

FOREST LAKES CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

FLCA OFFICES

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TABLE OF CONTENTS

Responsibility of Owners	2
Leasing	2
Occupancy	3
Minors	4
Joint Ownership	5
Sale of Units.....	5
Use of Units.....	5
Vehicles and Parking.....	5
Pets.....	7
Recreation Facilities	7
Pools.....	8
Tennis courts	8
Shuffleboard Courts.....	9
Noise.....	9
Insects and pest control.....	9
Outdoor cooking	9
Laundry facilities.....	9
Complaints.....	10
Modifications/ Compliance Statement.....	10
Outdoor areas	11
Garbage and Trash.....	12
Signs.....	12
Access to Units	12
Payments.....	13
Dress code.....	13
Maintenance charges	13
Employees.....	13
Bulletin Board	14
Garage Sales.....	14

FOREST LAKES CONDOMINIUM ASSOCIATION, INC RULES AND REGULATIONS

Forest Lakes Condominium Association, Inc. ("The Association") is the governing body for our six Phases which together make up our community. Each Phase is an independent condominium - and each has its own budget. Forest Lakes is a "55 and older community", established under the provisions of the Federal Fair Housing Act. At the time of purchase, each owner (also referred to as a member) receives the following set of papers (1-3 referred to as condominium documents) which control the use, operation, and management of our Community:

- 1) Declaration of Condominium.
- 2) Articles of Incorporation.
- 3) Association By-Laws.
- 4) Rules and Regulations.

Owners automatically become members of the Association. Each unit designates one person to be the voting representative. In addition to all the terms and conditions found in the condominium documents, the Association By-laws allow the Board of Directors to adopt Rules and Regulations to help manage common elements and assist in the operation of the Association. The following Rules do not change or supersede anything found in the condominium documents. The Rules and Regulations, and the condominium documents must all comply with the provisions of the Florida Condominium Act (the Act). The Rules and Regulations have been adopted by the Board, and amended from time to time, after giving proper notice to owners.

DEFINITION OF TERMS

1. A **tenant** is the lessee or renter of a unit which will be occupied when the owner is not in residence.
2. A **guest** is an overnight occupant of a unit when the owner or tenant is in residence.
3. A **visitor** is a person spending time in a unit, but not staying in the unit overnight.
4. **Minors** are persons under 18 years of age.
5. An **apartment building** is one of the two- or three-story structures.
6. A **unit** is a villa or separate apartment in an apartment building.

7. A **planned community** is a community governed by covenants and inside and/or outside unit construction restrictions. Please check with the Phase Director and Association Manager before committing to any changes to your unit.

1. RESPONSIBILITIES OF OWNERS

An owner is responsible for making certain his/her lessees, guests, and visitors comply with the terms of the condominium documents, Rules, and the Act. In the event the Association finds it necessary to assess a charge against a lessee, guest or visitor for a violation, the owner involved shall be responsible for payment of such charge to the Association.

2. LEASING

An owner must obtain approval to lease a unit by completing and submitting the form entitled "Application for Approval to Lease a Condominium Unit" to the Association office at least 20 days before the expected arrival date of the tenant and remit the registration fee of \$150.00 by check payable to The Forest Lakes Condominium Association, Inc. This fee offsets expenses incurred in regulating rentals for the benefit of the condominium. After the required notice and all information or interviews requested have been provided, the Board or its designee shall have twenty days in which to approve or disapprove the proposed lease. Owners may obtain the required forms and Rules Booklets from the Association office and the website at www.forestlakescondos.com for the use of prospective tenants. Owners are required to provide a copy of the current Rules and Regulations to prospective tenants. This regulation must be followed whenever a tenant occupies a unit even though no cash rental fee is paid to the owner.

Prospective tenants must furnish full and complete information on application forms, including a copy of the applicant's driver's license, birth certificate, or other legal document proving date of birth. If information is withheld or distorted for the purpose of evading rules, cancellation of the lease and eviction will result.

Withdrawal of consent to the tenancy and cancellation of the lease and eviction will also result if the premises are used for any purpose other than as a private residence, or if used for disorderly, immoral or illegal purposes, or for failure to properly use, maintain, and repair electrical and plumbing utilities resulting in damage to the building and other occupants or in any manner so as to constitute a nuisance. Further, if during the term of a lease or rental agreement, the leased premises are occupied by any person or persons prohibited by these rules or they are used for purposes prohibited by these rules, the Association through its Directors or employees may demand that the lessor cancel the lease and cause the offending lessee to vacate the premises. Upon failure of the lessor to do so, the Association through its Directors, its attorneys, agents or employees may institute proceedings to terminate the tenancy and remove the occupants. All leases or rental agreements shall be subject to these rules and regulations.

