

TANGERINE WOODS OWNERS ASSOCIATION
RULES AND REGULATIONS

Amended and Restated January 23, 2025

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SECTION A: ENFORCEMENT OF RULES AND REGULATIONS

Introduction:

Tangerine Woods is a deed-restricted community. ***Upon purchase of your home, you agreed to abide by these restrictions.*** This document is a clarification of the restrictions within the Community. Unit Owners and Lessees need to be aware of them, as compliance with these restrictions will help you get along with neighbors, stay safe and avoid fines on the Unit.

At Tangerine Woods, there is an expectation that we treat each other with civility and a high level of respect at all times. Failure to do so, for any reason, may result in the suspension of usage of all Community amenities. At no time will the use of profanity or any type of threatening behavior be tolerated at Tangerine Woods. Infractions will be quickly and fairly dealt with.

For additional information, refer to the Declaration of Condominium, Article 14, Remedies for Violations, and the Bylaws, Article 10, Enforcement of Fines.

Rule/Regulation Remediation Procedure:

1. Overview

Due process is a formalized procedure designed to protect the rights of all parties involved in Rules and Regulations violations and enforcement thereof. Utilizing a documented process will ensure that violations are handled consistently with ample notice and opportunity for the owner to correct the violation before the issuance of any fine or suspension.

2. Violation Notification

If, during a routine inspection, or by reports from owners, Management is made aware of violation(s) at a specific home site, Management will adhere to the following communication process:

a. Architectural Violation, Failure to Maintain Property, Illegal Renting, Miscellaneous Violations.

i. **First Violation Notice** – Written notice is sent to the owner(s) of the property identifying the violation and providing the owner(s) fourteen (14) days from the issue date of this notice to correct the violation or provide Management a plan to correct the violation. The first notice is designed to be a friendly reminder. The notice will include photos of the violation, if practical.

ii. **Second Violation Notice** – If the violation still exists during follow-up inspection and no agreed-on resolution has been made with Management, a second written notice will be sent to the owner(s) of the property identifying the violation and providing the owner(s) fourteen (14) more days from the issue of this notice to correct the violation or provide Management a written plan to correct the violation.

iii. **Third and Final Violation Notice** – If the violation still exists during follow-up inspection and no agreed-on resolution has been made with the office, Management will send a third written notice to the owner via Certified (return receipt) and regular US Mail. The third written notice will reference the first two notices and will give a final fourteen (14) days from the issue date of this third notice to correct the violation. The letter will include notice that fines of one hundred dollars (\$100) per day, not to exceed one thousand dollars (\$1,000) in total, will begin on the fifteenth (15th) day. The fine is payable to TWOAI (Tangerine Woods Owners Association, Inc.).

b. Parking, Driving and Specific Storage Violations.

i. Citations will be placed on the item of violation at the time of notice. A photo will be sent to the office notifying Management of the violation.

ii. A letter will be sent to the homeowner verifying this violation.

iii. If it is a Subsequent Offense, the letter will list the fine imposed.

3. Imposition of Fines and Suspensions

When fines are levied, the Board and Management shall adhere to the following procedure:

a. Standing fines have been established for certain violations and are outlined in Exhibit A. The Board will establish fines not contemplated in the Standing Fine Schedule in accordance with the Florida Statutes and the Association's Governing Board.

b. Fines may be up to a maximum of \$1,000 per occurrence. Fines may not exceed the maximum cumulative total for a single violation as stipulated by the Florida Statutes or the Association's Governing Documents, whichever is higher.

- c. Fines and suspensions may only be levied at a properly noticed Board Meeting.
- d. Once the Board imposes a fine or suspension, notice is sent via Certified (return receipt) and regular US Mail informing the owner of the fine and/or suspension. The notice will also provide a date, time, and location at which a hearing with a committee of Owners, as outlined in Section A, Paragraph 4, will occur.
- e. Fines imposed will be retroactively applied based on the dates listed in the Final Violation Notice.

4. Right of Appeal

Owners shall have the right to appeal any fine or suspension levied by the Board, with the exception of suspensions imposed due to monetary obligations owed to the Association.

The Association's policy is to schedule a hearing of the Fine Review Committee to occur not less than fourteen (14) days after the Board has levied a fine or suspension. The appeal shall occur at the hearing before the Committee of at least three (3) owners appointed by the Board. Members may not be officers, directors, or employees of the Association, nor may they be the spouse, parent, child, brother or sister of an officer, director, or employee. The owner of the property on which a fine or suspension has been levied may attend the hearing and present evidence or facts as to why the fine or suspension should not be imposed. If the Committee, by majority vote, *rejects* the fine or suspension, the fine or suspension may not be imposed. If the Committee, by majority vote, *approves* the fine, no additional appeals may occur and the fine or suspension will be due. A final notice will be sent via Certified (return receipt) and regular US Mail notifying the owner of the imposition of the fine and providing a five (5) day period from the date of receipt of the notice in which to pay the fine.

Unpaid fines over \$1,000 shall become liens against the property.

5. Creation of Fine Review Committee

In order to adhere to the Covenant Enforcement Policy, the Board hereby creates the Fine Review Committee and subjects the Committee to the following charter:

- a. **Composition:** The Committee shall consist of a minimum of three (3) owners appointed by the Board. Members may not be officers, director, or employees of the Association nor may they be the spouse, parent, child,

brother or sister of an officer, director, or employee. Alternate Committee members may also be appointed at the discretion of the Board.

b. **Term:** Committee members shall serve until their resignation or removal by the Board.

c. **Duties:** The sole purpose of the Committee shall be to determine if a fine or suspension levied by the Board shall be imposed.

d. **Meetings:** The Committee shall only meet as called upon by the Board to render a decision on a fine or suspension.

EXHIBIT A

STANDING FINES

<u>Violation</u>	<u>Fine (Per Day/Occurrence)</u>
Architectural Violations, Failure to Maintain Property, Illegal Renting, Miscellaneous Violations	\$100 per day
Parking Violations	First Offense – Violation Letter Second Offense – Automatic \$75 Subsequent Offenses – Automatic \$100

Standing fines may be modified or amended by the Board from time to time.

This enforcement procedure pertains to the following Sections of the Rules and Regulations:

- B. Exterior Home and Yard Policy
- C. RV Parking Lot and Vehicle Parking Area
- D. Swimming Pool Complex
- E. Golf Carts
- F. Vehicle Operation and Parking
- G. Smoking/Vaping
- H. Pets
- I. Lakes and Waterways

SECTION B: EXTERIOR HOME AND YARD POLICY

Introduction

Article 8.4 of the Declaration of Condominium gives each Unit Owner the right to alter, decorate, repair, replace, or otherwise change the exterior of their Unit, provided written approval is obtained from the Board of Directors based on the objective criteria set forth in this section.

1. An Exterior Committee, appointed by the Board of Directors, will administer this Exterior Home and Yard Policy. **Alterations, additions, or changes of any kind, to the exterior of the Unit require the Unit Owner to submit an Exterior Request Form to the Exterior Committee.** No work shall begin until approval has been received from the Exterior Committee and/or the Board.
2. The Exterior Committee will have certain approval authority delegated to it by the Board of Directors. The Board of Directors must approve requests that are outside of the delegated authority of the Exterior Committee.
3. Per Section 8.1 of the Declaration of Condominium, each Unit Owner shall maintain at all times in good condition and repair, all exterior portions of the Unit, including shrubbery.

