

# **TANGERINE WOODS OWNER'S MANUAL**

The Owner's Manual consists of four documents

**Declaration of Condominium**

**Articles of Incorporation**

**Bylaws**

**Amended and Restated**

*Adopted by the Association Membership at the January 27, 2009 Annual Meeting*

**AND**

**Rules and Regulations**

*Authored by the By-Laws Committee for TWOAI*

*Adopted by the Board of Directors on April 14, 2011*

The contents of the above documents are controlled by the Florida State Statutes, Title XL Real & Personal Property, Chapter 718 Condominiums.

It is the unit owner's responsibility to be familiar with the contents of these documents and abide by the same. It is the unit owner's responsibility to transfer these documents upon selling their unit to the new unit owner. If the unit owner leases his/her unit to another person(s), it is the unit owner's responsibility to inform the lessee of the Rules and Regulations with which they must comply.

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# TANGERINE WOODS OWNERS MANUAL

## RULES AND REGULATIONS

The following Rules and Regulations are hereby published as authorized by, and in accordance with, the Declaration of Condominium and By-Laws of the Tangerine Woods Owners' Association, Incorporated. The Rules and Regulations are written to provide for the safety, health and environment of all residents, owners and lessees.

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Authored by By-Laws Committee for TWOAI

**All sections Adopted/Revised** by the Board of Directors on April 14, 2011

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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 reminder 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 the neighbors, stay safe and avoid future fines on the unit.

Specifically refer to the Declaration of Condominium, Article 14, Remedies for Violations on page 18 of 21, and Bylaws, Article 10, Enforcement Fines on page 14 of 17.

### **Procedure:**

Upon being notified of a violation of a Rule or Regulation, the Community Association Manager as directed by the President of the Board of Directors will send by standard mail, a Compliance Rule Letter to the Unit Owner which outlines the violation and requests that the Unit Owner rectify the violation within 30 days.

If the Unit Owner does not agree with the initial Compliance Rule Letter, the Unit Owner must complete and submit an Enforcement Disagreement Form, which will accompany the Compliance Rule Letter. The Unit Owner has 30 days to either comply with the initial Compliance Rule Letter, or complete the form and ensure that the form is returned to the Association Office.

The Community Association Manager will re-inspect the unit after 30 days, or when the Unit Owner indicates that the violation is rectified.

If, after 30 days the Unit Owner is still not in compliance, the Community Association Manager will send a second letter of compliance and include a fine of \$50.00, payable to the Tangerine Woods Owners Association and indicating that the Unit Owner has a further 20 days to rectify the violation.

If, after 20 additional days the Unit Owner is still not in compliance, the Unit Owner will receive a third letter and be subject to fines of \$100.00 per day beginning on the 51st day, not to exceed \$1,000.00 in total fines payable to the Tangerine Woods Owners Association.

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

- B: Exterior home and yard policy
- C: Recreation vehicles
- D: Swimming pool complex
- E: Golf cart use
- F: Vehicle operation and parking
- G: Smoking
- H: Pets
- I: Lakes and waterways

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## SECTION B: EXTERIOR HOME AND YARD POLICY

INTRODUCTION: Article 8.4 of the Declarations of Condominium gives each Unit Owner the right to alter, decorate, repair, replace or change the improvements upon 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 the exterior home and yard policy.
2. The Exterior Committee will have certain approval authority delegated to it by the Board of Directors. Approval requests that are outside of the delegated authority of the Exterior Committee must be approved by the Board of Directors.
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. Alterations, additions and/or removal to or from the exterior of the unit require the Unit Owner submit a written request to the Exterior Committee. No work shall begin until written approval has been received from the Exterior Committee and/or the Board. Any item or situation not addressed in this document must be approved by the Board.
  - b. The Unit Owner is advised that alterations, additions and/or removals to the exterior of the unit may require a building permit from Sarasota County. The Unit Owner is responsible for obtaining the proper permits.
  - c. Before a request to erect, alter or add any building or structure within TW is approved, 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.
  - d. 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 the contractor is aware of and abides by the following rules.

  - a. The worksite 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 is limited from 8 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 Sunday 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 no signs at the construction site relative to his business skills or identity.