Leases shall be at least one month and no longer than one year. If a vacancy occurs because of premature departure of tenants, the unit may not be occupied by another

tenant for the remainder of the period of thirty days commencing with the date of first occupancy. A unit may be rented no more than three times a year, but extensions are considered part of the original lease. Permission to extend a lease may be obtained by a written request sent by the owner to the Association office at least ten days prior to the expiration date of the original lease.

A lease renewal should happen immediately upon the expiration of the previous lease. If a lease is not immediately renewed at the expiration date it is considered to be a new lease and the Association has standing to charge a new processing fee.

Units or rooms therein may not be leased on a short term or overnight basis.

Leases may be made only to persons 55 years of age or over, and at least one overnight occupant of the unit must always be 55 years of age or over.

Lease arrangements are made between the owner and the tenant. Even though no charge is made by the owner or no money is paid by the tenant, all rules about occupancy, leasing and rentals shall apply.

Tenants must register with the Manager within twenty-four hours after arrival and notify him or her of departure by personal visit or phone. This procedure provides protection for unoccupied units.

Subleases are not permitted.

3. OCCUPANCY

The following is a statement of some of the rules governing occupancy of a unit. Occupancy rules are also found in the Declaration of Condominium.

Before allowing any third party to occupy your unit, if you don't understand the rules, or are not sure which rules apply to your circumstances, ask your Phase Director. A temporary parking tag can be obtained by completing an Occupancy Form (available at Association Office) and submitting the form to the Association.

Occupancy in absence of the owner: If the owner and his family who permanently reside with him are absent from the unit and are not occupying it, and the unit has not been leased, the owner may permit his unit to be occupied by a person or persons only in accordance with the following:

(A) Any one person who is the parent, child, brother, sister of the unit owner or of the unit owner's spouse, if any, may occupy the unit in the absence of the owner for a period not to exceed fifteen (15) days. The total number of occasions for occupancy by all persons combined under this paragraph is limited to four in any one calendar year, with a maximum aggregate total of sixty (60) days.

(B) House guests not included above are permitted for only one (1) family occupancy in the unit owner's absence and then only with the proviso that the family and its guests consist of no more than six persons in 2-bedroom units and four persons in 1-bedroom units. Such guests may stay only two (2) weeks and the total number of occasions for this type of occupancy shall be limited to two (2) in any one calendar year.

(C) Occupancy in the absence of the owner or lessee is not permitted unless at least one of the occupants is at least 55 years of age, except as provided for in section 15 of the Declaration of Condominium. Section 15 discusses special circumstances for surviving spouses, or an inherited unit.

4. MINORS

A minor may reside in a unit for a maximum of 30 days in any calendar year providing the owner or the owner's spouse or an adult member of the owner's immediate family who is at least 21 years of age is in residence during the entire time of the minor's occupancy.

Minors may not be overnight occupants in units, which are rented unless the term of the rental agreement or lease is of one year's duration, and in this case only, the minor may be in residence for a maximum of 30 days during the duration of the rental agreement.

When a tenant who has leased a unit for a period of one-year avails himself of the privilege of having a minor for all or part of the 30-day period allowed and thereafter departs prematurely prior to the expiration of the lease period of one year, the unit may not be used by a minor guest during the remainder of the original lease period of one year. This applies to a minor guest of the owner or another tenant. It is suggested to owners that this contingency be considered when negotiating leasing arrangements.

Minors must always be under the direction and control of an adult who is at least 21

years of age, and an adult who is 21 years of age must be in a unit with a minor who is an overnight occupant.

5. JOINT OWNERSHIP

When a unit is owned by a corporation, partnership, trust, or by several individuals who are co-owners, one natural person must be designated as a primary occupant. The use of the unit by other persons shall be as though the primary occupant were the only actual owner.

6. SALE OF UNITS

Sales are restricted to persons who intend to occupy their unit and will have at least one resident occupant in each unit who is fifty-five (55) years of age or older, according to the Act. The Association also follows all State and Federal laws governing 55 or older communities.

A fully completed "Application for Approval to Purchase A Condominium Unit", including a copy of the applicant's driver's license, birth certificate, or other legal document proving date of birth and a copy of the sales contract must be submitted to the Association Office.

Processing fees shall be charged to the seller or buyer in each sale or transfer of a unit, please see current purchase application for further details regarding the fees. These charges apply even though one or both parties in the transaction are or have been owners of another unit.

7. USE OF UNITS

The condominium is for residential purposes only and not for business or professional use. Accordingly, a unit may not be used as an office, salesroom or warehouse or as a production or repair facility.

