

Revised Rules Adopted October 17, 2023

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The Following Rules and Regulations have been adopted by the Board of Directors of the Renaissance Condominiums in accordance with the Covenants and By-laws to not only protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life.

It should be remembered that the Rules and Regulations do not replace the Bylaws, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wording of these documents, the By-laws will prevail.

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, employees and guests; and shall be enforced by the Board of Directors in accordance with applicable Covenants and By-laws.

In establishing and maintaining the Rules and Regulations, or Standards, the Board shall make every effort to ensure that they do not affect unit owners' right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

The Rules and Regulations and Standards may be modified, repealed or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interest of unit owners/residents and the community.

## **I. General Definitions**

Property in the development is classified as "Open Space, General Common Elements and Limited Common Elements."

The pergolas are OPEN SPACE AREAS. Use of these areas is shared by all residents of the community.

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The streets, curbs, sidewalks, lawns and yard areas, trees and shrubs, exterior lighting and parking areas comprise the GENERAL COMMON ELEMENTS. These are common to all units and are not the property of any individual unit. The volunteers on the Condo Board, Landscaping Committees and resident volunteers are responsible for the operational management and oversight of maintenance and improvement of these areas, which are for the EXCLUSIVE use of the individual residents/unit owners and/or their guests. The Board welcomes residents who help water, weed, and deadhead spent blossoms on plantings and bushes. (Weeds, clippings, and dead blossoms should be disposed of properly.)

The LIMITED COMMON ELEMENTS include the area at your front door, balconies and patios. YOU AS A UNIT OWNER OR YOUR TENANT HAVE THE RESPONSIBILITY FOR THE UPKEEP OF THESE AREAS.

## II. General Rules and Regulations

These are the general rules and regulations of the Association. Exceptions to these rules may be granted only by written notice from the Board.

Any damage to buildings, grounds, or other common areas or to equipment by any owner, tenant guest, family member or pet shall be repaired at the expense of the unit owner. This charge may be assessed in addition to a fine. Unit owners are fully responsible for the actions of their tenants, family members, guests and pets, and shall be held accountable for any damage done to the property.

1. **Common areas:** The lawns and walkways shall not be used for storage or parking or be obstructed in any way. No bicycles, toys, trash cans or recycle bins, or other personal property shall obstruct entrance ways, walkways, parking or other common areas.
2. **Unlawful and Disturbing Noises/Practices:** No unit owner shall make or permit any unreasonable noise that will disturb or annoy other residents or permit anything to be done which will interfere with the rights, comfort and convenience of other residents. All occupants shall reduce noise levels between the hours of 10:00 p.m. and 8:00 a.m. At no time are musical instruments, radios, or televisions to be so loud as to create a nuisance. Power tools and construction tools shall not be used before 8:00 a.m. and after 7:00 p.m.
3. **Trash** and garbage shall be placed in sealed plastic bags and placed in the dumpster. All cardboard boxes shall be broken down and placed in the dumpster. Nothing should be placed outside of the dumpster. If a dumpster is full, a resident will use a dumpster at another building. No dangerous or flammable chemicals are to be placed in dumpsters. Dumpsters are NOT for debris created from construction or remodeling of any unit. The contractor or owner of the unit is responsible for disposal.
4. **Patios and Balconies:** Potted plants with saucers, decorative pots, outdoor furniture, seasonal decorations are allowed. No clothing, towels, bathing suits, rugs or other floor coverings, mops, appliances, indoor furniture, clothes lines or poles, or firewood, may be placed or stored where exposed to view from patios, decks and balconies. Fire pits and grills are prohibited on patios and balconies. Hummingbird feeders are allowed but bird feeders containing seeds are not because the seeds attract rodents as well as birds. Please do not shake, sweep, or throw items from the patios or balconies.
5. **Breezeways:** No personal items are to be placed or stored in any of the breezeways except for a well-kept doormat and seasonal door decorations. No wheeled toys such as skateboards and cycles are permitted in the breezeways. No storage under stair wells.

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6. **Outdoor Cooking:** Cooking is permitted in front of your assigned garage and may not block access to neighboring garages. After cooling, the grill or smoker must be stored inside the garage. No grilling is allowed on Balconies or Patios.
7. **Satellite dishes** are not permitted.
8. **Defacing of property:** Signs, notices, advertisements, or any alteration of exterior surfaces shall not be placed, inscribed, or exposed on any window, door, or other exterior parts of unit, or on the common areas. Specifically excluded from this regulation are seasonal decorations.
9. **Yard Sales,** garage sales, or similar activities are not permitted. The Board must approve estate sales in writing due to the parking issue.
10. **Vandalism:** Unit owners and their families, tenants, and guests shall not deface, remove, or destroy, or permit the defacing, removing or destruction of any element of the common areas. No hot work (welding, brazing, etc.) within garages or common areas.