6. Trees/Flowers (Approval Required) (Ref: Declaration of Condominium, Article 10.16 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 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 encompasses the foundation, carport, utility room, deck and 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. Lampposts (Approval Required)

- a. Lampposts may be wood or PVC. Approved lamppost/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 lamppost except for (d) below.
- d. Three (3) inch high unit numbers shall be attached to both sides of the lamppost on all streets and on the front and one side of the lamppost on all cul-de-sacs. The numbers will be approved by the Board of Directors and supplied by the Association.
- e. Nothing, including holiday decorations, shall obstruct the numbers at any time during the year.
- f. All shrubs and flowers at the base of the lamppost must be trimmed to eighteen (18) inches or shorter.

8. Lawn Sprinkler Systems (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 iron oxide stains from homes and driveways.
- 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 landscape 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 landscape 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. Construction must be ceramic, solid molded plastic, sculpted metal or concrete, not to exceed two (2) on any single side of the unit.
  - b. Birds or animals indigenous to Florida shall be the theme of this 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. Initials shall not be attached to any part of the unit.
11. Electronic Insect Killers (Approval Required)
- a. One (1) electronic insect killer may be installed per unit.
  - b. Electronic insect killers shall be in use from sunset to sunrise only.
12. Flagpoles/Flags (Approval Required) (Ref: Declaration of Condominium, Article 10.9 Signs and 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
- Chimes, windsocks, windmills and wind driven toys may not be hung from the exterior of the unit or other object in the yard.
14. Carports (Approval required)
- a. The following will not be permitted under an unenclosed carport:
    - 1. Roll-up bamboo curtains, fiberglass corrugated panels and other sunshades of this type.
    - 2. The hanging of equipment or craft displays between posts.
    - 3. The storage of garbage containers, recycle bins or trash.
    - 4. In-door/outdoor carpeting of any type.
    - 5. Storage bins or chests of any size.
  - b. The following will be permitted under an unenclosed carport:
    - 1. Potted live plants/flowers.
    - 2. Lattice/trellis work if it is constructed of simulated wood.
  - c. A carport may be enclosed if:
    - 1. Screening or VINYL TECH (TM) type panels are used.
    - 2. There is a minimum of sixteen (16) feet left unenclosed under roof for vehicle parking.
    - 3. It has a front door.
    - 4. The frame work is constructed of square/rectangular hollow aluminum.
15. Driveway/Carport Stain (Approval Required)
- Approved colors are available in the Association Office.
16. Window Unit Air Conditioners/Central Air Conditioner (Approval Required)

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

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. Must comply with all Sarasota County set back rules and building codes.
- b. Location must be limited to side or back of the unit.
- c. The maximum size is 144 sq. feet.
- d. The height of the deck must not be higher than the main floor of the house.
- e. If using wood, composite boards must be used for the floor.
- f. Grills and lawn furniture may be left on the deck or patio except during a hurricane, a warning or when the residence is unoccupied from June 1 through October 31.
- g. Retractable awnings may be used if securely attached to the unit.
- h. Landscaping is subject to Section B, 6. d.

19. Roofs (Permit and Approval Required)

- a. 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 and approved. The traditional brown asphalt shingle is permitted. Approved shingle colors are available in the Association Office.
- c. Vents/turbine vents may be installed on the roof of enclosed areas.
- d. Ridge vents may be installed provided that they do not exceed eight (8) inches in width or four (4) inches in height. Color to match shingles.

20. Stepping Stones (Approval Required)

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

21. Skylights (Approval Required)

- a. 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 Windows/Doors (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 the aluminum Bahama style shutter are approved.
- c. Approved colors are available at the Association Office.