8. VEHICLES AND PARKING

All persons parking in the Community must register at the Association Office and receive a parking permit (owners) or a parking tag (tenants and guests). In addition to the following parking rules, please review the Parking Policy Statement found at the end of this document, marked as Attachment (1).

Normal entry to the condominium is limited to standard passenger vehicles and pick-up trucks with a maximum capacity of $\frac{3}{4}$ tons. Unsightly or inoperative vehicles are not permitted in the Community nor are those displaying commercial signs and advertising or loaded inside or outside with merchandise.

A speed limit of **20 M.P.H.** applies throughout the Community.

Trucks (commercial), trailers and motorcycles are permitted in the Community only to make deliveries or perform services for occupants. Upon completion of these services, they must leave the condominium promptly.

Car washing facilities are provided adjacent to the entrance to the clubhouse and all residents are urged to use them. However, residents of Phases III, IV, V and VI may wash cars in the adjacent parking areas, provided that no interference or nuisance is created

so far as adjacent vehicles are concerned. Villa owners may wash their cars in the driveway in front of their villa. At no time may vehicles be driven upon or parked upon lawns for this purpose.

Owners or tenants may bring recreational vehicles or boats into the Community for unloading immediately upon arrival but in no case shall this period exceed 24 hours. At the time of departure, owners or tenants may bring recreational vehicles or boats into the condominium for loading immediately before departure, but in no case shall this period exceed 24 hours. During the loading and unloading periods, recreational vehicles must be parked in the designated parking areas closest to the loading and unloading point. Recreational vehicles may not be used for living purposes within the Community or for local transportation in lieu of automobiles. A visitor or guest may bring a recreational vehicle, but not a boat, into the Community for a single, initial daytime visit but thereafter may not return with the vehicle.

Vehicles may be parked only in designated parking areas, which are villa garages or driveways, parking areas in front of the apartment buildings and designated areas near the Clubhouse swimming pool and tennis courts. Parking is not permitted on the grass or on the cul-de-sacs.

Vehicles may not be repaired in the Community except within villa garages.

If an owner or tenant does not comply with Rules about vehicles, the Manager may have the violating vehicle removed at the expense of the owner upon five day written notice. If the offending vehicle is not the property of an owner, but rather the property of a tenant, guest or visitor, a reasonable attempt to give notice shall be made to the vehicle's owner before towing. Owners shall be responsible for compliance by their tenants, guests, and visitors of these regulations.

Vehicles towed away may be retrieved at the towing service's premises.

Motorized bicycles of the Moped type are not permitted.

Villas have two designated spaces for vehicle parking, and two- and three-story buildings have one designated space. Owners and occupants must use their designated spaces. Guest parking is designated in each phase. Owners, tenants, and guests may use guest spaces in their phase. Additional guest spaces are available in secondary areas adjacent to the recreational hall and tennis courts.

9. PETS AND ANIMALS

Unless approved by the Board of Directors, owners, tenants, visitors and guests may not bring pets and animals into a unit (except for small, caged birds); pets and animals are not allowed anywhere within Community grounds and facilities.

10. RECREATION FACILITIES

The Clubhouse and facilities are available for regularly scheduled group activities, which have been previously approved by the Association Manager, and all owners, tenants and guests are welcome to attend.

Attendance at the Association parties may be limited in accordance with rules established by the Social Committee, and by Fire Code regulations. Also, the Clubhouse is available for social gatherings by an owner provided an application has been submitted to the Manager and subsequently approved. Applications should be submitted at least two weeks prior to the scheduled date. A \$200 use fee must accompany the application to reserve the clubhouse for a private event. \$100 will be refunded upon management's inspection of the facility after conclusion of the event.

Small groups of owners and tenants may use the Clubhouse for impromptu social gatherings without prior approval, providing this does not interfere with previously scheduled events.

Gambling with card, dice or casino games is not permitted.

Tables, chairs or equipment may not be removed from the Clubhouse without specific permission of the Manager.

Minors may not enter the Clubhouse unless accompanied by an adult.

Keys to the Clubhouse are available only to owners and tenants leasing at least 90 consecutive days. Keys may be obtained from the Association Office by payment of current replacement cost, and deposit. These keys are not transferable upon sale of unit and must be maintained in the owner's possession. Long term tenants should possess same status as owners.

Recreational facilities including the clubhouse, swimming pools, tennis courts and shuffleboard court are for the use and enjoyment by owners, tenants, and their guests. Day visitors are prohibited from using the recreational facilities unless accompanied by a unit owner or tenant.

11. SWIMMING POOLS

All pools and deck areas are Non-Smoking.

Swimmers enter the pool at their own risk.