4. Unit Owner

- a. Each Unit must be power washed at least yearly.
- b. Each painted Unit must be re-painted every 10 years.
- c. Trees, shrubs, and flowers must be maintained and weeded on a monthly basis.

*Unit Owners may seek variances or waivers from the Board of Directors on a and b.

d. The Unit Owner is advised that alterations, additions, or any other changes to the exterior of the Unit may require a building permit from Sarasota County. The Unit Owner is responsible for obtaining the proper permits.

e. Before a request is approved to erect, alter, or add any building structure within TW, a complete set of plans and specifications must be submitted to the Exterior Committee and approved by the Board of Directors. (Reference: Declaration of Condominium Article 10.2 Improvements/Alterations). The plans must show complete details of construction location, materials, landscaping, exterior color scheme, and estimated completion date.

f. The Board shall have the right to reject plans or require changes based solely on aesthetic considerations.

5. Building Contractors / Unit Owners

It is the responsibility of the Unit Owner to ensure that the contractor is aware of and abides by the following rules:

a. The work site should be as neat as possible at the end of each working day. No music shall be played at a level audible to neighbors. All construction equipment must be removed from the site upon completion of the work.

b. Construction work hours are limited to 8:00 a.m. to sunset, Monday through Saturday. No work shall be done on Sundays or holidays except for emergencies. Unit owners may do general home and yard maintenance on Sundays and holidays.

- c. The contractor shall not bring any person into TW who is not engaged on the construction project. Contractors' pets are not permitted on the work site.
- d. The contractor may post a sign on the construction site until the work is completed.

6. Trees / Flowers (Approval Required) (Reference: Declaration of Condominium, Article 10.18, Exterior Ground Surfacing).

- a. Trees will be placed a minimum of eight (8) feet from any other object in the yard, to permit the free passage of lawn cutting equipment.
- b. Certain types of trees that put out extensive root systems and/or create a mess will not be approved for planting. The approved tree list may be obtained from the Association Office.
- c. Fruit and citrus trees must be planted in the back yard only, with ten (10) feet clearance between tree trunks, property line, or other objects.
- d. Flower beds or stone beds bordering the carport or perimeter of the house shall not extend more than forty (40) inches from the footprint of the house. This 40-inch extension applies to the foundation, carport, utility room, and deck/patio.
- e. **Artificial flowers of any kind may not be displayed outside of the Unit.**
- f. Xeriscape yards are allowed. TW Xeriscape Rules are available in the Association Office.

7. Lamp Post (Approval Required)

- a. Lamp post may be wood or PVC. Approved lamp post / globe guidelines may be obtained from the Association Office.
- b. TW Unit owners are required to continue operation of their lamps 365 nights a year, sunset to sunrise.
- c. Jeweled reflectors, owner's initials, or signs of any sort shall not be attached to the lamp post except for (d) below.

d. Unit numbers shall be no less than three (3)-inches and no more than four (4)-inches in height and shall be attached to both sides of the lamp post on all streets and on the front and one side of the lamp post on all cul-de-sacs.

e. The numbers will be approved by the Board. **Nothing, including holiday decorations, shall obstruct the numbers at any time.**

f. Bulbs shall be 40 watt or equivalent and shall be white or clear only, except for approved holiday seasons, see Section B, Paragraph 32.

8. Lawn Sprinkler System (Approval Required)

a. Spray patterns shall be adjusted, so as to prevent spraying the adjoining property or the street.

b. The Unit Owner must remove the iron oxide stains from the home and driveway.

c. No exterior pipes shall be laid upon sidewalks or walkways.

9. Birdbaths, Bird Feeders, and Sundials (Approval Required)

a. One birdbath per Unit may be approved if it is located within the confines of a landscaped area, if it does not exceed thirty (30) inches in height, and if the bowl does not exceed sixteen (16) inches in diameter.

b. One bird feeder may hang from a tree in the backyard or side yard.

c. One sundial per Unit may be approved if it is installed within the confines of a landscaped area, if it does not exceed thirty (30) inches in height, and if it does not exceed sixteen (16) inches in diameter.

10. Ceramics and Statues (Approval Required)

a. This type of art is limited to four (4) exterior displays per Unit, not to exceed two (2) on any single side of the Unit. Construction must be ceramic, solid molded plastic, sculpted metal, or concrete.

b. **Birds or animals indigenous to Florida shall be the theme of the type of art.** Domestic, cartoon, and farm animals are prohibited. Total height (including base) of any ceramic piece or statue shall not exceed thirty-six (36) inches.

11. Electronic Insect Killers (Approval Required)

One (1) electronic insect killer may be installed per Unit.

12. Flagpoles / Flags (Approval Required) (Reference Declaration of Condominium, Article 10.11, Flags).

a. A flagpole located in a Unit Owner's yard shall be limited to twenty-two (22) feet in height. The United States flag shall be flown with the option of flying below that a State flag, United States Military Service flag, or Country flag of the resident. These same flag rules apply to small flagpoles attached to the house or carport. Unless lighted by a floodlight, the United States flag must be lowered at sunset each day. **Proper flag etiquette should be observed.**

b. Flagpole material is limited to aluminum, stainless steel, or any metal covered by white polyvinyl chloride (PVC) or a white enamel coating.

13. Wind Devices

a. Windssocks, windmills, and wind-driven toys must be freestanding and may not be hung from the exterior of the Unit or from any other object in the yard.

14. Window Unit Air Conditioners (Approval Required)

a. Window unit air conditioners may be installed. Approval will be given for a location that is considered aesthetically acceptable. Air conditioners must be as noise-free as possible.

b. Window unit air conditioners are not allowed on the front of the Unit.

c. Air conditioning ducts on the exterior of the Unit are prohibited except for Split Units.

d. Split Unit heating/air conditioners are permitted, but shall not be installed on the front of the Owner's Unit.

15. Foundation Rodent Screens

a. Only one-quarter (1/4) inch galvanized wire screening may be installed on the foundation exterior or cut to fit each individual space between the bricks.

16. Carports (Approval Required)

a. **The following will not be permitted under an unenclosed carport:**

i. Roll-up bamboo curtains, fiberglass corrugated panels, and other sunshades of this type.

ii. The hanging of equipment or craft displays between posts.

iii. The storage of garbage containers, recycle bins, or trash.

iv. Indoor / outdoor carpeting of any type.

v. Storage bins or chests of any size.

b. The following will be permitted under an unenclosed carport:

i. Potted live plants / flowers.

ii. Lattice / trellis work if it is constructed of simulated wood.

c. A carport may be enclosed if:

i. Screening, vinyl, aluminum, or wood framing is used.

ii. There is a minimum of sixteen (16) feet left unenclosed under roof for vehicle parking.

iii. The addition / enclosure has a door.

iv. The color of all framing and trim must be the same. Approved colors are available in the Association Office.

v. All carport support posts must be aluminum or vinyl-clad pressure treated lumber.