23. Signs (Ref: Declaration of Condominium, Article 10.9 Signs and Flags)

- 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.
    1. Units must have an identification sign with the owner(s) last name(s) and street number. Unit Sign Application form is available in the Association Office. Cost of sign is the owner's responsibility.
    2. "For Sale" or "For Rent" may be displayed either in a window or on the exterior of the unit within forty (40) inches of the footprint of the house.
    3. An "Open House" sign may be displayed in the yard only during the time of the open house.
24. Clothes Lines (Ref: Declaration of Condominium, Article 10.7 Exterior Articles)  
Clothes lines or clothes racks are permitted in enclosed areas only.
25. Garage Sales/Yard Sales/Flea Market  
Sales and marketing are not permitted in, on, or around the unit.
26. Electrical Interference (Ref: Declaration of Condominium, Article 10.15 Use Restrictions, Mechanical Interference.)
27. Holiday Outdoor Decorations
- a. Outdoor decorations are allowed on Christmas, New Years, Valentine Day, St. Patrick's Day, Easter, Memorial Day, Independence Day (July 4<sup>th</sup>), Halloween, and Thanksgiving.
  - 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 materials is prohibited.
  - d. Christmas decorations and lights shall not be displayed before the day after Thanksgiving or after January fifteenth (15<sup>th</sup>). All other holidays are restricted to not earlier than ten (10) days prior or later than five (5) days following a particular holiday.
28. New/Replacement Siding (Approval Required)  
Aluminum or vinyl simulated lap siding must be used.
29. House and Trim Colors (Approval Required)  
The list of approved colors is available at the Association Office.
30. 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 f, 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.
31. Trash/Recycle/Yard Waste (Ref: Declaration of Condominium, Article 10.14 Storage)  
Trash, recycle and yard waste shall not be put out for collection before dusk the evening before collection day.

32. Fences

Homeowners are prohibited from erecting fences of any kind.

33. Fountains/Ponds

Fountains and ponds outside the unit are not permitted.

34. Concrete decorative curbing/edging (Approval required)

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

35. Island Shrub and/or Flower Beds, Tree Beds and Lamppost 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.

36. Illumination

a. Ground/Patio Illumination for decoration and safety

1. Not to exceed one (1) foot off the ground.
2. Not to exceed twenty five (25) watts.
3. Must be at least four (4) feet apart.
4. White/clear, amber or green lights are allowed.
5. Must not interfere with grass cutting.

b. Upward Illumination for Bush and Tree Lighting

1. Not to exceed one (1) foot off the ground.
2. Must not cause unreasonable disturbance to neighbors.
3. Must not interfere with grass cutting.
4. Spot lights can be up to one hundred fifty (150) watts.
5. No more than two (2) spot lights allowed.
6. White/clear, amber or green lights are allowed.

c. Spot Lighting for American Flags

1. Must not cause unreasonable disturbance to neighbors.
2. Must not interfere with grass cutting.
3. Spot lights can be up to one hundred fifty (150) watts.
4. Clear/white lights are allowed.

37. Medical Needs Variances (Approval required)

A variance may be recommended to the Board by the Exterior Committee to accommodate the medical needs of a resident, irrespective of the previously stated restrictions. Any such request for a medical variance must be accompanied by a certificate or letter from a licensed physician. 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. Any such variance shall be done in such a manner so that the intent of the existing Exterior Rules and Regulations is observed and retained. The granting of a variance shall in and of itself not serve as a precedent for similar requests.

**SECTION C: RECREATION VEHICLES**

(Ref: Declaration of Condominium, Article 10.13 Parking)

1. A recreation vehicle (RV) is a trailer, boat or motor home prohibited by the Declaration of Condominium, and subsequent documents, from being parked for extended periods of time (maximum 36 hours) in the driveways, carports, and streets of TW.
2. Space in the RV area is for off-street parking (not permanent storage) of RV's registered to TW Unit Owners. Unit Owners expecting guests with RV's may be accorded temporary parking in the RV area on a space-available basis.
3. Vehicles not qualifying as an RV will be permitted in the RV area on a space available basis.
4. Vehicle owners requesting RV area space will complete a registration form. Individual forms will be issued for each vehicle.
5. Current registration must be displayed on the vehicle at the time of application. Such documentation must be kept current.
6. Registration and assignment of space will be made by the RV Committee Chairperson or other persons designated by the Committee. In order to provide flexibility to meet changing needs, RV spaces may be changed at the discretion of the RV Committee or the Board. RV space assignments will be made with primary consideration given to the type and size of the vehicle. Each vehicle owner shall post a sign in the RV space provided bearing the owner's name and telephone number. Failure of an owner to promptly move his/her vehicle, after receiving notice to do so, shall be a violation.
7. The east gate of the RV area will remain locked at all times.
8. Vehicle owners are responsible for the general appearance and tidiness of their assigned space. Emptying holding tanks, dumping oil products or other volatile/toxic materials in the RV area is prohibited.
9. Vehicles parked in the RV area shall not be used as living quarters for humans or animals.