The playing of any electronic device is prohibited in all recreation areas, including the swimming pools, unless earphones are used. This prohibition is not applicable to parties or events sponsored by the Association or its Social Committee. Inappropriate language

is prohibited within all recreation facilities.

Swimmers should walk or ride bikes to the North and South Pools. Swimmers who wish to drive may use the clubhouse pool, where parking is available.

Minors under 16 years of age must be accompanied by an adult and are not permitted in the pool before 10:00 a.m. Children not toilet trained must wear waterproof diapers when in the pool.

Pool hours are dawn to dusk.

Rules are posted about pre-swim showers, bathing by young children and the use of floats, as well as prohibiting glass containers in the pool areas. Except for personal safety flotation devices, and “noodle” style floats, all other floats are prohibited. Food and drink are permitted in the pool areas outside the 4-foot pool water perimeter and curb area. Food and beverage users are strictly required to remove all debris from the pool area.

12. TENNIS COURTS

Rules as established from time to time by the Tennis Committee are posted. Residents (owners and renters) may sign up for one-hour court time a day per family, one day in advance. If courts are vacant, residents may use them for a longer period.

Guests are allowed to play with members in their reserved time.

All members and guests must observe dress code. Dress code always includes shirts and proper clay court tennis shoes.

Courts must be swept after each play period and lines cleaned as necessary, in accordance with the rules posted at the courts.

13. SHUFFLEBOARD COURTS

Rules are posted. Do not walk on the court ways; use the walkways parallel to the courts.

14. NOISE

Noise or other nuisances from any source which is disturbing to unit owners or other occupants is not permitted. Special care should be taken to avoid noise from voices, music or any other source after 10:00 p.m.

Occupants are requested to adjust TV's, radios and electronic devices so that they are audible only in the room in which they are situated.

These devices may not be placed on porches of apartment units or used outside of units.

15. INSECT AND PEST CONTROL

Owners are responsible for pest control in their units.

The Association has a pest control program for the entire complex. A special indoor treatment can be arranged for owners having a problem within their individual unit by contacting the Association Office.

16. OUTDOOR COOKING

Cookout grills, when in use, must be placed at least ten feet from the outside of units and be operated so as not to damage grass or plantings or to cause a nuisance to neighbors. Outdoor cooking may not be done on porches, lanais, walkways or balconies of apartment buildings.

The only grills allowed (excluding pool grills) are one (1) pound propane cylinders, (disposable), or electric grills that meet Collier County Fire Codes.

17. LAUNDRY FACILITIES

Laundry facilities in the three-story apartment buildings are for the use of occupants of that building only and are not for the use of occupants of other units throughout the Community. Laundry facilities are on a first come - first serve basis. Laundry appliances shall not be installed in Phases III and IV (but excluding 1083) without prior Board approval.

No installation under this section shall be approved unless all work is completed in full compliance with all building and safety codes as required by Collier County Code Enforcement.

18. RECOMMENDATIONS AND COMPLAINTS

Requests, suggestions and complaints concerning the operation of the Association, condition of the community, and/or occupants within Forest Lakes are welcome and will be carefully considered. Requests, suggestions and complaints must be made in writing, signed by the submitter and delivered to the Board, or to the Manager.

Complaints concerning other occupants must be supported by video or photographic evidence and the submitter must be willing to testify as to the other occupant's alleged

violations and behavior before an Association Fining Committee, at deposition and in a court of law, if necessary.

The Manager is directed by the Board to conduct a discreet investigation of complaints. If a violation is in fact found to exist, he/she will request that the violator comply with the rules. Thereafter he/she will make a report to the Board.

In the event the violator does not heed the first request from the Manager to desist, the Board will make a 2nd request for compliance directly to the violator and invite the violator to meet with the Board if he desires to present his views. Thereafter, the Board will proceed as authorized by the governing documents and statute.

Response by the Association about requests, suggestions and complaints will be prompt and reported to complainant. However, the Association shall not act upon any submission that fails to meet the requirements set forth above.

19. UNIT MODIFICATIONS/ COMPLIANCE STATEMENT

Section 11.4 of our Declaration of Condominium prohibits owners from making any "material alterations or substantial additions" to units or common elements. or changing the exterior appearance of a unit, without first obtaining the written approval of the Board of Directors.

A. Guidelines for matters covered by Sec. 11.4, such as windows, doors, lanais, patios, light fixtures, and similar items can be found at the end of this document, together with a Compliance form, marked as Attachment (2). The Association website should also be checked for restrictions which might apply to a planned unit modification.

B. Prior to making any modification or replacement falling within this section, a request must be made to the Board, by submitting a Compliance Statement, plans, and specifications to the Association, well in advance of any anticipated start date.

20. OUTDOOR AREAS AND UNIT EXTERIORS

This is a planned community.

