

**OAKWOOD MANOR HOMEOWNERS
ASSOCIATION
OF SARASOTA, FLORIDA, INC.
3330 Fruitville Road, Sarasota, FL 34237**

**RULES
AND
REGULATIONS**

**PLEASE CAREFULLY READ AND ABIDE BY
THESE RULES AND REGULATIONS**

**Park Office hours are 8:00 a.m. to 4:00 p.m.
Monday – Friday, Except Holidays**

**Republished 7/26/2002
Including revision effective 8/15/2002
Including revision effective 5/9/2005
Including revision effective 2/6/2008
Revision Effective 4/15/2014
Revision Effective 01/19/2018**

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Welcome to Oakwood Manor

All reasonable means have been taken to insure that your residency here is safe, pleasant and enjoyable. This property is privately owned and we are required by law to abide by certain standards. Many of our rules and regulations are required by law; the remainder are published to additionally protect life, property and privacy.

Consideration and courtesy to others plus your cooperation in maintaining an attractive mobile home will help sustain the high standards of Oakwood Manor.

The following rules and regulations are intended for the comfort, gracious mobile home park living, health, safety, security and welfare of yourself and your guests and to maintain the appearance and reputation of our park. They may be amended from time to time to achieve these and other purposes. Your cooperation will be greatly appreciated.

**THE RULES AND REGULATIONS
SHALL BE ENFORCED.**

DEFINITIONS

“The Association” means Oakwood Manor Homeowners Association of Sarasota, Florida, Inc., the owner of the park, the Board of Directors thereof and/or any committee(s) designated by the Board of Directors, as applicable.

“Member(s)” or “Unit Owners(s)” shall be the person, persons, or entity owning a home in the park and the owner(s) of a Membership Certificate issued by the Association pursuant to its Articles of Incorporation and the Bylaws.

“Sublease(s)” shall be the person or persons who occupy a home in the park who are not members but who occupy a home owned by a Member under an agreement to rent said home.

“Resident(s)” shall include Member(s), and Sublease(s).

“Guest(s)” shall be a person or persons to whom hospitality is extended without monetary compensation whether it is for an hour or days.

“Home Site” shall be any space of ground occupied by a building.

“Occupant(s)” shall be the person or persons who occupy a home in the park as member(s) sublessee(s), designee of a unit owner that is an entity or guest(s) as applicable.

“Lot” shall mean a cooperative unit.

“Park” shall mean Oakwood Manor Mobile Home Park.

“Caregiver” shall be any professional or member of a family designated to assist in the care of a resident. They must go through the proper park office registration process.

“Management” – Refers to members of the Board of Directors and/or the Park Manager

ACCEPTANCE OF RESIDENCY

1. The Association reserves the right to refuse admittance to the park.
2. Three (3) **personal** references, bona fide proof of age for each proposed occupant, a background check, the completion of a written application and an **orientation** shall be required before an applicant for purchase shall be approved for residency in the park. The purchaser of a home shall agree to use the home as the purchaser's personal residence and not for investment purposes as a condition for approval of the purchase. Oakwood Manor is a residential community for older persons within the meaning of the Fair Housing Amendments Act of 1988.
3. One (1) occupant in each home shall be fifty-five (55) years of age or older. The second occupant, if any, shall be forty-five (45) years of age or older.