#### **SECTION D: SWIMMING POOL COMPLEX**

1. General Rules
  1. Visitors must be informed of the pool and spa regulations by the Owner/Lessee. These regulations are posted poolside. Total compliance is expected.
2. The Pool
  1. Swim at your own risk.
  2. Shower before entering pool or spa.
  3. **NO** running, jumping, or diving or rough plays on deck.
  4. Children under 16 must be under direct adult supervision at all times.
  5. **NO** recreational flotation devices are permitted.
  6. Therapeutic flotation devices are permissible upon approval.
  7. Children using the pool must be toilet trained. **No diapers!**
  8. **NO** food or drink within five 5 feet of the pool or spa.
  9. **NO** breakable containers on deck.

10. **NO** animals allowed.
11. Bathing load-35 persons in pool, 7 persons in spa.
12. Swimming and spa use permitted only between sunrise and sunset.
13. **NO** person under 16 in spa.
14. Maximum water temperature 104 in spa
15. **NO** bikes, skates, skateboards on pool deck.
16. During water aerobics class, only the deep end of the pool is open.
17. **DO NOT** swallow the pool water, it is re-circulated.
18. **DO NOT** use pool if you are ill with diarrhea.

#### IN AN EMERGENCY DIAL 911

#### **SECTION E: GOLF CART USE**

Within the boundaries of TW, a golf cart must be:

1. Operated by a driver at least sixteen (16) years of age.
2. Equipped with operable head lights and tail lights, if driven at night.
3. Parked overnight within the unit carport.

#### **SECTION F: VEHICLE OPERATION AND PARKING**

1. The speed limit for all vehicles is twenty (20) miles per hour in TW.
2. Vehicles shall not be driven or parked on the grass of units or condominium common areas.
3. Overnight parking in the condominium common parking lot, located at the Recreation Hall, is prohibited without prior approval of the Association Manager. Permission will be granted only on a temporary basis due to extenuating circumstances.
4. Overnight parking of vehicles on the streets of the condominium is prohibited except:
  - a. As required due to extenuating circumstances such as repairs or extensive maintenance to the unit.
  - b. As allowed under Section C, Recreation Vehicles.
5. Daytime parking of owner's vehicles on the streets of the condominium on a routine basis, is prohibited, except:
  - a. As required due to extenuating circumstances such as 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.
7. A twenty-five (\$25.00) charge will be assessed for breaking the barrier arm at the TW entrance unless it is determined the breakage was due to a malfunction of the gate equipment.

## **SECTION G: SMOKING**

The smoking of tobacco products is banned in all areas of the Recreation Hall. "Smoking" means the possession of a lighted cigarette, cigar, pipe or other lighted tobacco product.

## **SECTION H: PETS**

(Ref. Declaration of Condominium, Article 10.12 Pets)

Pet owners are responsible for the removal of their pet's feces from anywhere within the condominium boundaries. When dogs and cats are walked outside the unit, the dogs and cats must be on a leash which is no longer than eight (8) feet.

## **SECTION I: LAKES AND WATERWAYS**

The following are prohibited in any of the lakes or waterways of Tangerine Woods: Swimming, wading, use of personal watercraft of any kind and the use of decorative or functional 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 shall be delivered to all Unit Owners.

## **SECTION K: ACCESS TO ASSOCIATION RECORDS**

The official records of the Association may be reviewed by Unit Owners, or their representative, as set forth by the following rules:

1. 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.
2. The review shall be conducted in the Association office at an agreeable time by all involved parties during the hours of 8 AM and 12 PM on Monday through Friday.
3. The Unit Owner may request copies of the records (8 ½" x 11") at twenty-five cents (\$.25) per page. The cost of larger document copies shall be based on the actual expense incurred.