17. Driveway / Carport (Approval Required)

a. All driveway-widening requests must comply with Florida state and county setback statutes.

b. Driveways cannot be widened more than four (4) feet beyond the original width. Requests must be accompanied by proper drawings.

c. The Exterior Committee may require a certified survey or proof of lot lines.

d. Both driveway and carport drive colors must be the same. Approved driveway and carport drive colors are available in the Association Office.

18. Replacement Units, Lanai Replacement, Porches, Decks and Patios (Approval Required)

Requirements for Replacement Units

a. Tangerine Woods is a zoned Manufactured Home Community which requires that every Unit must be a manufactured home. Concrete block, brick, modular, "stick built," or any other type of home structure is not permitted.

b. Units

i. Must be one floor.

ii. Must be a minimum double-wide standard.

iii. May contain any new available double wide features (examples: metal roof, porches, garages)

iv. Owner(s) may select any one floor model from any manufacturer that will meet current State of Florida and Sarasota County building codes which will fit within the setbacks and dimensions of Owner(s) lot.

1. The front of a replacement Unit must be placed at the same distance from the street as the previous unit, excluding landscaping.
2. Propane energy is not permitted for the replacement Unit.

c. Requirements:

i. A valid certified surveyed lot plan showing location of the lot with setback, landscaping, and location of lamp post is required.

ii. All Sarasota County Manufactured Home Replacement Requirements must be met. It is the Owner's responsibility to meet all Sarasota County permitting and replacement requirements.

iii. The following applies only subsequent to a disaster event including, but not limited to a fire, hurricane, tornado, or flooding.

1. Owner may apply to TWOAI Board of Directors (TW Board) for permission to temporarily reside on property during the term of the County Building Permit.
2. All affected Owners must provide TW Board with Unit replacement plans no later than 180 days from the date of official determination of no occupancy.
3. Maintenance fee will continue to be due and payable.

iv. The following applies only to the desire of a Unit Owner to replace an existing Unit unrelated to a disaster as described in iii above.

1. Temporary residence on a lot is prohibited.
2. TW Board must approve replacement plans prior to start of existing Unit removal.
3. Maintenance fees will continue to be due and payable.

v. During the Unit replacement process, the Owner must provide the TW Manager with current contact information: mailing address, telephone numbers, email address, and FAX address / number.

vi. Current TWOAI Exterior Rules and Regulations will apply to replacement Units, just as they apply to all other TW Owner Units. (Examples: landscaping, paint colors, lamp posts, etc.). The TW Board must grant approval of all Exterior Home and Yard items.

vii. One set of all Unit replacement application documents must be submitted to the TW Board prior to or on the same date that they are submitted to Sarasota County for review and approval.

viii. This “Requirements for Replacement Units” policy applies only to replacement Units and does not apply to any repair, improvement, or alteration of existing Units.

19. Lanai Replacement (Approval Required)

- a. Lanai replacement must comply with all Sarasota County building codes.
- b. All plans for Lanai replacement must be approved by the Exterior Committee.
- c. Lanais being rebuilt on their existing raised platform must be framed using tubular aluminum, pressure treated wood, or reinforced tubular PVC.
- d. Lanai roofs must be constructed using an approved roofing material, including plywood or other suitable roof sheathing, and be covered by shingles, metal roofing, or other approved roofing material.
- e. Lanai exterior wall coverings may be screening, windows, metal, vinyl, cement board, or other Exterior Committee approved siding.

20. Porches (Approval Required)

- a. Porches must comply with all Sarasota County building codes and Tangerine Woods Requirements.

- b. Porches may be created on existing lanai platform.
- c. An approved decorative railing must be installed on the top perimeter of the Porch and on the entry stairway(s). The railing system must be of an approved color and style. (Available in the TW Office).
- d. The Porch may be covered with a permanent roof or an awning. The roof or awning must be approved by the Exterior Committee. Awnings must be maintained in good condition.
- e. Permanent Porch roofs must be constructed using an approved roofing material, including plywood or other suitable roof sheeting and be covered by shingles, metal roofing, or other approved material.

21. New / Replacement Siding (Approval Required)

Siding must match and be of consistent size, type and color for the entire Unit including all sheds and/or Lanais. Approved siding colors are available in the Association Office. Siding replacement must be:

- a. A lap design no less than four (4) inches and no more than ten (10) inches wide.
- b. Made of vinyl, aluminum, cement board, or engineered wood.

22. House and Trim Colors (Approval Required)

The list of approved colors is available at the Association Office.

23. Decks/Patios (Approval Required)

- a. The Exterior Committee may require a certified survey or proof of lot lines before construction begins.
- b. Decks / Patios must comply with all Sarasota County setback rules and building codes.
- c. Location is limited to the side or back of the Unit.

- d. The maximum size is 144 square feet.
- e. The height of the deck floor must not be higher than the main floor of the house.
- f. If board decking is used, composite boards must be utilized for the floor.
- g. Grills and lawn furniture may be left on the deck or patio except during the following times:
 - i. When the residence is unoccupied for an extended period of time.
 - ii. During a hurricane warning.
 - iii. During a hurricane.
- h. Retractable awnings may be used if securely attached to the Unit.
- i. Landscaping is subject to Section B, 6.d.

24. Objective Criteria and Garage Requirements

The following objective criteria shall be used by the Association in determining whether the Board of Directors will approve a Unit Owner's request to alter and improve the Owner's Unit by adding a garage per Article 8.4(A) of the Amended and Restated Declaration of Condominium:

- a. Size of Garage
 - i. Max. 13' wide; Min. 22' deep.
 - ii. Garage by itself is not to exceed 32'.
 - iii. If the garage is installed in the carport space while keeping another structure (shed), the garage and structure together cannot exceed 32'.
- b. The Unit Owner must maintain a carport cover over the unused original footprint.

- c. The garage cannot extend beyond the footprint of the home and must be located entirely within the grounds of the Unit and not on the Common Elements.
- d. Architecture
 - i. The garage must conform to the Unit's current shape and design.
 - ii. The garage must be covered with siding to match the Unit.
- e. A garage cannot be used for living space and cannot be air-conditioned.
- f. A complete and detailed set of site plans must be submitted to the Exterior Committee for review. The Exterior Committee shall review the plans and application and, if deemed in compliance, forward the application and supporting documents to the Board of Directors with a recommendation for it to approve or disapprove the alteration. No work shall begin without the Owner receiving the written approval of the Board of Directors, per Article 8.4(A) of the Amended and Restated Declaration of Condominium. Any work commenced before receiving the written approval of the Board of Directors will be a violation of the Declaration of Condominium and subject to the levy of substantial fines, enforcement lawsuit and removal.
- g. The Unit Owner is responsible for obtaining all permits and meeting all current State and County codes.
- h. The Unit Owner is solely responsible for the insurance, maintenance, repair, and/or replacement of the garage.

25. Unit/Garage Roofs (Permit and Approval Required)

- a. Unit/Garage roofs must comply with all Sarasota County building codes.
- b. Unit/Garage roofs must be replaced with either:
 - i. Asphalt "Architectural Design" shingles. The shingles should have a built-in anti-fungal agent for reducing algae discoloration. "Energy Star" rated shingles and "Energy Star" rated colors are recommended. Approved shingle colors are available in the Association Office.

ii. Standing Seam metal roofs with the standing seam no greater than one (1) inch high, or metal roofs with a shingle-look appearance. Approved metal roof colors are available in the Association Office.

iii. White membrane roof as approved for residential use.

c. Home Unit and Garage roofs must be the same in material and appearance.

d. Roof vents may be installed, provided that they do not exceed eight (8) inches in width or four (4) inches in height.