The halls and balconies of apartment buildings or the outside areas throughout the condominium may not be used for storage purposes. Laundry may not be dried on porches, balconies or outside areas.

To comply with North Naples Fire Department Regulations, egress (common exit pathways) shall not be obstructed by any encroaching entity for a minimum of thirty-six (36) inches free and clear. No more than three (3) outdoor objects or flowerpots may be placed at any unit without prior Board approval. All items must be stored indoors when residents leave for the season.

Awnings, antennas or other fixtures may not be installed on unit exteriors, nor may changes be made which will materially alter the appearance of buildings or grounds in the Community.

Only standard styles of shutters, blinds, curtains and draperies may be hung at windows and on porches. Makeshift coverings such as newspapers, aluminum foil, bed sheets, etc. are not permitted.

The landscaping throughout the Community conforms to a master plan and will be maintained and improved on a uniform basis to present a consistent and pleasing appearance as well as to allow for proper maintenance.

Owners wishing to add plantings or shrubs or alter the landscaping adjacent to their unit should present their request to the Board by letter accompanied by a sketch. Unauthorized planting may be removed by action of the Board.

*Fruit trees, oleander bushes, Norfolk pines, and cactus plants are not permitted. Dwarf bougainvillea may be planted. Non-dwarf bougainvillea bushes may be planted only in areas not adjacent to normal pedestrian walkways.

After receiving permission to install extra plantings or alter the landscaping, owners are then responsible for its maintenance, which must meet reasonable standards as determined by the Board. If necessary, because of neglect, the Manager will arrange for maintenance and bill the owner for costs incurred.

All persons are prohibited from wearing spiked golf shoes on walkways of the apartment buildings or on blacktop roadways and parking areas.

Only authorized employees may make adjustments to the controls of the swimming pools, sprinkler, laundry or other utility systems. Please notify the Manager of problems with these systems.

21. GARBAGE AND TRASH

Garbage must be securely sealed in heavy plastic bags. Occupants of apartment buildings are especially cautioned against placing garbage, which is improperly wrapped, in trash chutes or dumpsters. Seafood, fowl and other meat products should be kept in the

freezer until the regular garbage pick-up day.

Disposal of household materials and junk such as carpet, carpet padding, furniture, cabinets, appliances and building and remodeling materials such as plumbing fixtures, tile, window treatments, etc. is the responsibility of the unit owner or the unit owner's contractor(s). People violating this regulation will be responsible for an unscheduled dumpster pick-up charge.

Cardboard boxes must be broken down flat before placing them in main dumpster or recycle bins.

Recycle bins are located at each 3-story apartment building and at each outside dumpster location at the 2-story garden apartments. Be certain to put all material in the correct bin, do not mix contents. Villa owners have a small container for their use; it is not necessary to separate the items in the container.

Residents engaging in approved gardening and landscaping are requested to place clippings loose at curbside, as well as tree branches trimmed, where they will be picked up by the lawn maintenance crew.

22. SIGNS

One standard "For Sale" sign, size approximately 12" x 9" may be displayed in the window of the unit. One "Open House" sign approved by the Association may be displayed outside the unit when the house is open for inspection, but the sign must be removed at the end of the day. "For Rent" signs are not allowed in the Community.

23. ACCESS TO UNITS

The Manager must have access to units in the event an emergency arises. This provides protection to an absentee owner as well as his neighbors. If a front door lock is installed in addition to the original lock, the Manager must be given a duplicate key.

24. PAYMENTS

Maintenance assessments are payable quarterly in accordance with Florida Statute and are due by the 1st day of the first month of that quarter and late by the 10th day of the first month of that quarter. A late fee of \$25.00 or 5% of the quarterly maintenance fee, whichever is greater will be assessed for each billing period.

Special assessments are due as indicated on the invoice. Penalty charges are payable upon receipt of the invoice.

Interest charges of 18% per annum will be added to over-due accounts in accordance with the Articles of Incorporation. When maintenance fees and additional charges become 30 days overdue, the unit owner will receive a letter informing him or her that the matter is being turned over to the Association Attorney and by law the unit owner is responsible for all attorney and/or court costs or fees.

25. DRESS CODE

Clothing appropriate to the activity is required, and this includes shirts for men. Swimsuits are permissible for sunbathing anywhere in the Community, and for washing cars.

26. MAINTENANCE CHARGES

The Association has strictly defined and limited responsibilities for providing utilities such as water, electricity and sewer services and for maintenance of unit exteriors and common areas. If problems or malfunctions occur, residents should report these to the Manager. Charges incurred by residents for services by electricians, plumbers and similar personnel cannot be assumed by the Association. For these and other condominium problems a 24-hour answering service is available at 239-261-5497.