SALES AND RENTAL OF HOMES

4. SALES - The Association shall not deny a member the right to sell his or her own home within the park; however, if he or she elects to sell his or her home during the term of the lease, or any renewal or extension, the Association shall require the owner to notify the park office of his or her intent to sell prior to listing for sale. The Association reserves the right to judge if the home shall remain or be removed from the park. Oakwood Manor is in the continual process of upgrading. In order to upgrade the quality of the park any home that has been improperly maintained or does not meet the standards satisfactory to the Association's Real Estate Committee, consisting of the park's Real Estate Agent, the Park's Director of Real Estate and the Park Manager shall be removed from the park. The decision of the Association's Real Estate Committee in this regard shall be binding. **Should the sale of the home not be sold through the park Real Estate office, a charge of \$500.00 fee will be applied.**
The buying of a second home for renovation and future sale is allowed. The home may be under renovation for up to 6 months after which time the owner must actively market the home for sale and must make the home available for showings. In extenuating circumstances, extensions will be granted but only by board approval.
5. A member may advertise the sale of his or her home by a single sign not to exceed 10 x 14 inches; such sign is to be placed on the home itself and not on the planter or lawn.
6. RENTAL – The Association shall not deny a member the right to rent his or her own home within the park. If he or she elects to rent his or her home during the term of the lease, or any renewal or extension, The Association shall require the owner to notify the park office of his or her intent to rent using the appropriate application form prior to occupancy before an applicant for rental shall be approved for residency in the park. The home shall be rented to one (1) party (no more than two (2) adults meeting the age requirements set forth in Rule 3 herein) for a minimum of three (3) months or a maximum of six (6) months in any one (1) year. The Association retains the exclusive right to deny permission to occupy homes within Oakwood Manor Mobile Home Park.

ASSOCIATION DOCUMENTS “BLUE BOOK”

AND

GATE REMOTE CONTROL

7. The seller’s copy of the “Blue Book” Association documents shall be submitted to the park manager/park office staff at the time the listing agreement is signed.
8. The park manager/park office staff shall access the copy and update as required to assure all changes/updates are included.
9. The park manager/park office staff shall provide the buyer with the latest copy. The buyer shall be responsible for all mailing/shipping costs, when required.
10. Seller’s gate remote control shall be given to the buyer at closing. Buyers please bring remote to Park office for reactivation. Owners may have one remote control per vehicle with a maximum of two.
11. If the seller or sellers do not have a gate remote, then the seller will have to purchase a gate remote from the park office at the prevailing price.

PETS AND SERVICE ANIMALS

13. PETS ARE PROHIBITED IN THE PARK: No resident or guest shall have any dog, cat, bird, reptile or other animal of any kind in the park. A resident who has received permission from the Association’s Board of Directors to have a service animal or assistance animal reside in his or her home is responsible for properly disposing of that animal’s waste and ensuring that the service animal or assistance animal does not become a nuisance or otherwise endanger the person and/or property of other residents or their guests and shall further provide the Association annually with proof that the service animal or assistance animal has been properly vaccinated with up to date shots and is properly licensed. All approved service animals will be issued Association approved leashes to be worn in the park at all time. These leashes will not exceed 5ft in length. Owners are also required to provide an up to date photo of their animal to the office.
14. In the event of complaints, if investigation reveals complaints are warranted, violation letters shall be issued to the owner of the offending animal as provided in these rules. See item #114 hearing committee and fines.
15. Bird feeders are prohibited in the park to avoid attracting rats and other rodents. Feeding of any wild animal or feral cats in the park is prohibited.

CHILDREN

16. The park consists of adult residents only. We welcome children as guests, and ask only that their behavior shall not inconvenience or offend any other park residents.

17. Residents shall be totally responsible at all times in all places for the conduct of visiting children and liable for any damage caused by them.

18. Children under fourteen (14) years of age are not permitted in the bocce ball court, exercise/pool room, coin operated laundry, miniature golf course area, clubhouse, shower rooms, service areas or rooms, shuffleboard courts, swimming pool and toilets at any time unless accompanied by an adult resident or guest.

19. Florida Statute, 849.0931, (10), (a) prohibits anyone under eighteen (18) years of age from playing bingo.

GUESTS

20. A person or persons, including caregivers who occupy a room or rooms in a resident's home with the resident for fee/rent are not guests and are prohibited in the park.

21. Residents shall be totally responsible at all times in all places for their guest's actions and liable for any damage caused by them. If an owner is not in residence, only immediate family (children, grandchildren, siblings) may use their home with written permission of the owner. They must follow similar rules as the owner. The owner is ultimately responsible and as such may be fined if there is a violation.

