

TANGERINE WOODS OWNERS ASSOCIATION

RULES AND REGULATIONS

Amended and Restated January 18, 2020

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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 have 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 restrictions will help you get along with neighbors, stay safe, and avoid fines on the Unit.

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

Procedure:

Upon determination of a violation of a Rule or Regulation, the Community Association Manager, as directed by the President of the Board of Directors, will send a Compliance Rule Letter by standard mail to the Unit Owner. The Compliance Rule Letter will outline the violation and will request that the Unit Owner rectify the violation within 14 days.

If the Unit Owner does not agree with the initial Compliance Rule Letter, the Unit Owner must complete and submit the Enforcement Disagreement Form accompanying the Compliance Rule Letter. The Unit Owner has 14 days to either comply with the initial Compliance Rule Letter or complete the Enforcement Disagreement Form and ensure that the form is returned to the Association Office.

The Community Association Manager will re-inspect the Unit after 14 days or sooner if the Unit Owner indicates that the violation is rectified before 14 days.

If, after 28 days, the Unit Owner is still not in compliance, the Community Association Manager will send a second Compliance Rule Letter. This second Compliance Rule Letter will include the notice for a \$50.00 fine payable to TWOAI (Tangerine Woods Owners Association, Inc.) and indicating that the Unit Owner has a further 14 days to rectify the violation.

If, after 14 additional days, the Unit Owner is still not in compliance, the Unit Owner will be sent a third Compliance Rule Letter indicating that fines of one hundred dollars (\$100.00) per day, not to exceed one thousand dollars (\$1,000.00) in total, will begin on the fifteenth (15th) day following the date of signed acceptance. The fine is payable to the TWOAI (Tangerine Woods Owners Association, Inc.).

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

- B. Exterior Home and Yard Policy
- C. RV Storage Lot and Vehicle Storage Area
- D. Swimming Pool Complex
- E. Golf Cart Use
- F. Vehicle Operation and Parking
- G. Smoking
- 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 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 Unit must be painted at least 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, b, and c.

- 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. (Ref: 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 Contractor s/ 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 AM 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 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-cultivating 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 footprint includes the foundation , carport , utility room, deck, and the 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. Three (3)-inch high Unit numbers 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. The numbers will be approved by the Board of Directors and supplied by the Association. Nothing, including holiday decorations, shall obstruct the numbers at any time.
 - e. All shrubs and flowers at the base of the lamp post must be trimmed to eighteen (18) inches or shorter.
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 will 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, it does not exceed thirty (30) inches in height, and 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, it does not exceed thirty (30) inches in height, and 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.
- c. Decorative initials shall not be attached to any part of the Unit.

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 a state flag and/or United States Military Service flag below. 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 or any metal covered by white polyvinyl chloride (PVC) or a white enamel coating.

13. Wind Devices

- a. Windsocks, 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. 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 or VINYL TECH™ type panels are 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 framework is constructed of square/rectangular hollow aluminum.

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

16. 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.

17. Foundation Rodent Screens

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

18. Decks and Patios (Approval Required)

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

19. Roofs (Permit and Approval Required)

- a. Roofs must comply with all Sarasota County building codes.
- b. Roofs must be replaced with 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.
- c. Vents may be installed provided that they do not exceed eight (8) inches in width or four (4) inches in height.

20. Stepping Stones/Pavers (Approval Required)

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

21. 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 roof.

22. 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.

23. 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.

- 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 owner's (owners') last name(s) and street number. 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 house.
 - iii. An "Open House" sign may be displayed in the yard only during the time of the open house.

24. Garage Sales/Yard Sales/Flea Market

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

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

26. Holiday Outdoor Decorations

- a. Outdoor decorations are allowed for 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.

27. New/Replacement Siding (Approval Required)

Aluminum or vinyl lap siding that matches the existing Unit siding must be used.

28. House and Trim Colors (Approval Required)

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

29. 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, 18.g, Decks and Patios.
- b. Banners no larger than twenty-four (24) inches by thirty-six (36) inches may be hung from the exterior of the Unit or from a banner hook in the yard.
- c. Outside fires are strictly prohibited.

30. Trash/Recycle/Yard Waste (Ref: 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.

31. Fences

Homeowners are prohibited from erecting fences of any kind.

32. Fountains/Ponds

Fountains and ponds on the Unit exterior are not permitted.

33. Concrete Decorative Curbing/Edging (Approval Required)

- a. Approved colors/style are available at the Association Office.
- b. Painting of decorative curbing/edging is prohibited.

34. 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 the FPL electrical posts are not permitted.

35. 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/clearlights.