26. Stepping Stones / Pavers (Approval Required)

The maximum width of a single path shall not exceed twenty-four (24) inches.

27. Skylights (Approval Required)

a. Skylights must comply with all Sarasota County building codes.

b. The tubular style or low-profile skylights are allowed, as long as they do not exceed eighteen (18) inches above the Unit/Garage roof.

28. Awnings, Shutters, and Replacement of Window(s) / Door(s) (Approval Required)

a. Replacement of windows and doors must comply with all Sarasota County building codes.

b. The curved type aluminum, canvas, and cloth awning, and aluminum Bahama style shutters are approved.

c. Approved colors are available at the Association Office.

29. Signs (Reference: Declaration of Condominium, Article 10.10)

a. Signs of any type are prohibited on any part of the Common Elements except as expressly approved by the Board. (See Rules and Regulations, Section B, Paragraph 5, Building Contractors/Unit Owners, sub-para. d).

b. Signs of any type are prohibited on any Unit where they may be viewed from the Common Elements, except as noted below:

i. Units must have an identification sign with the Owner(s) last name(s) and street number only. Unit Sign Application form is available in the Association Office. Cost of sign is the Owner's responsibility.

ii. "For Sale" or "For Rent" signs may be displayed either in a window or on the exterior of the Unit within forty (40) inches of the footprint of the Unit.

iii. An "Open House" sign may be displayed in the yard only during the time of the open house.

iv. Section B, Paragraph 5, "Building Contractors/Unit Owners," sub-paragraph d, "The contractor may post a sign on the construction site until the work is completed."

30. Garage Sales / Yard Sales / Flea Market

Sales and marketing are not permitted in, on, or around the Unit.

31. Electrical Interference (Reference: Declaration of Condominium, Article 10.17, Use Restrictions, Mechanical Interference)

"10.17 Mechanical Interference. No electric machine or apparatus of any sort shall be used or maintained in any Unit which causes interference with the television reception of other Units."

32. Holiday Outdoor Decorations

a. Outdoor decorations are allowed for Federally recognized holidays including, but not limited to, New Year's, Valentine's Day, St. Patrick's Day, Easter, Memorial Day, Independence Day (July 4th), Halloween, Thanksgiving, and Christmas.

- b. Decorations must be constructed to withstand the elements, be securely fastened to prevent damage, and shall be maintained in good repair.
- c. The use of cardboard, paper, and other moisture-absorbent material is prohibited.
- d. Christmas decorations and lights shall not be displayed before the day after Thanksgiving or after January fifteenth (15th). All other holidays are restricted to not earlier than ten (10) days prior nor more than five (5) days following a particular holiday.

33. Outdoor Items

- a. Under no circumstances shall outdoor patio-style furniture, golf carts, bicycles, or other paraphernalia be left outside of the carport (on the lawn, etc.) during nighttime hours, except as stated in Section B, 23.g, Decks/ Patios.
- b. Garden Flags/Banners no larger than 15 x 20 inches depicting seasons, flowers, holidays, sports teams, schools, or military branches may be displayed on the Unit property, limited to one Garden Flag/Banner per Unit. Requests to display any other Flags/Banners must be approved by the Board. Flags/Banners must be kept in good repair, i.e., not tattered or faded.
- c. Garden Flags/Banners pertaining to holidays may be displayed 10 days prior to the holiday and removed within 5 days after the holiday.
- d. Outside fires are strictly prohibited.

34. Trash / Recycle / Yard Waste (Reference Declaration of Condominium, Article 10.16, Storage)

Trash, recyclables, and yard waste shall not be put out for collection before 6:00 p.m. the evening before collection day.

35. Fences

Unit Owners are prohibited from erecting fences of any kind.

36. Fountains / Ponds

Fountains and ponds on the Unit exterior are not permitted.

37. Concrete Decorative Curbing / Edging (Exterior Committee Approval Required)

- a. Approved colors/style and installation guidelines are available at the Association Office.
- b. Painting of decorative curbing/edging is prohibited.
- c. Plans for placement of curbing must be approved by the Exterior Committee prior to installation.

38. Island Shrubs / Flower Beds, Tree Beds, and Lamp Post Flower Beds (Approval Required)

- a. Approval of these beds is contingent on the space requirements to allow lawn mowing without any obstructions.
- b. Shrub and/or flower beds around utility equipment posts are not permitted.
- c. For Back Flow devices, protective covers and/or decorative plantings are permitted around the Back Flow devices. All covers/plantings must be approved by the Exterior Committee.

39. Illumination

- a. Ground / Patio Illumination for decoration and safety.
 - i. Must not exceed one (1) foot off the ground.
 - ii. Must not exceed twenty-five (25) watts.
 - iii. Must be at least four (4) feet apart.
 - iv. Must use only white/clear, amber, or green lights.
 - v. Must not interfere with grass cutting.

b. Upward Illumination for Bush and Tree Lighting

- i. Must not exceed one (1) foot off the ground.
- ii. Must not cause unreasonable disturbance to neighbors.
- iii. Must not interfere with grass cutting.
- iv. Spotlights may be up to one hundred-fifty (150) watts.
- v. No more than two (2) spotlights allowed.
- vi. Must use only white/clear, amber, or green lights.

c. Spotlighting for American Flags

- i. Must not cause unreasonable disturbance to neighbors.
- ii. Must not interfere with grass cutting.
- iii. Spotlights can be up to one hundred-fifty (150) watts.
- iv. Must use only white/clear lights.

40. Medical Needs Variances (Approval Required)

a. A variance may be recommended to the Board of Directors by the Exterior Committee to accommodate the medical needs of a resident, irrespective of the previously stated restrictions. Variances may be granted by the Board when, owing to special conditions and consideration, an accurate and rigid enforcement of the existing rules and regulations would result in an unnecessary and unreasonable hardship to the applicant.

b. Any such variances shall be executed by the Owner in a manner that conforms to the intent of the existing Exterior Rules. The variance shall remain in effect solely for that resident and will terminate when no longer required.

c. The granting of a variance shall, in and of itself, not serve as a precedent for similar requests.

SECTION C: RV PARKING LOT AND VEHICLE PARKING AREA

1. Definitions as applied to this Section C.

- a. **Abandoned Vehicle** – Any vehicle that is not registered or is not operable and is left on common ground within Tangerine Woods for 48 hours or more.
- b. **Absentee Owner** – An Owner who spends no time at their property in Tangerine Woods.
- c. **Operational Vehicle** – Vehicle that can be driven legally and travel under its own power.
- d. **Personal Vehicle** – Any automobile, truck, or motorcycle or other legally operational vehicle which is utilized for transportation upon established roadways.
- e. **Recreational Vehicle** – A vehicle having either a kitchen or bathroom facility.
- f. **Units Other Than Personal Vehicles** – Any trailer, truck (other than a pickup), boat, vehicle other than an automobile, camper not on a truck, and trailered watercraft. At no time will storage of semi-tractors / semi-trailers be allowed.
- g. **Recreational Vehicle Storage Lot (RV Lot)** – The fenced area adjacent to the vehicle storage area that runs north and south parallel to Tangerine Woods Boulevard.
- h. **Storage Trailers** – Enclosed trailers that are properly licensed and registered for road use. There are a limited number of spaces available in the RV lot that are reserved for storage trailers.
- i. **Temporary** – 30-day time period.
- j. **Vehicle Parking Area** – The common area that borders on Tangerine Woods Boulevard and extends east to the fence of the Recreational Vehicle Lot. The parking area runs on both north and south sides of the drive. This area is for the temporary parking of operational vehicles owned and operated by residents and guests of residents. Temporary, as it applies to guest parking, is the period of time during which a guest is

visiting a resident. Unit Owners/Renters use of temporary parking is only while they are actively in residence.