22. The park office shall be notified of and approve in writing any person or persons staying more than 30 days. Any person or persons, including caregivers staying more than 30 days without the written approval of the park office shall be required to immediately and permanently vacate the park.

RECREATION FACILITIES

23. Recreation building and facilities hours are from 8:00 a.m. to 10:00 p.m., unless extended by special arrangement with the Board of Directors.

24. Recreation facilities are provided for use of residents and their guests, when accompanied at the recreation facilities by a resident.

25. Equipment and facilities shall be used at the residents and guests own risk. Attendance at a recreational activity as a participant or an observer is also done at your own risk.

26. Where rules are posted, failure to observe one or more of such rules shall constitute a violation of these rules and regulations.

CLUBHOUSE

27. The Clubhouse is for the use of residents and their guests only. There shall be 9NO SMOKING including e-cigarettes in the clubhouse at any time. There shall be no non-resident sponsored private parties. Parties or events can be denied by the Board of Directors. Any party that is not organized and conducted by an association sanctioned committee is a private party. (A memorial service for a deceased park resident is not a private party.) Resident sponsored private parties shall be in the clubhouse or gazebo area only. Use of the swimming pool, spa/hot tub, shuffleboard courts and exercise/pool room as part of the private party is prohibited. Food and drinks are to be consumed inside the clubhouse only during private parties unless held in gazebo area. Serving of alcoholic beverages is prohibited at private parties unless authorized by the Board of Directors. Resident shall be in attendance at the private party he or she conducts at all times and shall be responsible for the conduct/activities of his or her guests and damages done to the premises. Requests from resident(s) for private parties shall be submitted to the park office for review. The request form shall be filled out by the resident. If a private party is approved by the Board of Directors , a rental fee of \$50.00 will be charged to help cover park expenses, and a security deposit of \$150.00 (Up to 150 people), \$200.00 (151 people plus) is required five (5) days before the date of the party. The clubhouse will be closed to residents during the private party. The private party resident shall be responsible for ensuring the closure of the clubhouse notice is placed on the park social calendar well in an advance of the event. They are also responsible for signage on all doors that the hall is closed. All premises used shall be cleaned-up and be put in the same order as before the party in order to have the deposit returned. Party and clean-up time shall end by 10:00 p.m.

28. Bare feet or swim suits, wet or dry, are prohibited in the clubhouse. Street clothes only are allowed in the clubhouse.

29. As per license agreement with the city, the serving of alcoholic beverages is prohibited in the clubhouse and all other common areas of the park except in connection with activities organized and conducted by the Association or one of its sanctioned committees.

30. Every day use of the clubhouse for various activities i.e. bingo, cards, dominos, etc. by residents and their guests is permitted. Resident and their guests using the clubhouse for these various activities are responsible for the cleaning of all furnishings and all areas they used in their activity.

SWIMMING POOL and SPA AREA

31. Swimming pool, spa/hot tub, sauna and shower rooms are for the use of residents and their guests only. No one under 18 years of age allowed in the spa/hot tub building. Use of these facilities is at your own risk. Hours are as posted at the pool.
32. A robe or suitable cover is mandatory when walking or riding to and from the pool area in bathing attire.
33. Resident identification tags shall be in the resident's possession at the swimming pool. Oakwood Manor guests tags and a copy of the pool rules shall be furnished for guests at the park office or by the pool official. All tags shall be visible.
34. Residents shall be responsible for their guest's conduct in these areas at all times.
35. To aid in the Association's compliance with Florida Statute, 514.031, (1), (a), 5. Everyone using pools must shower at the pool area, not at home, before entering swimming pool or spa/hot tub.
36. Children under 2 years of age or not bathroom trained are not permitted in the swimming pool. Swim diapers are not permitted in the swimming pool. All children under 14 years of age shall be accompanied by an adult resident or guest.
37. Running, jumping, and "horseplay" are prohibited inside swimming pool area fence at all times.
38. The safety rope shall remain in place at all times. The rope is a safety device to define the deep end of the pool. No playing or hanging on rope.
39. Diving and jumping in the swimming pool is prohibited.
40. Glass containers of any kind are prohibited inside swimming pool area fence at all times. Food, drinks, furniture and any other objects are prohibited inside the blue line.
41. Persons using suntan oils/lotions shall cover chairs before using them and shall remove suntan oils/lotions from their body with a shower using soap before re-entering swimming pool.
42. Air floats and balls shall be prohibited in the swimming pool. Snorkeling shall be prohibited in the pool. The use of body type safety devices by adults and children shall be permitted in shallow end of the swimming pool. Children under 14 shall be accompanied at the pool by an adult resident at all times.
43. It is the duty of all residents and guests to obey the rules and help enforce rules by alerting violators of their infractions. Your cooperation will be appreciated.
44. Do not go into the swimming pool, spa/hot tub or sauna alone. For your health and safety, it is suggested you do not stay in the spa/hot tub or sauna for more than fifteen (15) minutes.
45. No person may use the swimming pool and/or swimming pool area in such a manner as to hinder or encroach upon the rights of other residents of the park or their guests.