Additional use restrictions are noted in Article 14 of the Declaration. It is the owner's responsibility to acquaint themselves, their tenants, and guests with all the rules and regulations for Renaissance and Rarity Bay Community Association Inc. (RBCAI).

### III. Maintenance Recommendations

1. **Leaving Your Unit:** Before leaving your unit for an extended time, all doors and windows should be closed and locked and all small appliances unplugged.
2. **Water Supply:** The resident should shut off the main water supply to their unit when they are away for more than 48 hours. The main water valve is either in the laundry room on the back wall above the washer or dryer or is adjacent to the water heater.
3. **Fire/Smoke detectors** are daisy-chained in your unit and should be maintained in working order. The detectors inside your unit are not connected to the Volunteer Fire Department. They are alarm only. If there is a fire in your unit, you must call 911. The detectors in the breezeways are directly linked to the Volunteer Fire Department. Each owner should pay the annual subscription to the Fire Department to cover the unit.
4. **Water Heater:** The resident should turn off the water heater at the breaker when they are away for more than 48 hours. Bleach should be poured in the drain line running from the bottom of the unit into the sewer system at least once a year. Water should be poured into the drain at least 4 times a year to block sewer gases.
5. **Air Filters:** Air filters should be cleaned monthly or replaced as needed. Use the proper size filter to reduce the risk of causing damage to the exchange coils.
6. **HVAC Lines:** A small amount of diluted bleach should be poured into the drain line and flush with cold water at least once a year.
7. **Dryer Vents:** To reduce the chance of fire due to lint build-up, dryer vents shall be cleaned and vacuumed at least once a year for a full-time residence. The exterior dryer vents will be cleaned by the Association as needed.
8. **Septic Tank/Sewer:** All of Rarity Bay including the Renaissance Condos have a kind of septic tank type waste system. These are unique since we live on a lake. Inappropriate use causes the tanks to be emptied by a waste management company and parts repaired and replaced by a plumber. When the pump or tank is compromised by inappropriate use, this expense and time of water usage affects all residents.

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- a. Flushing: Only human waste and toilet tissue are to be flushed into the system. Products labeled as biodegradable are NOT appropriate for this system. No wipes of any kind are acceptable. They must be disposed of in another manner.
- b. Garbage Disposal: Do not process glass, plastic, metal, paper, combustibles, cigarette butts, grease, oil or fat, extremely fibrous material like corn husks, celery stalks, onion skins, artichokes, potato peels, eggshells, large amounts of food, expandable foods like pasta and rice, animal bones, coffee grounds, or harsh chemicals. We live on a lake.

Please note that the foregoing maintenance responsibilities are presented as a representative list of proper unit maintenance activities and do not constitute an exhaustive list of all unit maintenance responsibilities. Article 17 of the Declaration enumerates the required scope of a unit owner's maintenance responsibilities.

### **IV. Access to Units by Association**

1. Each owner is required to provide the Association with a key which allows entry into the unit.
2. It is the owner's responsibility to provide a new key anytime the lock is changed. If entry is deemed necessary and no key has been provided, any damage incurred by gaining entry will be at the expense of the owner.
3. The Association reserves the right to enter Units for maintenance, emergency, security, or safety purposes. All police officers, firemen, ambulance personnel, and similar emergency personnel shall have the right of entry in the performance of their respective duties. Except in an emergency situation, the owner will be given 24-hour notice and entry shall be only during reasonable hours.

### **V. Conduct**

**Residential Use:** All condominium units shall be used for residential purposes exclusively. No unit shall be occupied by more than a single family. No unit may be subdivided into a smaller unit. See Article 14 of the Declaration.

**Lease:** No condominium unit within the project shall be rented for transient or hotel purposes or for a period of less than six (6) months. RBCAI Resolution 9

No noxious or offensive trade or activity shall be executed within any condominium unit, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or other owners.

### **VI. Rental/Lessees**

1. The owner must provide a copy of the lease agreement to the Association. The rental amount and any other information not needed by the Association may be redacted.
2. The owner must provide the Association with the names of the tenant along with contact information (phone and email) of the occupants.
3. The owner and rental agent shall provide the tenant with a copy of the Governing Documents and of the Rules. Owners are responsible for the actions of occupants and their guests and any fines assessed shall be against the owner of the unit.
4. It is the owner's responsibility to provide tenants with access to the unit's mailbox.