## **SECTION L: MEETINGS and POSTING of NOTICES**

Board of Directors – (Ref: Association By-Laws, Article 3, 3.7 – 3.9)

Annual Owners Meeting – (Ref: Association By-Laws, Article 2, 2.1 – 2.4)

Committee Meetings – (Ref: Association By-Laws, Article 5, 5.1 – 5.11)

Posting of Notices – (Ref: Association By-Laws, Article 2, 2.3; Article 3, 3.9)

Official notices concerning Unit Owners, the Board or appointed Committees, shall be posted on the enclosed bulletin board entitled "Official TWOAI Bulletin Board" located to the left of Recreation Hall mailbox entrance.

### **SECTION M: SECURITY GATE ACCESS**

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:

1. 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 controlled openers can be programmed or reprogrammed, if necessary, at no charge.
2. A Unit Owner selling his/her unit is responsible for turning over access cards to the buyer no later than the date of closing. Unwanted cards are to be returned to the Association Office.
3. The issuance of access cards and/or remote control openers to non-residents, such as emergency and utility services, shall be determined by the Association Manager. A current file of issued cards shall be kept in the Association office.

### **SECTION N: ELECTED RECREATION COMMITTEE**

1. The official name of this committee is the Tangerine Woods Elected Recreation Committee (TWERC).
2. Objectives
  - 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 the TWERC shall be: President, Vice-President, Secretary and Treasurer. There shall be three (3) Directors. They shall be elected for a term of one (1) year.
  - b. The President is the presiding officer at all meetings and is responsible for implementing policies and coordinating activities. 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 TWOAI Director, all disbursements by check. The Treasurer shall submit a monthly financial report to the TWERC and the TWOAI as well as a final yearly report.
- e. The Directors shall perform duties assigned by the President.
- f. The outgoing President may serve, at the in-coming President's request, as a non-voting advisor for the term of one 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.
- 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 recording of meetings by TW Unit Owners is 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 agreeable time and place.

## 6. Committees

There shall be the following standing committees: Election, Master Calendar, and Kitchen. The President of the TWERC shall appoint the chairperson(s) of such subcommittees considered appropriate to provide for recreational activities, social events, etc.

## 7. Finances

- a. The TWERC fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup> 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 prior TWERC approval. Checks must be co-signed by a designated member of the TWERC and a designated Director of the TWOAI.
- d. Net proceeds, including any free will offering, 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 TWERC General Fund. The Chairperson of the event or social activity must complete the Special Event and Social Activity Report Form to account for the income and expenditures.
- e. TWERC funds may be used for a twenty five dollar (\$25) memorial donation honoring a current TW owner upon their 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.

8. Elections and Voting

- a. Any TW Unit Owner may be a candidate for the TWERC.
- b. TW Unit Owners have one vote per unit which may be divided pro-rata.
- c. An Election Committee shall be appointed by the TWERC President no later than November 1<sup>st</sup>. The 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 in the Recreation Hall.
- d. A candidate must notify the Election Committee by signing the Candidate Enrollment Sheet 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. Absentee ballots, obtained from the Election Committee, should be returned to the committee no later than 10:30 AM on Election Day. If there is only one (1) candidate per office/director there shall be no voting for that specific office/director.
- f. The election shall be held on the third (3<sup>rd</sup>) Saturday of December in the Recreation Hall. There shall be no proxies or quorum requirements. Voting shall begin at 8:00 AM, close during the Coffee Hour program, and then continue until 10:30AM. The Election Committee shall count the ballots and post the results on the TWOAI Bulletin Board of candidates receiving the most votes for each contested office.
- g. The ballots shall be retained by the TWERC Secretary 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 the 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, Rec Hall plaques and other items of a similar nature. Unexpected expenditures, in this category, will be considered for payment by the TWERC.
- f. TWERC recognized charities 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 compensation, but it must also assume the associated financial responsibility.

10. General Rules for all TWERC activities/events
  - a. No sales presentations or sale of merchandise are allowed at TWERC activities, except for a TWERC sponsored sale.
  - b. No solicitation of monies for any organization, except the Sarasota County Sheriff's Office, Adopt-A-Family program; St. Jude's Cancer Research for Children; the Shiner's Club for the Shriner's Children's Hospital and American Cancer Society, Relay for Life.
  - c. Presentations given at Tangerine Woods must have TWERC approval and will be allowed after the adjournment of the Saturday morning program.
  - d. All ticket sales/distributions for TWERC sponsored activities/events are to be sold in the Great Room, in front of the stage.