COIN OPERATED LAUNDRY

46. The coin operated laundry is open daily Sunday through Saturday – 6:00 a.m. to 10:00 p.m. for the use of residents and their guests.
47. Do not overload or abuse machines; clean washers and dryers after using. Put refuse in containers.
48. The dyeing of clothes is prohibited in the washers or dryers at any time.
49. Children in the coin operated laundry shall be kept under control at all times.
50. The drying of laundry is prohibited, except in dryers or the designated clotheslines. Take clothes off the line as soon as they are dry.

THE MOBILE HOME SITE

51. a. The resident or guest shall be responsible for the overall appearance of the home site. It shall be kept orderly, neat, clean and free of litter. Shrub trimming, watering, weeding and general care of lawn and shrubs are responsibilities of the Resident. Additional landscaping and shrubs may be planted with the management's prior written approval of type and location.

b. TREES – Association shall trim all trees, except fruit trees and other trees planted by resident, which shall be trimmed by the resident upon whose unit the tree is located. The resident shall remain responsible for all other maintenance of all trees located on his or her unit, including removal of trees. The tree trimming service, employed by the Association, shall recommend to the manager who shall determine the necessity for and frequency of trimming for all non-fruit trees in the park.

52. The Homeowner or sublease shall receive written notification if his or her home site is not adequately maintained to the satisfaction of park management. If corrections are not made within 30 days of written notification, park management shall perform maintenance at the expense of the Homeowner and the Homeowner shall be billed. This includes but is not limited to outside painting, pressure washing, gutter cleaning/repairs, structural repairs, trimming of neglected shrubs and lawn around the home and planters, and replacement of lawns, as needed, all in the judgment of park management.

When the home is not occupied (e.g. in the summer), the homeowner must make arrangements for someone to watch over their home and perform such weeding and trimming as needs to be done. The Homeowner is required to inform the office of the Homeowner's designated summertime caretaker. If lawns and yards are not maintained, management reserves the right to have the necessary work done at the expense of the Homeowner. The use of decorative stones anywhere in the park is strongly discouraged for safety reasons in case of high winds or hurricanes. Any items that may be windblown or become airborne during high winds or hurricanes should be stored inside before leaving for an extended period of time. Violations not dealt with will go through the hearing committee. See item #114..