**Rental Property:** All unit owners who rent to a tenant shall:

1. provide the tenant with a copy of the By-laws and Rules and Regulations,
2. include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents,

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3. notify the Board of Directors in writing that the unit is tenant-occupied, giving the name(s), address and phone number of the occupants, and
4. provide to the Management Agent and/or the Board the name of any agent retained by the unit owner to manage the unit for him/her. The unit owner is responsible at all times for the enforcement of the established guidelines.

## **VII. Sale of Unit**

1. A unit owner intending to make a transfer or sale of a unit or any interest in a unit shall give written notice to the Board of such intention within seven (7) days after execution of the transfer or sales documents. The unit owner shall furnish to the Board as part of the notice:
  - a. The name and address of the intended grantee.
  - b. Such other information as the Board may require.

This section shall not be construed to create a right of first refusal by the Association or by any third party.

2. Within seven (7) days after receiving title to a unit, the purchaser of the unit shall give written notice to the Board of his or her ownership of the unit. Upon failure of an owner to give the required notice within the seven-day time period provided herein, the Board may levy fines against the unit and the owner thereof and assess the owner for all costs incurred by the Association in determining his or her identity.
3. Owners are responsible for the transfer of the mailbox key to the grantee.

## **VIII. Insurance**

Nothing shall be done or maintained in any condominium unit or on any Common Elements, which will increase the rate of insurance on any condominium unit or on the Common Elements, or result in the cancellation thereof, without prior written approval of the Board of Directors.

Nothing shall be done or maintained in any condominium unit or on the Common Elements, which is in violation of any law.

## **XI. Animals and Pets**

1. The maintenance, keeping, boarding and/or raising of wild animals, strays, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium unit or Common Elements, except that this shall not prohibit the keeping of small dogs, cats, fish in aquaria (container not to exceed 20 gallons), and/or caged birds as domestic pets, provided they are not maintained, kept or bred for commercial purposes and provided further that the keeping of small dogs, cats and/or caged birds will not constitute such type of noxious or offensive activity.
2. Each unit is limited to two pets. The board must approve more than two with the exception of the number of fish in aquaria. All pets shall be kept leashed and under the control of their owner whenever they are outside the unit and shall not be allowed to run free or unleashed at any time, or to otherwise interfere with the rights, comfort or convenience of other residents. When outside of a unit, all pets are kept on a leash or in a carrier at all times. **Owners will be fined for not following the guidelines.** Dogs may only be walked in the following areas: Dog Walk areas are designated in the grassy area between Rarity Bay Parkway and the condominium parking drive through and near the dumpsters. Signage is in place. Dogs may not be walked on grassy areas in front or back grassy areas surrounding the building or golf course and must be cleaned up after.

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3. The person walking the pet is responsible for cleaning up urine or feces left by the pet in breezeways, stairs, sidewalks, or elevators.
4. No one should pet or handle anyone's pet without permission from the pet's owner.
5. Pets transported in elevators must be kept under close control at all times. Always ask permission to enter an occupied elevator with their pet.
6. Pet owners are required to ensure that pets do not create excessive noise by constantly or repeatedly barking.
7. Pets must be vaccinated and kept in accordance with the County Health Department laws and regulations.

Owners are responsible for all damages caused by their pets to common areas and to the property of others and are subject to fines if proof (photo or video) is reported to the Condo Board.

## **X. Motor Vehicle Operation**

1. Except as herein provided, no junk vehicle or other vehicle on which current registration plates are not displayed, no trailer, truck, camper, house trailer, or boat may be kept on any Common Elements or parking spaces and must be parked in enclosed garages only.
2. Likewise, no repair or extraordinary maintenance of automobiles or other vehicles may be undertaken on any of the Common Elements. Minor vehicle repair work shall be permitted in emergency cases only, provided that the area is cleaned after repairs have been completed.
3. Each unit is allowed 1 parking lot space in addition to 1 car garage assigned to the unit. If you own more than two vehicles, you may not take up more than your allotted spaces. If parking is tight during occasions of visitors or guests, please be courteous to your fellow residents and have your visitors park elsewhere or contact neighbors about extra spaces. Please park cars between the lines. No one should block the main walkway to the building at any time.