11. Amendments

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 individual as well as the liability and rights of the TWOAI. Some of the following are mandated by Florida Statute, others by Sarasota County ordinances, 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 Unit 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 or animals are permitted in the Recreation Hall, except service animals such as a guide dog.
- d. Wet bathing suits/trunks, or bare feet, are restricted to the locker rooms and sauna.
- c. Appropriate cover-up is required when dry swimwear is worn in the Recreation Hall, except for the locker rooms and sauna.
- e. Memorial services in the TW Recreation Hall shall be held for current TW Unit Owners only.
- f. No person under the age of eighteen (18) years of age shall be permitted in the Recreation Hall unless accompanied by a TW Unit Owner, lessee, parent or guardian.

2. Eligible Participants

Those eligible to participate in TWERC-sponsored activities and social events are:

- a. TW Unit Owners, Lessees, and overnight in-house guests.
- b. Visitors, other than overnight guests may attend regularly scheduled TWERC activities or events once every two (2) weeks.
- c. Visitor Volunteers, performing a volunteer service for a particular TWERC activity or event may participate only in that particular activity or event with the specific approval of the TWERC.
- d. Each 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 activity/event the first day of sale, starting at eight (8) A.M. (no pre-sales). Thereafter, all unsold tickets may be

purchased on a first come, first served basis. Residents living alone may invite an individual to be a participant in any TWERC sponsored recreation or social event.

3. Arts and Crafts Room

- a. The Arts and Crafts Room may need to be vacated periodically for cleaning.
- b. A notice shall be posted one (1) week before the Arts and Crafts Room is to be used for an occasional unrelated activity.
- c. 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. Billiard/Card Room

- a. Persons under the age of eighteen (18) must be accompanied by an adult.
- b. Sitting on either pool table is prohibited.
- c. Food or drink on either pool table is prohibited.
- d. Cues, racks, etc. must be returned to their proper place after use.
- e. User shall brush pool table and cover it with the dust cover provided when finished.
- f. When finished, card tables shall be cleaned and chairs placed in an orderly arrangement.
- g. The Billiard/Card room bulletin board is for the posting of information pertaining to TWERC sponsored sports only.

5. The Great Room

Normally, for everyday use, the Great Room tables and chairs will be positioned, following the “Great Room Setup Guideline”, posted in the Kitchen and available in the Association Office.

- a. 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 used tables, etc. Cleaning must be completed by noon of the day following the activity, unless other arrangements have been made.

7. Stage

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

8. Kitchen

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

9. Library

- a. Persons using the library are asked to return books within a thirty (30) day period.
- b. There are special books that shall not be removed, and are so marked.

10. Furnishings and Equipment Checkout Procedures

- a. Some furnishings and equipment located in the club house may be borrowed by owners based on guidelines posted on the TWERC bulletin board.
- 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. Any items returned in a damaged condition shall be the responsibility of the borrower.

#### 11. Private Event Procedures

- a. A Private Event is one which is sponsored by a TW Unit Owner and one which attendance is by personal invitation only.
- b. The following are not allowed: political rallies; religious services other than TW Unit Owner memorials; affairs where money, goods or services are exchanged; the execution of contracts.
- c. An applicant must secure a Private Event Application from the Association Manager.

#### 12. Exercise Room

- a. Children under eighteen (18) must be accompanied by an adult.
- b. All persons using the exercise room or sauna must shower before entering pool or spa.

### **SECTION P: CERAMIC POLICY**

1. The purpose of the Ceramics Program is to give every TW Unit Owner the opportunity to participate in the 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.
2. Ceramics shall share the Arts and Crafts Room with other TWERC/TWOAI recognized activities as per a posted calendar of events.
3. 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 only for their individual use or for limited personal gifts at the discretion of the chairperson(s).
4. Use of unauthorized slip in TW molds is strictly prohibited.
5. Green ware must be properly logged in and prepaid in order to be fired.
6. The firing of articles or the purchase of green ware and bisque from an outside source is authorized. This specific policy will remain in effect from the date of approval, unless terminated at the request of TWERC or its authorized representative.