27. EMPLOYEES

If occupants need the services of Forest Lakes employees, they must make a request with the office. The office will help in emergency situations or provide advice. Forest Lakes employees take their directions from the Board and/or management. They cannot take instructions from owners or any other persons.

28. BULLETIN BOARDS

Bulletin boards are placed throughout the condominium to acquaint residents with community news, events, board meeting dates and times, etc. Postings thereon are limited to that purpose. Residents may use a special bulletin board in the Clubhouse for notices about unit sales or rentals, items available for sale, help wanted ads and similar matters. The office will provide 3x5 cards for this purpose. Notices posted should be dated and will be kept on display until no longer needed.

29. GARAGE SALES

Garage sales in individual units of ALL Phases in the Community are **strictly prohibited**.

Revised and approved on: June 17, 2021.

FOREST LAKES CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS

ATTACHMENT 1

PARKING PERMIT POLICY

Forest Lakes Condominium Association, Inc.

VEHICLES AND PARKING

Vehicles may be parked only in designated parking areas, which are villa garages or driveways, parking areas in front of the apartment buildings and designated areas near the swimming pool and tennis courts. Parking is not permitted on the grass or on the cul-de-sacs.

If an owner or tenant does not comply with regulations about vehicles, the Manager may have the violating vehicle removed at the expense of the owner upon a five-day written notice. If the offending vehicle is not the property of an owner, but rather the property of a tenant, guest, or visitor, a reasonable attempt to give notice shall be made to the vehicle's owner before towing. Owners are responsible for ensuring that their tenants, guests, and visitors are made aware of these regulations and comply with them.

Vehicles towed away may be retrieved at the towing service's premise.

Villas have two designated spaces for vehicle parking, and two- and three-story buildings have one designated space. Owners and occupants must use their designated spaces. Guest parking is designated in each phase. Owners, tenants, and guests may use guest spaces in their phase. Additional guest spaces are available in secondary areas adjacent to the recreational hall and tennis courts.

PARKING PERMITS

The Board of Directors has approved the use of permanent parking permits for owners and temporary hanging parking tags for tenants and guests.

Owner permits will be color coded by phase and numbered.

Color coding is as follows: Phase I - GREEN, Phase II - BLUE, Phase III - PURPLE, Phase IV - WHITE, Phase V - YELLOW, and Phase VI - RED.

PERMITS ARE TO BE AFFIXED TO THE LOWER RIGHT-HAND CORNER OF THE REAR WINDOW (passenger side) ON THE EXTERIOR OF THE WINDOW.

Owner permits are color coded for the phase in which they own and occupy. If owners possess units in more than one phase, they will receive permits only for the phase in which they occupy. This is done with the assumption that the second unit is used for tenants and guests.

Owners with one vehicle used in Forest Lakes will receive one permit. Owners with two vehicles used in Forest Lakes will receive two permits. No more than two permanent permits will be issued to any unit.

Permanent permits will be numbered, and a log will be maintained by the Forest Lakes Management Office which contains the Permit Number, Owner Name, Address, Unit and Date Assigned. Owners must bring in their vehicle registration information in order to obtain a permanent permit and a copy of the registration will be kept in the owners' file.

Should an owner purchase a new vehicle, they will be issued a new permanent permit for the vehicle when they provide the Management Office with a copy of the new vehicle's registration as indicated above.

Owners arriving in rental cars for brief stays will receive a temporary parking permit as described for tenants/guests below.

TENANT/GUEST PERMITS

Temporary parking permit tags are to be hung from the rearview mirror with the print facing the windshield. They are pink in color, numbered and contain the dates of arrival and departure.

All tenants, whether seasonal or long term, are required to check in at the Forest Lakes Management Office when they arrive on property in order to obtain a temporary parking pass.

At that time the tenant will provide information as to their Name, Date of Arrival, Date of Departure, Vehicle Description, Tag Number/State, Contact Telephone Number, Address and Unit Rented. Office staff will confirm the assigned parking spot for the rented unit and advise the tenant accordingly.

For security reasons, owners should notify the Management Office via email or telephone of family guests expected to stay in their unit in their absence PRIOR TO ARRIVAL. Such guests are required to notify the Management Office upon arrival to obtain a parking permit and ensure proper assigned parking spot.

ATTACHMENT 2

GUIDELINES FOR MODIFICATIONS AND REPLACEMENTS

Forest Lakes Condominium Association, Inc.

* denotes Compliance Statement must be completed and Board approval obtained BEFORE modification work begins.

***Awnings (Villas)** - Replacement of Villa awnings must be consistent with original design and white in color.

Decorative shutters - Decorative shutters are not allowed on Villas or in Phases V and VI.