2. Eligibility for Use of the Recreational Vehicle Lot

a. User must be a current or seasonal Tangerine Woods Resident. Absentee Owners are not allowed use of the RV Lot or Vehicle Parking Area.

b. All Recreational Vehicle Storage Lot users will sign a Recreational Vehicle Lot Agreement. This agreement shall be for the registered/licensed vehicle only. Replacement vehicles will need to be registered but may occupy the same space as the vehicle they are replacing.

c. The person with whom an agreement is executed must:

i. Be a resident of Tangerine Woods and be in good standing with respect to payment of assessments and member dues.

ii. Be the sole owner or co-owner of the vehicle designated on the Recreational Vehicle Storage Lot Agreement and be named on the title for such vehicle.

iii. When initially registering the vehicle, the Owner must show proof of ownership and current registration / license.

iv. Use the parking area in accordance with the established rules. Failure to meet all conditions will result in denial of Recreational Vehicle Parking privileges and in a demand for that property to be removed.

3. Recreational Vehicle Parking Lot Rules

a. The Recreational Vehicle Parking Lot may only be used to store recreational vehicles/units declared on the Recreational Parking Lot Agreement. Any changes to the original agreement for additional or different vehicles/units must be submitted to and approved by the Recreational Vehicle Parking Lot Manager.

b. The RV Lot may only be used to store vehicles and storage trailers as defined in this **SECTION C: RV PARKING LOT AND VEHICLE PARKING AREA.**

c. A copy of a valid current registration/license is required for all vehicles and storage trailers as defined in this **SECTION C: RV PARKING LOT AND VEHICLE PARKING AREA.** Those who do not provide this information will be required to remove the vehicle/unit from the RV Lot.

d. Storage of items in violation of these rules will result in a request for removal and subsequent fines.

e. Tangerine Woods Homeowners Association may not be held responsible for loss or damage to vehicles/units while stored in the RV Lot or the Vehicle Parking Area. Owners shall be solely responsible for any damage or losses incurred and are responsible for obtaining their own insurance.

f. Storage spaces will initially be limited to one per household. Additional space may become available if the RV Lot is not full. However, no more than two (2) spaces will be allotted to any household. Additional space will be allocated to homeowners who have requested additional space and who have been placed on the Waiting List. The names on the Waiting List will be added in order based on postmarks from requests received by mail. Email requests will be added based on email date/time stamp. If there is a question as to which persons were first to request a place on the Waiting List, the matter shall be settled by a random drawing by the Board of Directors. Homeowners utilizing more than one space may be asked to relinquish the space if a need arises; 30 days' notice will be given. Those persons having more than one RV Lot space are not guaranteed that those spaces will remain theirs for any period of time. When spaces need to be surrendered, it will be on a "last-in, first-out" basis. No homeowner shall be permitted to have more than one space at any given time when the Waiting List has names on it.

g. No person shall reside in, sleep overnight in, or in any way inhabit any vehicle or unit in the RV Lot or Vehicle Parking Area for any period. The RVs or units may not be used while in the RV Lot.

h. Any persons utilizing the RV Lot may be asked to vacate the premises or to move their RV or unit for a temporary period so that lot maintenance work can be done.

- i. No storing of hazardous materials in the RV Lot or Vehicle Parking Area is allowed.
- j. Tangerine Woods does not provide any security services.
- k. Littering or leaving trash/debris in the RV Lot or Vehicle Parking Area is prohibited.
- l. RV spaces which remain vacant for more than ninety (90) days after the agreement has been signed may be reassigned, unless prior arrangements have been made with the RV Lot Manager.
- m. All vehicles/units must be registered with the RV Lot Manager.
- n. Space will be assigned only by the RV Lot Manager.
- o. Vehicle/Unit may only be parked in its assigned space.
- p. The disregarding of any of the above rules will result in the loss of use of the RV Lot and Vehicle Parking Area.

4. Failure to comply with Recreational Vehicle Lot Rules

- a. Users found to be in violation of the Recreational Vehicle Parking Lot Agreement shall be notified in writing by the Tangerine Woods Board of Directors of the violation.
- b. Users who fail to comply within fourteen (14) days after notification will be subject to fining as described in Section A of this document and in the Tangerine Woods Bylaws, Section 10.

5. Waiting Lists

- a. The R V Lot Manager will maintain the Waiting List prioritized on a “first-come, first-served” basis.
- b. Homeowners should contact the RV Lot Manager to be placed on the Waiting List.

SECTION D: SWIMMING POOL COMPLEX

The Unit Owner/Lessee must inform their visitors of the pool and hot tub regulations. These regulations are posted poolside. Total compliance is expected.

1. Pool Rules

- a. Swim at your own risk.
- b. Shower before entering pool or hot tub.
- c. No running or rough play on the deck.
- d. No jumping or diving into the pool.
- e. Children under 12 years of age must be under direct adult supervision at all times.
- f. No inflatable flotation devices are permitted.
- g. Therapeutic and safety flotation devices are permissible.
- h. All children must be toilet-trained to be allowed in the pool. No diapers of any kind (adult, children, or swim diapers) are allowed in the pool.**
- i. No food or drink is permitted within five (5) feet of the pool or hot tub.
- j. No breakable containers are allowed on the deck.
- k. No animals are allowed within the fenced pool area.
- l. Bathing load: 35 persons in pool, 7 persons in the hot tub.
- m. Swimming and hot tub use is permitted only between sunrise and sunset.
- n. No persons under 16 years of age are allowed in the hot tub without adult supervision.
- o. Maximum water temperature is 104 degrees F in the hot tub.

- p. No bikes, skates or skateboards are allowed within the fenced pool area.
- q. During water aerobics class, only the deep end of the pool is open.
- r. Do not swallow the pool water; it is recirculated.
- s. Do not use the pool if you have symptoms of illness or have open wounds.
- t. In an emergency, dial 911 and provide the TW Clubhouse address:

756 Tangerine Woods Boulevard
Englewood, FL 34223
- u. There is the expectation that we treat each other with civility and respect at all times in the pool area as in all areas of Tangerine Woods.

SECTION E: GOLF CARTS

1. Only one (1) golf cart per Unit. (Reference: Declaration of Condominium 10.15, Parking)
2. Within the boundaries of TW, a golf cart must:
 - a. Be operated by a driver at least sixteen (16) years of age or with adult supervision.
 - b. Be equipped with operable headlights and tail lights if driven at night.
 - c. Be parked overnight
 - i. within the Unit carport
 - ii. on the driveway
 - iii. on the driveway extension
 - d. When the owner is not in residence, golf carts must be parked under the carport or in an enclosed area.