### **Parking policy:**

1. Vehicles of owners and tenants are to be registered with the RBCAI. Vehicles of guests or other visitors are to be registered with the gatehouse in accordance with RBCAI guidelines. Registration, a guest pass, or a vendor pass is to be properly displayed.
2. Vehicles shall be prohibited from parking upon the Common Elements. Each unit shall have one parking space and one garage space. There are 22 spaces in front of each building with 2 designated handicapped parking only spaces. Vehicles parked in Handicapped spaces must display current and valid decals, placards or license plates. Unit owners, upon acquiring their unit, should contact the RBCAI to register their vehicles and request parking stickers.
3. All vehicles abide by the posted speed limit.
4. Motorized Vehicles such as motorcycles and mopeds are not allowed inside units or on patios or balconies.
5. Car Washing is permitted following these guidelines: No tire dressing, no damaging of landscaping, no blocking of other parking spaces, no residue resulting from washing remains.
6. Garage doors are to be kept closed except during entrance and exit of a vehicle, or while the Owner or Occupant is performing work which requires the garage door to be open. Garage windows must be covered with a white blind.
7. No vehicle is allowed to park in front of a fire hydrant, nor in any area not clearly designated as a parking space. No vehicle may block access to any sidewalk, garage, roadway, or dumpster. Vehicles must not impede adjoining parking spaces.
8. The temporary parking of trucks (carrying work related equipment and tools used in pickup, delivery, or construction/repair) and commercial vehicles (bearing advertising, lettering or graphics used for promotional purposes) are only permitted during business hours or, in an emergency, after business hours.

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9. Towing: There is no notice required if a vehicle is parked in a fire lane, blocking a fire hydrant, blocking another vehicle, or access to another's garage, obstructing the flow of traffic or otherwise creating a hazardous condition. The vehicle may be towed immediately. If a vehicle is towed for violation for any portion of this Section, it is at the expense of the vehicle's owner and neither the Association nor any officer or agent of the Association shall be liable to any person for any claim of damage as a result of the towing activity or for the towing fee.

## **XI. Safety Precautions**

1. Candles or open flames are not to be left unattended inside or outside of the unit.
2. Waterbeds are prohibited on the second or third floors.
3. Cigars, cigarettes, and pipe ash are to be disposed of in proper receptacles and are not to be disposed of on any portion of the Common Elements including elevators, breezeways, landscaping, sidewalks, parking spaces, and the driveway or flushed down sinks or toilets.
4. Disposable wipes cannot be flushed and must be disposed of as trash.
5. Dryer vents shall be cleaned and maintained,

## **XII. Architectural Maintenance/Control**

No structural alteration (construction, addition or removal) of any condominium unit or Common Element shall be commenced or conducted except in strict accordance with the provisions of Article 13 of the Declaration.

No owner, occupant, or any other person of a second story or higher unit may replace carpeting with a tile or hardwood floor on the interior of a unit. See Article 14.17 of the Declaration. The covenants prohibit hardwood or tile on the second or third floor of any unit. This is not a rule up for a vote or approval.

All changes proposed by the unit owner to the exterior of his/her unit shall be submitted in writing to the Architectural Control Committee. All requests shall include a written description and a diagram of the proposed changes and must be signed by the unit owner. Once written approval has been received from the Committee and changes have been made, the unit owner must contact the Committee so that a final inspection may be made and signed off by the Committee.

No owner or resident may make or cause to be made any change outside his/her unit without the prior express written approval of the Architectural Control Committee unless the Committee fails to respond within 60 days of a written request submitted by the unit owner.

1. Owners are responsible for the cost of repairs or replacement of any damage to Common or Limited Common elements caused by themselves or their guests, tenants, pets, or service people working in their units or delivering items to their units.
2. Absolutely no penetration of any exterior surface of any building/structure (garage, balcony, patio, breezeway, doorframe, storage closet, etc.) for any purpose is permitted without prior approval by the Board.
3. The owner, not the tenant, must submit a completed request form to the Board for review. Written approval or denial of the modification request may be based on inspection and further evaluation and may take up to 10 business days. If denied, the owner may request a hearing before the Board to review the decision. Following the hearing, the request is deemed closed and a final decision will be sent to the owner in writing.

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A decision made by the Architectural Control Committee may be appealed to the Board of Directors.

Policy

1. The architectural covenant imposes a legal requirement on the Association to approve or disapprove construction of new structures, exterior additions or alterations to the original design of the units, and all subsequent alterations thereto BEFORE the unit owner starts them. The Board of Directors has delegated to the Architectural Control Committee the task of reviewing applications and making recommendations to the Board for approval or disapproval.
2. It should be noted that approval of any project does not preclude subsequent adoption of more restrictive or more liberal standards where deemed necessary to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendment.
3. Any project or exterior modification which was completed prior to the issuance of these regulations which would normally require Board approval prior to initiation shall not be construed as setting a precedent, and will require Board approval before any major repairs, changes, and/or additions are made to said project or modification.
4. Before making any exterior changes or initiating any project, which might be contrary to the architectural/maintenance standards, unit owners are reminded that non-approved changes can not only be aesthetically offensive to their neighbors but can also decrease the value of all units.
5. Any project, exterior modification, or other act in violation of these standards is subject to a citation by the Board and may require corrective action to bring the violation into immediate or future compliance with these standards.