***Doors** - Villas - The replacement of front doors, storm doors, screen doors and garage doors must be brown in color. Exterior doors may have panels; windows are permitted but only in the upper third of the door. Replacement door to the outside from the Florida room must be white and may have either half or full window. Doors must meet county safety standards. Two- & Three-Story Buildings - The replacement of front doors, storm doors, and screen doors must be white in color. Exterior doors may have panels; windows are permitted but only in the upper third of the door. Doors must meet county safety standards.

***Entryways** - Entryways are subject to the following: Two stories - acceptable replacements for carpeting are tile and non-slip paint in neutral colors. (No treatment allowed on stairs and landings). Owners who share entryway must agree to a common treatment. Three stories - No carpet or tile allowed (doormats are allowed). Villas - Pavers or tile may be used for villa entries.

***Exterior building/porch light** - Except for villas, exterior building/porch lights must be consistent with each Phase. Individual, unique fixtures are not permitted. Lanai Light fixtures may be at owner's discretion. Villa exterior porch lights must be black in color.

***Floors** - Prior to the installation of any ceramic tile or laminate/hardwood flooring in any location within a unit (including lanais) above the 1st floor of any building within Phases III, IV, V, and VI, the owner must sign a Compliance Statement verifying the requirements for the underlayment have been met. Underlayment must be 90 MIL or better.

Flower / window boxes - Flower / window boxes are not allowed in any phase.

***Lanai Enclosures (2 and 3 story buildings)** - Replacement screens must be black nylon or equivalent and the associated framing/support must be white in color and meet all county codes. (See Lanai Enclosure Specifications found at the end of this attachment for more details regarding an external slider option).

***Lanai Enclosures (Villas)** - All framing and baseboard will be brown in color. (See Villa Lanai Enclosure Specifications for more details and slider option).

***Patios (2 and 3 story buildings)** - Patios are not allowed behind 2 and 3 story buildings; pavers or similar material are permitted in front of lanai door not to exceed 4ft x 4ft (16 square feet total).

***Patios (Villas)** - Patios are allowed behind Villas that do not extend beyond the Florida room or encroach upon neighbor. Patios on inside villas cannot encroach on the electrical lines leading to the electric meters and cable lines to the units. Patios may be paved or tiled and applied to a firm foundation.

***Radon or dryer vents** - No radon or dryer vents are to be installed without a detailed sketch and Board approval.

***Solar Tubes/ Skylights** - Solar Tubes are not allowed in two- and three-story buildings. Solar tubes are allowed on villas but only on the rear portion of the roof.

***Storm Shutters** - Allowable storm shutters must include white, corrugated type that meets Florida and county statutes and rules. Storm shutters must be removed and stored while in residence.

***Windows** - Window replacements within all phases will be white in color and must be done in a manner that meets current Florida Building Code. (See Window Replacement Guidelines found at the back of this attachment for more specific details).

Forest Lakes Condominium Association, Inc.

COMPLIANCE STATEMENT

PLEASE REFER TO REVISED FORM

APPLICATION FOR ALTERATIONS, REPAIRS OR MODIFICATIONS

Available at the office and on the website under:

- **FORMS**
- **UNIT MODIFICATIONS FOLDER**

FOREST LAKES CONDOMINIUM ASSOCIATION, INC.

Lanai Enclosure Specifications

(Two- and Three-Story Buildings)

Screens & Railings - Option 1

Replacements must meet all county codes and be black nylon screening with white framing in all buildings.

External Sliders - Option 2

Installation of full-length sliding glass doors to replace screen enclosures is allowed in all units in Phase III and IV, and first floor units in the Garden Apartments in Phase V and VI. **In second floor units in the Garden Apartments, an engineering report certifying that the lanai will support slider construction must be procured by the owner.** In all cases, the following restrictions apply:

- A. 3-piece sliders are required for 2-story buildings and 4-piece sliders are required for 3-story buildings.
- B. End units require 2-piece fixed glass on the ends of the lanai.
- C. Sliders must be full width and height of the exterior lanai opening.
- D. Sliders must be white and meet all county codes.
- E. Second and third floor installation must be made inside existing railings for safety reasons (screens may be removed).

All applicants must provide a sketch or picture and approval is required.

Please be advised to ensure compliance with the requirements, management will inspect the installation and that much compliance is the ultimate responsibility of the owner, not the contractor.

Contact the Association office to schedule an inspection during the installation.

FOREST LAKES CONDOMINIUM ASSOCIATION, INC.