53. No debris shall be stored outside on the premises around the home or carport. All storage must be in designated storage utility room.
54. Lot boundary fences are prohibited. Park management shall approve type and location of all fencing in writing prior to installation.
55. Outside watering is to be according to the city and state regulated mandates. Watering restrictions shall be noted on in-house TV Channel and bulletin board.
56. Lawn care equipment and tools shall be stored in the storage building when not in use.
57. To maintain uniformity of all mail box stands and tubes, new or replacement stands and tubes shall be installed only by maintenance. Contents placed in the tubes must be pre-approved by park management.
58. Only furniture specifically designed for outside use shall be allowed outside the home.
59. A CABLE TV SYSTEM IS PROVIDED with connection at each home site. No other external antennas are allowed, except either a TV dish antenna that is designed to receive direct broadcast satellite (DBS) service that is one meter or less in diameter, or an antenna that is designed to receive video programming services via multipoint distribution services (MDS) that is one meter or less in diameter, or an antenna that is designed to receive television broadcast signals, installed by a professional installer, at the resident's expense. The dish antenna is to be placed on the resident's lot near the rear 1/3 section of the home away from the street and not above roof level. A resident must promptly notify the management in writing of the installation of an antenna. A reasonable exception to the foregoing restriction may be granted by the board of directors upon a showing by resident that the restricted placement of the antenna will preclude the reception of an acceptable quality signal. Installation at an alternate location must have park management's prior written approval.
60. Any home site improvements shall be at the expense of the resident and shall be done only with prior written approval of the management. Any electrical power supply "meter base" support pole or stand that is deteriorating or deteriorated must be replaced at the resident's expense.
61. Electric, water, sewer, and telephone service lines are installed at each mobile home site. Residents shall make their own application for service with provider and shall be responsible for all connection fees, deposits and monthly bills for service rendered by the provider. Sub lessees shall be responsible for the arrangement of electric, water, sewer and telephone service with the member they are renting from.
62. Maintenance fees include lot mowing, trimming, edging, and cable TV.
63. The street lights in the park are the property of FP & L and maintained by the Association. Residents and guests shall be liable for any costs to repair any street lights that have been altered or tampered with by them.

THE MOBILE HOME

64. All exterior modifications of any type including paint shall be approved in writing by management. A permit shall be filed with management prior to commencement of any work.

65. Each home shall be attractively maintained by the resident and comply with all applicable laws, ordinances and regulations of the state, county, city and park, as from time to time amended.

66. Only central air conditioners are allowed except one supplemental zone individual (window type) air conditioner may be installed with prior written approval of the Park Manager and Board of Directors who will approve location, installation and camouflage requirements, if any.

67. Exterior antennas of any kind or type are prohibited except as allowed in Rule #59.

REMOVAL AND REPLACEMENT OF MOBILE HOMES

68. Association's authorized representative(s) shall be in attendance during the removal and replacement of a home from the park. Park management shall be notified and prior written approval given for the removal and delivery of all homes and the entry of all heavy equipment in the park.

69. Any member who purchases or removes an existing home from a cooperative parcel is required to install a new mobile home which satisfies the Association specifications within six (6) months thereafter. Reasonable extensions may be granted by the Board of Directors only due to labor strikes, acts of God, war and other causes for delay beyond the member's control. If a member fails to timely install the new home, then in addition to any other remedy authorized by law and/or the Bylaws, the Association shall have the right to purchase the cooperative parcel at the then prevailing sales price for a vacant cooperative parcel less the member's pro rata share of the current year's ad valorem taxes and non-ad valorem assessments, any outstanding cooperative maintenance fees and assessments, closing costs (including the documentary stamp tax on the assignment of proprietary lease, the owner's leasehold title insurance premium and title search costs, the recording charges and the Association's reasonable attorney's fees), and a reasonable lump sum contribution to reimburse the Association for anticipated costs of marketing the cooperative parcel for re-sale and for anticipated ad valorem taxes, non-ad valorem assessments, and cooperative maintenance fees and assessments attributable to the cooperative parcel following the Association purchase.

70. No home, Florida room, carport, storage room or other structures shall be installed on a lot without the prior written approval of park management. Approval of the park management shall be in addition to, and not in substitution of any and all governmental approvals required for the installation of a home, Florida room, carport, storage building or other structures on a lot in the park. Garages are prohibited in the park.

71. All plans concerning the size and proposed additions to the new home and any other structures to be installed on the lot (including, but not limited to, the size and location of a storage building), and proposed installation procedures therefore shall be submitted to the park management in writing. The park management shall have thirty (30) days to respond to the home owner, with written notice of either (a) its approval, or (b) required revisions to home

owner's proposal, or (c) a reasonable extension of the park management's decision making process and the reasons for said extension.

