

**RULES AND REGULATIONS**  
**LAKWOOD RIDGE TOWNHOMES ASSOCIATION, INC.**

1. There are two parking spaces assigned to each town home. Each owner or resident is required to park in the numbered spaces located in front of his/her town home. No owner or resident is permitted to park in a space assigned to any other town home. The only exception will be if there is written permission from the owner of the home whose spaces are being utilized. A copy of such written permission must be on file with the Management Company.

Any vehicle which is improperly parking within Lakewood Ridge may be towed immediately, without further notice.

2. Dog Walk areas are posted throughout the community and must be used. Owners must pick up waste left behind by their pets. Violations are subject to fines per Hillsborough County Ordinance 00-26, Section 14.

3. Only two (2) residents per bedroom/per unit are permitted to permanently occupy any town home.

4. Transient occupancy of town homes is not permitted. "Transient occupancy" is defined as short-term rental of a town home for any period less than the seven month limit provided in the Declaration, or one or more guests who stay for less than fourteen days, with guest occupancy occurring more frequently than one time per month.

5. Each visitor/guest is restricted to spending a maximum of 30 calendar days per year. Longer visits require the owner to submit a written request to the Board of Directors (through the management company) for additional time. These requests will be reviewed and approved/disapproved on a case by case basis. Any guest residing in a town home in the absence of the owner(s) is required to complete an Occupant Information Sheet, which is available from the Management Company.

6. Common Areas: The following rules relate to all common areas including the community pool:

- a. Property owners are responsible for the conduct for their tenants and guests on the Common Areas.
- b. Common Areas are for the enjoyment of all residents and shall not be abused or destroyed in any manner. Property owners are responsible for any repair/replacement costs of common area damaged/destroyed by themselves, their children, guests or tenants.

7. Prior to making any improvements to any Lot, that require Architectural Control Committee approval, the owner of the Lot must be current in all assessments and charges due to the Association.
8. If owners or residents are using the Common Areas for private parties or events, which are not sponsored by the Association, they do so at their own risk. The Association will not be responsible for any injuries which occur during such an event.
9. Any furniture which is placed on a porch outside the interior of any town home is required to be specifically manufactured for outdoor use. Upholstered furniture or other furnishings which are intended for indoor use are not permitted on porches or on any portion of the Lot or Common Area outside of the town home.
10. The Declaration provides that town homes must be used for residential purposes. "Residential purposes" shall include a requirement that each town home is reserved for single family occupancy. A "single family" shall be defined as: one person living alone; or two persons related by blood, marriage or adoption, and their immediate family; or two persons living together as a single housekeeping unit.

Prepared by and Return to:  
Fernandez Florida Law, PA  
113 S. Boulevard, 1<sup>st</sup> Floor  
Tampa, FL 33606

**NOTICE REGARDING EXISTENCE OF RULES AND GUIDELINES  
FOR LAKWOOD RIDGE TOWNHOMES ASSOCIATION, INC.**

WHEREAS, the Declaration of Covenants, Conditions and Restrictions for Lakewood Ridge Townhomes, was originally recorded at Official Records Book 13926, Page 738, Public Records of Hillsborough County, Florida, and such Declaration authorize the Board of Directors (the "Board") to adopt Rules and Regulations governing the property in Lakewood Ridge, as shown in Plat Book 100, pages 148 Public Records of Hillsborough County, Florida; and

WHEREAS, Rules and Regulations have previously been adopted by the Board and recorded at Official Record Book 18323, page 1987, Public Records of Hillsborough County, Florida; and

WHEREAS, the Board of Lakewood Ridge Townhomes Association, Inc. wishes to place all persons on notice of the fact that additional changes to the recorded Rules are being and will be adopted and that these will no longer be recorded in the public records;

NOW, THEREFORE, it is hereby resolved by the Association that all persons interested in obtaining a current copy of the Rules and Regulations relating to the use of the property at Lakewood Ridge Townhomes, Inc., may obtain a copy of such current Rules and/or Guidelines from the Association's management agent, or the President of the Association, or the Registered Agent for the Association with the State of Florida, as these may be changed from time to time. Prior and future amendments to the Rules and Guidelines are not being recorded in the public records, but will be available from the Association.

Dated this 27 day of August, 2015.

**Witnesses:**

Signature of Witness = 1

Printed Name of Witness #1

B. Coulter

Signature of Witness #2 Breanna Crowley

Printed Name of Witness #2

LAKWOOD RIDGE  
TOWNHOMES ASSOCIATION, INC.

By: Sabrina Martin, President



STATE OF FLORIDA )  
COUNTY OF PINELLAS )

The foregoing instrument was acknowledged before me this 27 day of August, 2015, by Sabrina Martin, as president of LAKEWOOD RIDGE TOWNHOMES ASSOCIATION, INC., a Florida corporation, on behalf of the corporation, who is personally known to me or has produced as identification.