Lanai Enclosure Specifications

(Villas)

Specifications:

- The sixteen-foot (for interior villas) and eighteen-foot (for end villas) length of the lanai will have four panels, approximately 48 inches wide. Some variances may be necessary to accommodate the different length of each lanai. The short end of the lanai will have two panels.
- Baseboards of fourteen-inch aluminum will surround both sides.
- All framing and baseboards of screened enclosures will be brown in color.
- Screening may be nylon and charcoal in color.
- Two styles options are recommended:
 - 1) Install four 48 inch sliding panels on the long side with stationary or sliding panels on the short end.
 - 2) Install four stationary panels with a conventional opening door with two stationary end panels. This door must be in the second panel or third panel of the sixteen-foot side, keeping it safely away from an awning window. The door can be full panel (48 inches) or a more standardize (36x80) with proper framing.
- At no time will any screen framing infringe on the legal easement to the electrical and phone panels between the units.

All applicants must provide a sketch or picture and approval is required.

Please be advised to ensure compliance with the requirements, management will inspect the installation and that much compliance is the ultimate responsibility of the owner, not the contractor.

Contact the Association office to schedule an inspection during the installation.

FOREST LAKES CONDOMINIUM ASSOCIATION, INC.

Window Replacement Specifications

(All Phases)

The following guidelines were generated with the intent of maintaining the present outside appearance of the windows currently used in Forest Lakes.

All window replacements within all Phases of Forest Lakes Condominium Association, Inc. must be done in a manner that meets current Florida Building Code regarding replacement of windows, and compliant with the Declaration of Condominium, Bylaws, Articles of Incorporation, and the Rules and Regulations of the Forest Lakes Condominium Association, Inc. This may require that the window be provided with a horizontal bar (meeting rail) across both top and bottom panes. The use of any glass, other than impact glass, requires the installation of current Florida Building Code compliant storm shutters. All windows must have white trim.

Any existing awning window, to be replaced, shall be replaced by either an awning window or a single/double hung window that meets the current Florida Building Code regarding replacement windows, and compliant with the Declaration of Condominium, Bylaws, Articles of Incorporation, and the Rules and Regulations of the Forest Lakes Condominium Association, Inc. The use of any glass, other than impact glass, requires the installation of current Florida Building Code compliant storm shutters. The use of a single/double hung window as a replacement for an existing awning window may require that the window be provided with a horizontal bar (meeting rail) across both the top and bottom panes. All windows must have white trim.

All windows on any one exterior wall of a room in a unit, must be of the same type (i.e. either all awning or all single/double hung).

Phases I and II Villas

Awning Windows

- All awning windows presently in place are 4 pane windows.
- Any awning window replacing an existing 4 pane awning window must be a 4 pane awning window.
- Any single/double hung window replacing an existing 4 pane awning window must have meeting rails installed in both top and bottom panes to look like a 4 pane (2 light over 2 light) window.

Single Hung Windows

- All single hung windows presently in place are either 4 pane (2 light over 2 light) windows or, in the case of bathroom windows, 2 pane (1 light over 1 light) windows.
- Any single/double hung window replacing an existing 4 pane (2 light over 2 light) window must have meeting rails installed in both top and bottom panes to look like a 4 pane (2 light over 2 light) window.
- Any single/double hung window replacing an existing 2 pane (1 light over 1 light) window must be a 2 pane (1 light over 1 light) window.

Phases III and IV Three Story Condominium Buildings

Single Hung Windows

- All single hung windows presently in place are 4 pane (2 light over 2 light) windows.
- Any single/double hung window replacing an existing 4 pane (2 light over 2 light) window must have meeting rails installed in both top and bottom panes to look like a 4 pane (2 light over 2 light) window.
- Prior to the installation of doors, screen doors, windows, lanai cages, the owner must obtain and sign a Compliance Statement. The color of all openings shall be white.

Phases V and VI Garden Apartments

Awning Windows

- All awning windows presently in place are 3 pane windows. Seeing as 3 panes single/double hung windows do not exist, owners are urged to continue using 3 pane awning windows as replacements.
- Any awning window replacing an existing 3 pane window must be a 3-pane awning window.
- Any single/double hung window replacing an existing 3 pane awning window may be a 2 pane (1 light over 1 light) window.

Single hung windows

- All single hung windows presently in place are 2 pane (1 light over 1 light) windows.
- Any single/double hung window replacing an existing 2 pane (1 light over 1 light) window must be a 2 pane (1 light over 1 light) window.
- Prior to the installation of doors, screen doors, windows, lanai cages, the owner must obtain and sign a Compliance Statement. The color of all openings shall be white.

All applicants must provide a sketch or picture and approval is required.

Please be advised to ensure compliance with the requirements, management will inspect the installation and that such compliance is the ultimate responsibility of the owner, not the contractor.

Contact the Association office to schedule an inspection during the installation.