72. Member shall be wholly liable for the expense, damage and security associated with the moving of a home and the clearing and restoration of the lot.

73. All homes shall be new and installed by a licensed and insured dealer. Dealer shall pay the Association a fee of \$500.00 before home can be placed on lot. This fee will help cover the administrative and maintenance staff costs for their part in the installation. For the purpose of this rule, a "NEW" home shall be a home that has never been issued a motor vehicle certificate of title.

74. Any new home must be a minimum of 24 feet in width, and a minimum of 44 feet in length. The total exterior length or width of a home shall include the porch or Florida room, the carport, and the storage building.

75. The maximum length of a new home shall not exceed 60 feet, without prior approval of a variance by a majority of the members of the Board of Directors.

76. The setback of a home from the front and rear lot lines shall be no less than the greatest of 10 feet from the "unit boundary" or the minimum setback required by applicable law or municipal ordinance. For the purposes of this rule, the term "unit boundary" shall have the meaning set forth in Section 42 of the Master Form Proprietary Lease of Oakwood Manor Homeowners Cooperative.

77. The setback of a home from any side lot line shall not be less than the greatest of 5 feet from the "unit boundary" or the minimum setback required by applicable law or municipal ordinance. For the purposes of this rule, the term "unit boundary" shall have the meaning set forth in Section 42 of the Master Form Proprietary Lease of Oakwood Manor Homeowners Cooperative.

78. No new home shall be permitted to interfere with easements and/or rights of way.

79a. The carport roof shall have a minimum length of 30 feet. Thirty-four feet of driveway space shall be provided at each home site. Homes currently having less than 34 feet of driveway space are grand fathered. The drainage dip or gutter on each side of the road is considered roadway and shall not be included in arriving at this 34 feet. This will allow for parking two cars in the driveway.

79b. New homes must have appropriate gutters and downspouts installed on all drainage sides. All drainage must be directed to the street. No drainage is permitted toward the pond or exterior ditch in any way. The owner of the new home will be responsible to remedy any water problems created by the new home as determined by the park Manager.

BARBECUE GRILLS

80. Grills should be appropriately covered and should be stored either behind the shed or if this is not feasible in a well-ventilated portion of your carport at least 10 feet away from air conditioning units, automobiles, and electrical outlets. Always turn off propane tanks at the valve after each use. When using a grill follow the manufacturer's safe usage recommendations. During extended storage or high wind warnings the propane tank should be disconnected from the grill and the plastic protective cap should be placed on the valve opening. Never store a grill in the storage building with a propane tank attached. Secure tank and store in a well-ventilated area.

REFUSE

81. Every resident and guest has a responsibility to help keep the community clean and neat. Proper disposal of garbage and refuse is important to our health. To prevent animals from getting into and spreading garbage do not place at curbside until morning of pick-up. Do not place other items at curbside until after 5:00 p.m. on the day prior to pick-up.

82. Each home site shall have one garbage can of galvanized metal or heavy plastic, with tight fitting lids and one recycle bin. These shall be placed inside the storage building or a decorative enclosure. Residents and guests shall place garbage can and recycle bins at curbside on designated collection day.

83. Burning of trash, leaves or other material is prohibited.

84. If in doubt about large trash disposal contact waste company for pick up.

85. All yard waste shall be placed in plastic bags or trash can or bundled for pickup at curb on yard waste collection days.

BOUNDARY OF MOBILE HOME PARK

86. The perimeter fence surrounding the home park and its associated lighting fixtures are the Association's property and shall not be tampered with. Residents and guests shall be liable for any costs to repair any lighting fixtures that have been altered or tampered with by them.

SELLING AND SOLICITING

87. There shall be no uninvited soliciting door to door in the park by commercial companies, non-profit organizations, churches, or charitable groups, including political solicitation and signage. Carport sales shall not be announced at any park function but announcements of such sales may be placed on the bulletin boards in the clubhouse and coin operated laundry and on in-house TV Channel. Carport sales must be authorized by management and cannot last longer than two (2) days. No yard sales are allowed.

