

Pine Crest at Indian Creek Condominium Association Rules & Regulations

The following RULES and REGULATIONS apply to all Pine Crest residents and guests. This condensed list is NOT intended to be a complete compilation of the all the current rules and regulations found in our by-laws and other authoritative documents. They are presented in alphabetic order.

1. **Bicycle Storage:** This common space is provided for the convenience of our residents and guests. All bicycles stored in this common area must display a unit number and be in roadworthy condition.

Seasonal residents must remove their bicycles from this space when absent.

The Association reserves the right to remove and donate any bicycles that do not adhere to posted rules.

2. **Comcast:** A basic cable package is provided by the Association that includes two HD converter boxes. Owners/tenants are responsible for extra services and should contact Comcast directly.
3. **Email:** A working email address on file with Campbell Property Management is required to receive updates and important information.
4. **Flammables:** No flammable, combustible or explosive fluids shall be stored in units or lanais. Gas and charcoal grills are not permitted on lanais. We are an all-electric community without CO2 monitors.
5. **Gas Grill** A gas grill is available for community use at the Clubhouse. Please clean, turn off gas and replace the cover after the unit cools. Only electric grills can be used in the unit. Briquette grills cannot be used in the unit.
6. **Generators:** Personal generators are not permitted by Palm Beach County Fire Code.
7. **House Sitters/Emergency Contacts:** Seasonal owners must have a local designated house sitter or company registered with Campbell Property Management. All unit owners should have an emergency contact registered with Campbell Property Management.
8. **Hurricane Preparation:** Upon the issuance of a hurricane warning, each owner is responsible for securing personal property located on lanais and in common outside areas.
9. **Lanais:** Wall-to-wall carpeting is not permitted on lanais. Lanai wall and ceiling color must conform to the exterior building. Lanais should not be used as sheds or for long term storage. Lanais are considered extensions of our living space and intended to mimic outdoor patios, porches, and the like.

10. **Management Company:** Campbell Property Management, 401 Maplewood Drive, Jupiter Florida 33458. Contact Property Manager Rick Parrett, 561-512-7900, RParrett@campbellproperty.com, or Jordon Nobile, 561-203-7910, jnobile@campbellproperty.com, by email for all issues. After hours and weekend emergencies contact 561-201-7910.

11. **Parking/Vehicles:** No overnight (11pm to 6 am) parking of trucks, commercial vehicles, trailers, campers, boats, golf carts, or undriveable vehicles. Contact the Board to discuss extenuating circumstances and limited exceptions to this rule. Park in assigned space or guest parking.

Repairs to motorized vehicles are not permitted on property.

All vehicles must have a current vehicle registration and tags. Vehicles are subject to towing at owner's expense.

The speed limit is 15MPH on association property.

12. **Pets:** Each unit is permitted one walking pet under 40 pounds at adulthood. Pets must be leashed. Owners are responsible to clean up after their pets. Pets must not create a nuisance for other unit owners.

13. **Pine Crest Online Portal/Website:** Owners have access to the Online Portal (<http://campbellportal.com>) for information about documents, by-laws, rules, minutes, financial reports, and other pertinent information. Contact Campbell Property Management (561-203-7910) to set up access. It is the owner's responsibility to provide all documents, rules, and regulations to tenants.

14. **Plantings:** Changes to the landscape must have the written permission of the Board of Directors.

15. **Pool, Clubhouse, Lanai:** Read all posted rules. No food or drink in pool or painted area around pool deck. No glass in pool area. Ear pods or earphones are required when listening to music. Extended conversations on cell phones are not permitted. No pets allowed. Pool hours are dawn to dusk.

When finished using, please close all umbrellas and replace chairs and lounges. Always lock pool gates when entering and exiting. No smoking is permitted in the pool area, clubhouse, or clubhouse lanai area. The Association provides an unsecured Wi-Fi network at the pool. Network: Pinecrest50 Password: noodle50

16. **Pool Keys:** Owners should receive two pool keys at closing by the seller. Pool keys cannot be duplicated. There is a \$40 charge for new pool keys through Campbell Property Management.

17. **Mailbox Keys:** Owners should receive three mailbox keys at closing by the seller. The US Post Office does not provide replacement keys for mailboxes but does maintain a registry of assigned boxes. The Association does not keep a registry of assigned mailboxes. Neither the Association nor Campbell is responsible to assist the owner in replacing lost mailbox keys. In the unlikely event that all keys are unavailable, a locksmith will have to be employed by the unit owner to rekey the mailbox.
18. **Renovations:** All owners must inform Campbell and the Board in writing of their intent to renovate their unit and the extent of the renovation. The name and contact information of the contractor must be included. This is required to assist the Board in addressing the high volume of inquiries, as well as complaints, received by the Board as the direct result of renovations both large and small.
- Renovations that include flooring, windows, exterior door replacements, and hurricane shutters must be approved by the Board of Directors using the *Architectural Change form available on the Campbell website*.
- Screen doors, windows, window treatments, exterior lights, hurricane shutters and front doors must reflect the current colors and styles of the exterior of the buildings.
- Non-emergency construction/repairs are allowed Monday through Saturday from 8 am to 5 pm only. Contractors may not use Association dumpsters for renovation refuse waste disposal.
19. **Renting:** Owners are not permitted to rent units for one year from closing. Rentals must be a minimum of three months. Only three rentals per year are permitted. Lessees and owners are not permitted to sub-lease their units.
20. **Reserving Clubhouse and Lanai:** The Clubhouse and lanai, not the pool, may be reserved by residents for parties, social gatherings, and meetings at any time upon request to the Association. User fees, proof of private insurance by unit owner, and cleaning deposits are required for private parties. The Association does not permit non-resident rentals for private parties.
21. **Roommates:** When a roommate is added as an additional occupant, and the owner is occupying the unit, an Occupancy Form must be completed and submitted to the association for approval and recording. When a leased unit adds a roommate, a NEW tenant evaluation packet must be completed and submitted to the Association for approval.
22. **Sidewalks, stairs, and landings** must be kept object free. No strollers, bicycles, toys, trash, chairs, planters, or the like, are permitted to stand in these areas. Nothing may be hung from railings.

- 23. **Signage:** No advertising or signage may be displayed on the condominium unit, in windows, or on vehicles. Temporary Open House signs are the exception.
- 24. **Tennis and Pickle Ball Courts:** Follow all posted signs. Only tennis and pickle ball are permitted on the courts. No smoking is permitted on the courts.
- 25. **Trash:** All trash must be placed in the containers in designated dumpster areas. **Nothing should be left on the floor of the dumpster area.** Please break down all boxes before disposing. Contractors are not permitted to use dumpsters.
- 26. **Unit Key:** The Association requires and retains a working front door key for all units for emergency use. If no key is provided, a locksmith will be retained at the owner's expense. Please provide Campbell Property Management with a copy of your key.
- 27. **Unit Owner Responsibility:** Each unit owner is responsible for violations of rules and regulations by their family members, guests, tenants, agents, or employees.

A face-to-face orientation can be arranged for any tenant or owner who is interested. Please contact Campbell Property Management. Campbell will arrange to have one of the current Pine Crest Board members meet with you to review expectations and answer questions.

Upon signing, you acknowledge you have fully read and understand Association Rules and Regulations as outlined above.

Specific Property Unit Number and Letter _____ Pinecrest Circle

 (Signature) Owner/Tenant (Printed Name) Owner/Tenant Date _____

 (Signature) Owner/Tenant (Printed Name) Owner/Tenant Date _____