SECTION F: VEHICLE OPERATION AND PARKING

1. The speed limit for all vehicles is twenty (20) miles per hour in Tangerine Woods.
2. **Cars and trucks shall not be driven or parked on the grass of Units or condominium common areas at any time.**
3. Overnight parking in the parking lot at the Tangerine Woods Clubhouse is prohibited without prior approval of the Association Manager. Permission will be granted only on a temporary basis and only if there are extenuating circumstances.
4. Recreational vehicles (RVs), including trailers, boats, or motorhomes are prohibited from parking on the streets of Tangerine Woods for extended periods of time. Parking is permitted in driveways, carports, or on the streets of Tangerine Woods during daylight hours only, for a maximum of two (2) days. Overnight parking of recreational vehicles on the streets of Tangerine Woods is prohibited.
5. Daytime parking of Owner's vehicles on the streets of TW on a routine basis is prohibited except:
 - a. As required due to extenuating circumstances such as Unit repairs or extensive maintenance to the Unit.
 - b. As allowed under Section C, RV PARKING LOT AND VEHICLE PARKING AREA.
6. Stored / Covered vehicles must be parked under the carport of the Unit or in the RV lot.

SECTION G: SMOKING/VAPING

The smoking of tobacco products is banned in all areas of the Recreation Hall (inside and out), including the lanai. "Smoking" means the use of a lighted cigarette, cigar, pipe, electronic cigarette/vaping products, or other lighted tobacco product.

SECTION H: PETS

(Reference: Declaration of Condominium, Article 10.14)

1. Unit Owners, tenants, and residents are permitted a maximum of two (2) domestic pets, limited to dogs, cats, or caged birds. Dogs and cats shall be permitted out of doors within a Unit when under the direct control of the Owner. When dogs and cats are walked off the Unit, the dogs and cats **must be on a leash which is no longer than eight (8) feet**. No pet shall be left outside unattended anywhere on the Unit or on the Common Elements.
2. Under no circumstances are Unit Owners, tenants, residents, or guests to possess within Tangerine Woods any pet or animal of any kind that has a history of biting or any other aggressive behavior towards humans, pets, or other animals.
3. All persons keeping or maintaining a pet upon any portion of the Condominium Property shall be required to have liability insurance. Those persons agree to bear financial and/or legal responsibility for any injury, damage, or liability of any kind arising from the keeping of that pet within the Condominium Property.
4. Any pet determined by the Tangerine Woods Board of Directors and the Director of Sarasota County Animal Services or by any other authorized Sarasota County Animal Control Officer to be a nuisance (Sarasota County, FL, Code of Ordinances, Sec. 14-39, Public Nuisance Animals) or a safety hazard to the community (Sarasota County, FL, Code of Ordinances, Sec. 14-40, Vicious Animals) shall be removed from the Unit immediately upon written notice from the Board of Directors.
5. All pets must be kept inoculated as required by law and proof of inoculation must be provided upon request by authorized representatives of the Tangerine Woods Owners Association.
6. Pets are not allowed in the Tangerine Woods Mail Room area, the Tangerine Woods Clubhouse, the fenced pool area, inside the tennis court fenced area, or on any other outdoor playing surface, including, but not limited to, the bocce court, the shuffleboard courts, or the horseshoe pits.
7. The pet owner must immediately clean up after and properly dispose of, at the Owner's residence, any solid waste deposited by the pet while inside the Unit or upon the Condominium Property. Under no circumstances is pet waste to be

disposed of in the Tangerine Woods Clubhouse recycle containers, trash receptacles, or the dumpster.

8. Guests and invitees who bring their pets with them to Tangerine Woods are required to follow the same Tangerine Woods Rules and Regulations as Tangerine Woods owners, residents, and renters. It is the responsibility of the Owner and/or Renter to inform their guests of the Pet Rules and to ensure that those guests understand their responsibility to comply.

SECTION I: LAKES AND WATERWAYS

The following are prohibited in all of the lakes and waterways of Tangerine Woods:

- a. Swimming or wading.
- b. Use of personal watercraft of any kind.
- c. Use of decorative or other floating devices.

SECTION J: RULES AND REGULATIONS AMENDMENTS

1. Amendments to these Rules and Regulations shall be submitted to the Board via its Bylaws Committee to ensure that there is no conflict with existing condominium documents.
2. A copy of any new amendment(s) shall be provided to all Unit Owners.

SECTION K: ACCESS TO ASSOCIATION RECORDS

1. The official records of the Association may be reviewed by Unit Owners, or their representative, as set forth by the following rules:
 - a. The Unit Owner, or any person authorized by the Unit Owner, may request in writing to the Association Manager to review and/or copy specifically named records. The Association Manager shall acknowledge the Unit Owner's request and have the desired records available within five (5) working days of notification.
 - b. All involved parties shall conduct the review in the Association Office, or other designated area, at an agreed upon time during regular office hours, Monday through Friday.

SECTION L: MEETINGS AND POSTING OF NOTICES

1. Board of Directors – Ref: Association By-Laws, Article 3, Sections 3.7-3.9.
2. Annual Owners Meeting – Ref: Assoc. By-Laws, Article 2, Sections 2.1-2.4.
3. Committee Meetings – Ref: Association By-Laws, Article 5, Sections 5.1-5.11.
4. Posting of Notices – Ref: Association By-Laws, Article 2, Section 2.3 and Article 3, Section 3.9.
5. Official notices concerning Unit Owners, the Tangerine Woods Board of Directors, or appointed committees shall be posted on the bulletin board entitled “Official TWOAI Bulletin Board.”

SECTION M: SECURITY GATE ACCESS

1. The issuance and control of gate access cards and remote openers is the responsibility of the Association Manager and is to conform to the following guidelines:
 - a. A limit of two (2) gate access cards will be issued to each Unit free of charge. Replacement cards can be purchased at the Association Office. One free remote-control opener/fob shall be issued per unit. One additional remote-control fob may be purchased at the Association Office. Remote-control opener fobs are optional. Remote-control openers/fobs can be programmed or re-programmed, if necessary, by the Association Office, at no charge.
 - b. A Unit Owner selling his/her Unit is responsible for turning over the two gate access cards and remote-control openers/fobs to the buyer(s) no later than the date of closing, or they will be deactivated. Unwanted cards are to be returned to the Association Office.
 - c. The Association Manager shall determine the issuance of access cards and/or remote-control openers to non-residents, such as emergency and utility services. A current file of issued cards shall be kept in the Association Office.

2. Gate Operation

a. Resident / Owner

- i. Access the Resident Gate using the remote-control opener/fob.
- ii. Access the Visitor Gate using a gate access card by placing it next to the scanner which is located by the gate access system adjacent to the left lane.

b. Visitor Access

- i. Each Unit Owner/ Resident is responsible for ensuring that the Association Manager is provided with the phone number(s) that will be used for gate access.

ii. **VISITORS MUST USE THE GATE SYSTEM ENTRY BOX** located on the left side of the entrance. The visitor must enter a three-digit code, usually the resident's lot number, to call the resident's phone number of entrance into Tangerine Woods. If the visitor does not know the code, he/she can locate it using the directory in the gate system.