88. Written permission shall be obtained from the management prior to using the park address for advertising outside the park. When advertising sales of autos, homes, goods, or property use the home address only. There shall be no "For Sale" signs displayed anywhere on vehicles parked in the common parking area. When parked in resident's own carport, a "For Sale" sign may be displayed on the windshield of the vehicle.

RESPONSIBILITIES

89. Promptly report vandalism of private or community property or any unsafe situation to the park management.
90. Association shall not be responsible for loss or damage caused by accident, fire, theft, or act of God to any home or personal property left by residents or their guests on the premises. Association shall not be responsible for supplies or equipment sent to the clubhouse for private use by a resident or guest.
91. Association shall not be liable for accident or injury to life or property as a consequence of residents or guests use of recreational facilities/activities. Residents and guests shall avail themselves of these facilities/activities at their own risk.
92. Residents shall be liable for damages caused by their agents, contractors, family, guests and visitors.
93. Any changes in emergency information shall be reported in writing to the park office. Residents without phones please note: in the event of emergency calls (serious illness, accident or death) every effort shall be made to promptly notify you. Park management shall not assume responsibility for delivery of messages.

VEHICLES, TRAFFIC & TRAILERS

94. City of Sarasota Code, Chapter 33, Traffic and Motor Vehicles apply to our park since we are within the city limits. 20-MPH SPEED LIMIT ON ALL STREETS IN OAKWOOD MANOR. All motorists shall obey all stop signs and speed limits.
95. City of Sarasota Code, Chapter 33-110, Section B – Wrong direction Parking. Requires vehicles parked on a street to be parked with the flow of traffic, not facing oncoming traffic.
96. Guest's vehicles remaining overnight shall park under carport or in common parking area.
- a. Parking on lawns of home sites is prohibited, including golf carts. Overnight street parking is prohibited.
97. All residents, subleases must obtain the appropriate color coded car identification tag from the office. Residents and subleases will have different colored tags. This tag must be visibly displayed in the vehicle at all times.
- Any resident, guest or visitor who parks any type of vehicle in the common parking area shall register the vehicle at the park office within 24 hours. Any vehicle parked in the common parking area over 24 hours shall have a valid parking lot identification tag displayed.
- a. Parking or storing of any type of vehicle over thirty (30) days in any common parking area is prohibited.

b. The Management will have the authority and discretion to permit a trailer or recreational vehicle, to park 48 hours in a designated parking space. Such vehicle must have a valid parking lot pass displayed after 24 hours.

c. Any and all vehicles left in the common parking area in violation of one or more of these rules or without a valid parking lot identification tag shall be towed at the expense of the vehicle's owner and that owner and/or the resident that invited that owner into the park shall reimburse park for any expense incurred. Parking lot identification tag may be revoked for a violation of this or any other parking rule.

98. Vehicles parked in any common area or common parking area of the park shall not display a "For Sale" sign or any other sign.

99. Automobiles, trucks, recreational vehicles and golf carts shall be registered with the park office. Proof of liability insurance shall be required for registration. Drivers of golf carts must be at least 15 years of age.

100. Automobiles or trucks are prohibited on the grass, sidewalks or bridges except in the performance of park business.

101. Motorcycles, mini-bikes, motor scooters, go-carts, boats and boat trailers are prohibited in the park. Non-motorized personal watercraft, such as kayaks, water-boards and related recreational devices must be stored in a tidy, inconspicuous manner.

102. Trucks and commercial type vehicles (business lettered) are prohibited in the park, except for commercial purposes and shall be garaged elsewhere. Utility trailers, including boat trailers, and recreational vehicles are permitted to park on streets and home sites for six (6) daylight hours while loading and unloading only. Washing of recreational vehicles and boats is prohibited in the park. These vehicles may be parked with a valid parking lot identification tag in the north common parking area as per #97. (b.) above.