Sheila W. Dobson  
Notary Public - State of Florida  
My Commission Expires:

RESOLUTION OF THE BOARD OF DIRECTORS OF  
LAKEWOOD RIDGE TOWNHOMES ASSOCIATION, INC.  
BOARD AND MEMBERSHIP MEETING RULES OF CONDUCT

**WHEREAS**, each member of Lakewood Ridge Townhomes Association, Inc. ("the Association") has an ongoing interest and right under Florida law to participate in the governance of their community; and

**WHEREAS**, the Board of Directors ("the Board") has an equal interest and duty under the law to ensure that the management of the community's affairs are carried out professionally and in accordance with the provisions under Florida Statutes, the governing documents, and applicable rules of conduct; and

**WHEREAS**, the Board wishes to promote orderly and efficient meetings of the Board and of the membership of the Association;

**NOW THEREFORE BE IT RESOLVED**, that the Board hereby adopts the Rules of Conduct to take effect immediately upon adoption:

1. Any member of the Association may attend a meeting of the Board of Directors, and may speak to the Board and other owners present on matters that are on the agenda for the meeting, or are being addressed by the Board. The Board may establish a time during the meeting for Owner Comments and Questions, and the Board does not need to allow Owner input when the Board is discussing or acting upon an agenda item.
2. At membership meetings, Owners are entitled to speak on the issue being addressed by the membership. There will also be a time for general Owner Comments and Questions at the end of the meeting, which will permit input on any matters of general interest to the membership.
3. **Time Limits:** In addition to any time constraints that the Board may impose on itself, the Chairperson reserves the right to limit the amount of time allotted per agenda item and/or the individual time allotted per member to speak on any agenda item. The general rule is that members will have a maximum of three minutes' time at both Board and membership meetings to address any issues, unless such time limit is extended by the Chairperson of the meeting or the Board.
4. **Member Participation:** Members should identify themselves by their name and address. In the absence of a Member, a representative of such Member may attend a meeting and speak on behalf of the Member, provided that such representative is either: (a) a licensed attorney-at-law in the State of Florida; or (b) appointed as the attorney-in-fact for the owner pursuant to a power of attorney.
  - a. Members are invited to speak with respect to agenda items during the designated "Owners Comments" period of Board meetings, although the Board or the Chairperson may allow input at other times.
  - b. Unless the Board or Chairperson decides otherwise, there is a maximum time limit of three (3) minutes per member during the "Owners Comments" period.

- c. A member may address the Board only once during the "Owners Comments" period unless the Board or Chairperson allows other comments on additional issues brought up after the initial comments by such member.
- d. When a member is speaking, he or she must address any comments or remarks only to the Chairperson, unless permission is granted by the Chairperson for the member to address someone else.
- e. Only one person is to speak at any one time and members who have been recognized as having the floor should not be interrupted.
- f. The Chairperson will have the sole authority and responsibility to see to it that all member participation is relevant to the subject or motion being addressed.
- g. At the discretion of the Chair, members may be allowed to speak to individual agenda item under consideration during Board discussion periods. Members shall raise their hand seeking recognition, and may speak only if and when they are recognized by the Chair.

- 5. Members must conduct themselves in a civil and respectful manner at all times, and must refrain from interrupting others while they are speaking, raising their voice unnecessarily, and making any personal attacks or other inappropriate statements.
- 6. Members must confine their remarks to the issues before the Board or to the merits of the motion or resolution under consideration.
- 7. Members should come and go as necessary from the meeting space in the least disruptive manner possible.
- 8. Enforcement: It is the intent of the Board to maintain order and enforce the aforementioned rules. Disregard of these rules will result in:
  - a. The Chair may declare the member out of order.
  - b. Should the member fail to come to order, the Chair will request that the member leave the meeting.
  - c. The Chair shall be the sole arbiter of when member statements or actions are out of order.
  - d. Fines or other sanctions may be proposed if owners refuse to comply with these and other rules relating to meeting attendance and participation, including barring owners from meetings if they continually fail to observe these rules and disrupt meetings.

- 9. Tape Recording or Videotaping of Meeting: Any unit owner may tape record or videotape a Board or membership meeting subject to the following rules:
  - (a) No tape recording or videotaping of any meeting shall interfere with or obstruct the meeting and no equipment shall obstruct any unit owner's view, hearing or access to the meeting. The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.

- (b) All audio and video equipment shall be assembled and placed not closer than twenty (20) feet from the table at which the Board is seated. At the discretion of the Board, microphones or audio recording devices may be placed upon the table at which the Board is seated.
- (c) Members videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- (d) Any owner desiring to utilize any audio or video equipment shall provide advance written notice to the Board.

**RESOLVED AND ADOPTED** by The Board of Directors of Lakewood Ridge Townhomes Association, Inc. this 17 day of October, 2016.

By:



President