1. If the code is a single-digit, the visitor must add two (2) zeros (0) before the number.

2. If the code is a two-digit number, the visitor must add one (1) zero (0) before the number.

- iii. The resident will then answer his/her phone and, after determining that the person is the expected guest, will press the number "5" on his/her phone to open the gate. Upon hearing the sound of the gate going up, the resident may hang up and the visitor can enter through the Visitor gate (left gate).

c. Unauthorized Visitors

- i. Residents must not open the gate for anyone who is unknown to them. All visitors must access Tangerine Woods by using these specific and required procedures.

- ii. Do not knowingly allow other vehicles to tailgate through the gate behind you. The barrier arm allows the entry of only one (1) vehicle at a time.

3. Damage to Entrance Barrier

A fee, as determined by the Board of Directors, will be assessed for breaking the barrier arm at the Tangerine Woods entrance unless it is determined that the breakage was due to a malfunction of the gate equipment.

SECTION N: ELECTED RECREATION COMMITTEE

1. The official name of this committee is the Tangerine Woods Elected Recreation Committee (TWERC).
2. The objective of the Elected Recreation Committee is:
 - a. to formulate, promote, and administer Tangerine Woods (TW) recreational activities and social events for the enjoyment of all TW Unit Owners and other eligible participants, on behalf of the Tangerine Woods Owners Association, Incorporated (TWOAI).
 - b. to provide liaison between the numerous TWERC committees and the TWOAI Board.
3. Members of the TWERC are limited to TW Unit Owners as defined by the TWOAI. A TWERC Officer cannot serve on the TWOAI Board simultaneously.
4. Officers, Directors, and Advisors
 - a. The Officers of TWERC are: President, Vice President, Secretary, and Treasurer. There are also three (3) Directors. The Officers and Directors are each elected for a term or two (2) years.
 - i. The Election will be staggered.
 - ii. Even numbered years: President, Treasurer, and one (1) Director.
 - iii. Odd numbered years: Vice President, Secretary, and two (2) Directors.

- b. The TWERC President is the presiding officer at all meetings and is responsible for implementing policies and coordinating activities. This duty includes presiding over Saturday morning coffee and the writing of an informational article bi-monthly for the "Tangerine Topics." The President may appoint all TWERC chairpersons and delegate authority as deemed necessary. The Vice President, in the absence of the President, shall assume the responsibilities of the President.
- c. The Secretary shall post notice of all TWERC meetings, prepare and distribute the minutes, and maintain appropriate records.
- d. The Treasurer shall keep financial records to reflect income and expenditures and shall co-sign, along with a designated resident, all disbursements by check. The Treasurer shall submit a monthly financial report to the TWERC and the TWOAI Board, as well as a final yearly report.
- e. The Directors shall perform duties as assigned by the President.
- f. The out-going President may serve, at the incoming President's request, as a non-voting advisor for the term of one (1) year.
- g. The TWOAI Board will appoint a non-voting advisor/liaison to the TWERC.
- h. Officers, Directors, and Advisors shall serve without compensation.

5. Meetings

- a. Meetings of the TWERC shall be held at the TW Clubhouse and shall be open to all TW Unit Owners. There will be a minimum of six (6) meetings per year.
- b. Regular meetings of the TWERC will normally be held on the third Wednesday of the month.
- c. Meeting notices of the TWERC must be posted on the Official TWOAI Bulletin Board at least forty-eight (48) hours in advance of the meeting and must contain the meeting agenda.
- c. Audio recordings of meetings by TW Unit Owners are permitted with prior notification.

e. TW Unit Owners shall be allowed three (3) minutes to speak on any agenda item at a time designated by the President.

f. A quorum of at least four (4) TWERC members shall be present to transact the affairs of the TWERC.

g. Robert's Rules of Order shall govern the conduct of all meetings.

h. Meeting minutes will be available to any TW Unit Owner at a mutually agreed upon time and place.

6. Committees

a. There shall be the following standing committees:

- i. Election
- ii. Master Calendar
- iii. Kitchen

b. The President of the TWERC shall appoint the chairperson(s) of such subcommittees considered appropriate to provide for the recreational activities and social events of Tangerine Woods.

7. Finances

a. The TWERC fiscal year shall be from January 1st through December 31st of each calendar year.

b. The TWERC funds shall be in an account designated by the TWOAI and called the TWERC General Fund.

c. All TWERC General Fund withdrawals must be made by check and must have TWERC approval. Checks must be co-signed by a designated member of the TWERC and a designated resident.

d. Gross proceeds for all events and social activities under the auspices of the TWERC or the TWOAI shall be given to the TWERC Treasurer for deposit in the General Fund. The Chairperson of the event or social activity must complete the Special Event and Social activity Report Form to account for the event's / activity's income and expenditures.

e. TWERC funds will be used for a twenty-five dollar (\$25.00) memorial donation to the Peg Totman Adopt A Family Charity honoring any current TW Owner upon his/her death.

f. TWERC Treasurer deposits all monies raised for the Peg Totman Adopt-A-Family Charity and writes a check to the Sarasota County Sheriff Association.

g. TWERC Treasurer deposits all monies raised for the St. Jude Charity and writes a check to St. Jude.

h. TWERC Treasurer deposits all monies raised for the Relay for Life Charity and writes a check to the American Cancer Society.

8. Election and Voting

a. Any TW Unit Owner, other than a current TWOAI Board member, may be a candidate for the TWERC Board.

b. TW Unit Owners have one vote per Unit.

c. The TWERC President shall appoint an Election Committee to later than November 15. The Election Committee shall be responsible for solicitation of candidates, preparation of ballots, voting procedures and the posting of results. No candidate may serve on this committee. A solicitation notice shall be published in the "Tangerine Topics" and a Candidate Enrollment Sheet shall be posted on the bulletin board in the main lobby of the Recreation Hall.

d. In order to be included on the ballot, a candidate must notify the Election Committee by signing the Candidate Enrollment Sheet no later than fifteen (15) days prior to the election.

e. Candidates for each office/director will be listed alphabetically on the ballot and a copy of the ballot will be placed on the TWERC Bulletin Board. Absentee ballots obtained from the Election Committee should be returned to the committee no later than 10:00 a.m. ET on Election Day. If there is only one candidate per office/director, there shall be no voting for that specific officer/director.

f. The election shall be held on the second (2nd) Saturday in January in the TW Clubhouse. There shall be no proxies or quorum requirements. Voting shall begin at 8:00 a.m. ET, close during the coffee hour program,

and then continue until 10:30 a.m. ET. The Election Committee shall count the ballots and post the results on the TWOAI Bulletin Board.

g. The TWERC Secretary shall retain the ballots for ninety (90) days.

