backboards must be stored when not in use and overnight. No permanent backboards are permitted.

6. Business or Commercial Use:

- The units are for residential use only. No businesses or commercial activity is permitted.

7. Exterior Changes, Alterations or Improvements including satellite dishes

- Any and all exterior changes must first be submitted in writing to the ARC Committee for approval, and may not proceed until written authorization is received.

8. Garages:

- May not be converted into a living space and garage **doors MUST be kept closed** when not in use.

9. Air Conditioning:

- No Wall or window air conditioners are permitted

10. Garbage:

- ALL GARBAGE MUST BE KEPT IN TRASH CANS WITH TIGHTLY CLOSED LIDS TO AVOID SPILLAGE CAUSED BY ANIMALS OR WEATHER CONDITIONS. ANY SPILLED TRASH MUST BE PICKED UP BY OWNER/RESIDENT.
- **TRASH** must be put out for pick-up no earlier than the night before, not days before.
- All trash cans must be properly stored immediately after Waste Management has picked-up.

11. Signs:

- **Are not permitted** on any lot or anywhere in or on the unit that are visible from the exterior of the unit

12. Hurricane Shutters:

- Hurricane shutters are allowed to be installed within (3) three days once a Hurricane watch has been announced and must be removed within (7) seven days after the threat of Hurricane is over.

13. Window Treatments:

- Only functional curtains, drapes, blinds, indoor shutters or decorative panels are permitted. Newspapers, aluminum foil, sheets or coverings other than those listed above are not allowed.

14. Mailboxes:

- All new residents have to obtain mailbox key from the Post Office. A valid government issued photo ID and a copy of the sales contract or lease is required as proof of the property address.

15. Nuisance & Noise Control

- Any action that is deemed to be an unreasonable annoyance interfering with the peacefulness of others is NOT PERMITTED, as stated in Chapter 974.03 & 974.04 of Indian River County Municipal Code.

16. Lot Maintenance

- **ALL RESIDENTS are responsible to maintain their lots in a clean and attractive manner**
 - Driveways and walkways are to be kept clear of debris & garbage, and stain free
 - Garden hoses are to be kept on a hose rack or hose container

17. **Owners are responsible for the actions of their family members, guests, and tenants. If a violation has ensued, the owner and resident will be cited and a fine may be imposed and the Association can take whatever steps are necessary to resolve the problem.**

18. **Playground Equipment – no owner shall install any sports, recreational or toddler/children equipment on any lot or on the exterior of any unit. No sporting equipment of any kind can be bounced or played off of any part of any building.**

19. **Portable Buildings** – No portable, storage, temporary or accessory building or structures, sheds, or tents shall be located on any lot.

20. **Swimming Pools** – No below or above ground swimming pools, spas, or similar recreational equipment shall be placed within the subject property. NOTE: A small wading pool, not to exceed 5ft in diameter, may be placed on the patio or in the grass directly behind the patio. If such a pool is placed in the grass, directly behind the patio, it cannot remain overnight.

21. Conservation Area

- The conservation areas are off limits to all vehicles including bicycles
- Plantings in the Conservation Areas may not be altered in any way.

22. Exterior Solar shades/Screens:

- *Drop screen shade*
- *One continuous shade spanning width of opening Up to 72” in length*
- *Color: Recasens blanco-sable (or equivalent)*
- *Inside mount on backside of patio header (shade is not visible from outside the patio when not in use)*
- *Must always be retracted when not in use*
- *Shade must be kept attractive and in good working condition*
- *Upon removal, any holes from mounting brackets, etc. must be repaired and painted*

23. Outdoor Potted Plants:

- *Up to twelve (12) pots planted with healthy plants are allowed per unit.*
- *All pots and plantings must be attractive (no black nursery pots) and contain healthy plantings.*
- *Pots of healthy plants must be in proportion to their location and neatly and attractively placed on a unit's driveway, sidewalk and/or mulched area; however, any pot set in mulched areas must be placed on a stepping stone, paver or brick(s) to serve as a small foundation and provide a nice appearance.*
- *Any and all pots placed in the grass are strictly prohibited.*

- Refer to the Declaration of Covenants Section 5. MAINTENANCE OF THE SUBJECT PROPERTY and Section 7. ARCHITECTURAL CONTROL FOR EXTERIOR CHANGES for additional rules and regulations.

For additional detailed information of the Association rules, please refer to the Governing Documents.

POOL RULES

- There is no Lifeguard on Duty, swim at your own risk
- **Only** swimsuits and swim trunks are permitted
- **STATE LAW DICTATES:**
 - **NO Food, Alcoholic beverages, or glass containers**
 - **NO** Diving
 - **NO** Pets
 - And you **must use the deck shower** to rinse off excess suntan lotion and oils
 - Children under the age of 14 must be accompanied by an adult
 - Children from 14 yrs. to 17 yrs. old cannot be responsible for other children under 14 years of age
 - NO LITTERING OR LOITERING
 - No Diapers of any kind are allowed in the pool
 - Everyone is responsible to maintain a clean area
 - POOL CAPACITY IS 22 PERSONS
 - POOL HOURS ARE DAWN TO DUSK
 - NO SMOKING

HOLIDAY DECORATIONS' REGULATIONS

The Bradford Place Home Owners Association (HOA) is responsible for maintaining the aesthetic beauty and architectural character of the Community. All holiday decorations must comply with the Governing Documents and the Rules and Regulations of Bradford Place. In addition, holiday decorations must be of a reasonable nature and not appear to be excessive, and comply with the following rules:

1. Holiday decorations may be set up no sooner than 30 days before and must be removed within 15 days after the holiday. The HOA has the right to have Holiday Decorations removed from the home at the homeowner's/resident's expense if the decorations are not removed by the 16th day after the holiday.

2. Freestanding holiday decorations must not be larger than 6' wide and/or 6' high and must be placed in the area adjacent to and directly in front of the owner's/resident's structure.
3. Holiday decorations causing any damage whatsoever to the exterior of the structure are strictly prohibited. This includes fasteners of any type and any holiday decorations attached to the exterior and/or requiring access to the roof to set up or remove.
4. Decorations attached to the structure exterior, including fascia boards, are prohibited. However, light weight decorations may be hung on the front door and garage lights only if the decorations are hung in a manner that does not cause damage.
5. The HOA has the right to require removal by the homeowner/resident of unacceptable holiday decorations, as defined in this regulation, at the homeowner's/resident's expense.
6. Illumination of holiday lights must not extend beyond the boundaries of the lot in any manner. Strings of lights may be placed on bushes or small trees that are in the area adjacent to and directly in front of the homeowner's/resident's property. Extension cords or lights strung across the lawn or placed in trees are strictly prohibited (due to interfering with lawn care equipment), except as stated above. The HOA has the right to require removal or adjustments at the homeowner's/resident's expense.
7. All costs associated with the purchase, installation, removal and/or maintenance of the holiday decorations shall be the sole responsibility of the homeowner/resident.
8. The HOA has the right to require removal of holiday decorations by the homeowner/resident, at their expense, if the said holiday decorations are not in compliance with these Holiday Decorations' Regulations.

CODE ENFORCEMENT PROCEDURES

FirstService Residential's Code Enforcement Officer and Association Manager will perform community inspections on a regular basis to identify any violations of the Association's Governing Documents.