36. 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 considerations, 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 which is operative and 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 Parking Lot (RV Lot) - The fenced area adjacent to the vehicle Parking 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 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.
2. Eligibility for Use of 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 Parking 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 Parking 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 these conditions will result in denial of Recreational Vehicle Parking privileges and 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 parking 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. Parking spaces will initially be limited to one per household. Additional space may become available if the RV Lot is not full. 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/timestamp. 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 maintenance work can be done in the lot.
- 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 RV 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 Owner/Lessee must inform visitors of the pool and spa 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 spa.
 - 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. No diapers of any kind (adult, children, or little swimmers) are allowed in the pool.
 - i. No food or drink is permitted within five (5) feet of the pool or spa.

- 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 spa.
- m. Swimming and spa use are permitted only between sunrise and sunset.
- n. No persons under 16 years of age are allowed in the spa without adult supervision.
- o. Maximum water temperature is 104 degrees F in spa.
- 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.

SECTION E: GOLF CART USE

- 1. 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 within the Unit carport.
 - d. Not be parked on grass overnight.

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, Recreation Vehicles.
6. Stored/Covered vehicles must be parked under the carport of the Unit or in the RV lot.

SECTION G: SMOKING

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

SECTION H: PETS

(Ref: 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

1. The following are prohibited in any of the lakes or 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 shall request in writing to the Association Manager, his/her desire to review 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 at an agreed upon time during regular office hours Monday through Friday.
 - c. The Unit Owner may request copies of the records at a fee determined by the Board of Directors.

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: Association 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. Two (2) gate access cards will be issued to each unit free of charge. Replacement cards can be purchased at the Association Office. Remote-control openers are optional and can be purchased at the Association office. Remote-control openers can be programmed or reprogrammed, if necessary, by the Association Office, at no charge.

- b. A Unit Owner selling his/her Unit is responsible for turning over access cards to the buyer(s) no later than the date of closing. 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.
- 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 next to the left lane.

b. Visitor Access

- i. 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 for 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) Os before the number.
 - 2. If the code is a two-digit number, the visitor must add one (1) 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. Objective

- 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 member 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 of two (2) years. To transition to the two (2)-year term process, the following schedule will be implemented:
 - i. January 2020 -The President, Treasurer, and one (1) Director will be elected for a two (2)-year term. The Vice President, Secretary, and two (2) Directors will be elected for a one (1)-year term.
 - ii. January 2021- Vice President, Secretary, and two (2) Directors will be elected for a two (2)-year term.
 - iii. All succeeding terms will be for two (2) years and candidates will be elected following the staggered process established above. (4.1.i and ii)

- 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 outgoing 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 Recreation Hall 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.
- d. Audio recordings of meetings by TW Unit Owners are permitted with prior notification.
- e. TW Unit Owners will 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. The TW Men's Voluntary Maintenance Crew (aka Lazy Daze) funds shall be administered via an individual TWERC account by the TWERC Treasurer and a Lazy Daze designee for use exclusively by Lazy Daze. Any and all funds remaining in this account at the end of the fiscal year shall be rolled over into the Lazy Daze fund for the following fiscal year.
- g. TWERC Treasurer deposits all monies raised for the Peg Totman Adopt a Family Charity and writes a check to the Sarasota County Sheriff Association.
- h. TWERC Treasurer deposits all monies raised for the St. Jude Charity and writes a check to St. Jude.
- i. 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 may be a candidate for the TWERC.
- b. TW Unit Owners have one vote per Unit.
- c. The TWERC President shall appoint an Election Committee no 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. A candidate must notify the Election Committee by signing the Candidate Enrollment Sheet no later than fifteen (15) days prior to the election in order to be included on the ballot.
- 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 AM 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 AM ET, close during the coffee hour program, and then continue until 10:30 AM ET. The Election Committee shall count the ballots and post the results on the TWOCI Bulletin Board of candidates receiving the most votes for each contested office.
- 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 subcommittee shall use its budgeted funds for supplies, equipment, TW Clubhouse plaques, 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 and equipment.
- g. A subcommittee shall not use its budgeted funds for personal compensation such as: personal gifts, party decorations, food and tableware, auto expenses, and other items of a similar nature. An individual 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 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 0 : 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 of the following are mandated by Florida Statute, others by Sarasota County ordinance, and still others by the TWOAI Declaration of Condominium. Any act 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. No pets are permitted in the Recreation Hall.
- 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.
From November 1 through April 30 each year, TWERC- sponsored weekly activities are for TW Unit Owners, lessees, and in-house overnight guests only .
- b. 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.
- c. 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 AM 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 (Tangerine Woods Clubhouse Recreation Hall)
 - 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 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 Guideline" posted in the kitchen and available in the Association Office.

7. Library
 - a. Persons using the library are asked to return books, magazines, DVDs, and puzzles 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 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. It is not the intent of the Ceramics Program to 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.