9. Budget

a. Before September, the President shall appoint a Budget Committee made up of the TWERC Treasurer, who shall serve as chair, other TWERC members, and one or more TW Unit Owners.

b. By early September, the Budget Committee should have input from each subcommittee for next year's budget. The TWERC Treasurer is responsible for providing year-to-date actual expense for each subcommittee.

c. No later than the regularly scheduled TWERC meeting in October, the TWERC shall prepare and adopt a report reflecting to-date fiscal gross income/expense, net income/expense, and proposed budget for the upcoming fiscal year.

d. The TWERC adopted report shall be forwarded to the TWOAI Board and become an integral part of the proposed TWOAI budget and will be processed as prescribed by condominium law.

e. A TWERC subcommittee shall use its budgeted funds for supplies, equipment, TW Clubhouse plagues and other items of a similar nature. Unexpected expenditures in this category will be considered for payment by the TWERC.

f. TWERC-recognized committees may have access to TWERC supplies.

g. A subcommittee individual shall not use the Committee's budgeted funds for personal expenses such as: personal gifts, personal party decorations, personal food and tableware, personal auto expenses, or other items of a similar nature. A subcommittee may choose to indulge in items of personal expense, but it must also assume the related financial responsibility.

10. General Rules for all TWERC activities/events:

a. No sales presentations or sales of merchandise are allowed at TWERC activities except for TWERC-sponsored sales.

- b. No solicitation of monies is allowed for any organization, except:
 - i. The Sarasota County Sheriff's Office Peg Totman Adopt A Family Charity.
 - ii. St. Jude's Cancer Research for Children.
 - iii. Relay for Life (American Cancer Society).

- c. Presentations given at Tangerine Woods must have TWERC and/or the Tangerine Woods Board of Directors' approval and will be allowed after the adjournment of the Saturday Morning Coffee Program.

- d. All ticket distributions/sales for TWERC sponsored activities/events are to be conducted in the TW Recreation Hall in front of the stage.

This Section N may be amended by a resolution approved by the TWERC, then subsequently approved by the TWOAI Board.

SECTION O: USE OF RECREATION HALL / FURNISHINGS / EQUIPMENT

The following Rules and Regulations are based on consideration for the safety and rights of the individuals as well as the liability and rights of the TWOAI. Some are mandated by Florida Statute, others by Sarasota County ordinance, and still others by the TWOAI Declaration of Condominium. Acts of vandalism, theft, or trespass shall be reported to the Sarasota County Sheriff's office.

1. General Rules

- a. TW Owners/Lessees are responsible for physical damage to the Recreation Hall and/or its contents, caused by them or their guests.

- b. The Recreation Hall / Furnishings / Equipment are used at the individual's own risk and responsibility.

- c. Pets are not allowed in the Tangerine Woods Mail Room area, the Tangerine Woods Clubhouse, the fenced pool area, inside the tennis court fenced area, or on any other outdoor playing surface, including, but not limited to, the bocce court, the shuffleboard courts, or the horseshoe pits.

- d. Wet bathing suits/trunks or bare feet are restricted to the TW Clubhouse locker rooms.

- e. Appropriate cover-up is required when dry swimwear is worn in the TW Clubhouse, except for the locker room.
- f. No person under the age of sixteen (16) shall be permitted in the TW Clubhouse, unless accompanied by a TW Unit Owner, Lessee, parent, or guardian.

2. Eligible Participants

- a. For each TWERC-sponsored activity and/or social event, all slots for participation will be filled by Tangerine Woods Unit Owners, Lessees, and overnight in-house guests desiring to take part before others are allowed to participate.
- b. From November 1 through April 30 each year, TWERC-sponsored weekly activities are for TW Unit Owners, Lessees, and in-house overnight guests only.
- c. Eligible participants include those Volunteer Visitors who are performing a volunteer service for a particular TWERC activity or event with the specific approval of TWERC.
- d. Each resident Unit, regardless of the name or names on the title, shall be considered a two (2)-resident home. Each Unit is allowed two (2) tickets per ticketed event the first week of sale, starting Saturday at 8:00 a.m. ET (no pre-sales). Thereafter, all unsold tickets may be purchased as available.

3. Arts and Crafts Room

- a. The Arts and Crafts Room may need to be vacated periodically for cleaning.
- b. Specific rules regarding the use of the sophisticated ceramic equipment are posted on the Arts and Crafts Room bulletin board. See Ceramic Policy in Section P of this document.

4. The Great Room/Lanai/Patio Area/Pool Patio

- a. Normally, for everyday use, the Great Room (TW Clubhouse Recreation Hall) tables and chairs will be positioned following the “Great Room Setup Guide” posted in the kitchen and available in the Association Office.
- b. It is the duty of the committee in charge of a function to clean the Great Room/Lanai/Patio Area/Pool Patio by sweeping the floor, wiping up any spills, wiping the tops of all tables, etc. Cleaning must be completed by noon of the day following the activity, unless other arrangements have been made.

5. Stage

The stage shall be kept clear of any item not authorized by the TWERC.

6. Kitchen

After any function, the kitchen must be cleaned following the “Kitchen Cleanup Guidelines” posted in the kitchen and available in the Association Office.

7. Library

- a. Persons using the library are asked to return books, magazines, and DVDs to the box marked “Return.”
- b. There are special books that shall not be removed and are so marked.

8. Furnishings and Equipment

- a. Some furnishings and equipment located in the Tangerine Woods Clubhouse may be borrowed by Unit Owners. Sign out sheets are available in a folder on the Office counter in the main lobby.
- b. Items may be borrowed the day before they are needed, then returned the day after, provided that no conflict exists with scheduled TWERC/TWOAI events. It is the borrower’s responsibility to consult with the TWERC for scheduling overlaps.

c. Damage to any borrowed items shall be the responsibility of the borrower.

9. Private Event Procedures

a. A Private Event is one which is sponsored by a TW Unit Owner and one at which attendance is by personal invitation only.

b. The following are not allowed:

- i. Political rallies.
- ii. Religious services other than TW Unit Owner memorials.
- iii. Affairs where money, goods, or services are exchanged.
- iv. The execution of contracts.

c. An applicant must secure a Private Event Application from the Calendar Chairperson. The Private Event Application must be completed and returned to the Calendar Chairperson seven (7) days prior to the event.

10. Exercise Room

Children under eighteen (18) must be accompanied by an adult.

SECTION P: CERAMIC POLICY

The purpose of the Ceramics Program is to give every TW Unit Owner or Lessee the opportunity to participate in ceramic activities via the guidance of knowledgeable authorized volunteers. The Ceramics Program does not provide ceramics for non-TW organizations or individuals.

1. Ceramics shall share the Arts and Crafts Room with other TWERC/TWOAI recognized activities as per a posted calendar of events.

2. The TWERC appointed chairperson(s) shall:

a. Have the authority to establish and administer reasonable "house rules."

b. Properly account for each monetary transaction via the TWERC Treasurer.

- c. Be the only TW Unit Owner(s) authorized to use the sophisticated kiln, molds, and slip pump.
 - d. Not pour and/or fire pieces in large quantities or items destined for non-TW organizations or individuals.
 - e. Pour and/or fire ceramic pieces for TW Unit Owners and Lessees for their individual use or for limited personal gifts at the discretion of the chairperson(s).
- 3. Use of unauthorized slip in TW molds is strictly prohibited.
 - 4. Greenware must be properly logged in and prepaid in order to be fired.
 - 5. The firing of articles or purchase of greenware and bisque from an outside source is authorized. This policy will remain in effect from the date of approval, unless terminated at the request of TWERC or its authorized representatives.