103. Inoperative, uninsured or unlicensed vehicles are prohibited in the park.

104. Major automobile repairs are prohibited in the park.

105. Park management shall be notified and prior written approval given for the removal and delivery of all mobile homes and the entry of all heavy equipment in the park. Park management reserves the right to restrict the operation of all delivery transportation or other vehicular traffic within the park, which the management deems to be detrimental to the interest of safety and traffic control and the preservation of the park grounds and roadways.

MISCELLANEOUS

106. Noise – loud and annoying parties or language, are not allowed anytime. Wind chimes need to be silenced during heavy winds.

107. Between 10:00 p.m. and 8:00 a.m.: no TV, radio, stereo, etc. shall be played as to be AUDIBLE in any other home.

108. Work on homes or home sites by outside contractors on Sundays is prohibited unless it is an emergency or has prior written park management approval.

109. Legitimate complaints shall be reported to park management. However, park management shall not tolerate habitual complainers or agitators. All complaints shall be in writing and signed by the complainant.

110. Rules and Regulations may be amended as deemed necessary by the Association's Board of Directors pursuant to Florida Statute Chapter 719 and the Association's governing documents.

111. The name and address of the Association, or a person authorized by the Association to receive notices, is OAKWOOD MANOR HOMEOWNERS ASSOCIATION OF SARASOTA, FLORIDA, INC., 3330 Fruitville Road, Sarasota, Florida 34237. Any notice by the Association to a resident shall be mailed or delivered to the resident at the resident's official address.

112. ADHOC COMMITTEES: The Board of Directors from time to time, by a majority vote will appoint adhoc committees for the purpose of enhancing the social and physical well-being of the residents. As a rule, any committee exercising authority of the Board shall be guided by all the same procedural requirements that govern the Board. Adhoc committees shall adhere to the following guidelines:

1. Adhoc committee is required to maintain a written mandate of their purpose. An adhoc committee must be comprised of more than one person.
2. Designate a chair of the adhoc committee.
3. Follow meeting protocol by posting meeting notice and agenda at least 48 hours before meeting and recording minutes of meeting and posting post meeting
4. Allow non committee members to attend meeting and allow time for comments
5. Report timely accounting for all monies collected and expensed using designated financial forms.
6. The Board of Directors reserves the right to withdraw an adhoc committee.

ENFORCEMENT

ENFORCEMENT PER THE CLEAN SLATE LETTER AS OF MARCH 20, 2000

113. Oakwood Manor is a cooperative that is subject to restrictions contained in the cooperative documents. The restrictions were created as a means of protecting our property values and quality of life. Without enforcement, the restrictions are meaningless. The Association is therefore, resolved to uphold the restrictions, by persuasion where possible but by litigation at the resident's expense where necessary.

It would not be practical to pursue enforcement of the cooperative document restrictions now against all of the violations which have occurred over the past years. Our attorneys advise us that due to past practices of non-enforcement or less than adequate enforcement, as well as the substantial passage of time in many instances, we could not expect to succeed in compelling members to undo many of the violations of the past.

However, our attorneys have advised us that the law does allow the Association to obtain enforcement on an ongoing basis against all new violations, after a notice such as this letter, while preserving the Association's right to also enforce against other recent and egregious violations. This, therefore, is what our attorney calls our "clean slate" letter to the homeowner.

Please be advised that any violation of any of the Oakwood Manor cooperative documents which occurs and comes to the attention of the Association at any time after the date of this letter will result in all necessary enforcement actions by the Association.

The Association also will pursue enforcement against any other violation which is of a character more egregious that is more severe, than the violations which have generally occurred in the past or which otherwise can be distinguished from the broader violations at large.

Although this notice applies to all document restrictions, specific note should be made of the restriction regarding exterior unit alterations. Article 18 of the Proprietary Lease prohibits a member from making any alteration to a unit or additions to the manufactured home presently located upon the unit or its fixtures or appurtenances without first obtaining the written consent of the corporation.

Please be certain to comply with these and the other cooperative document restrictions, strictly and without exception. The Association is monitoring all of Oakwood Manor to identify any new violations and to compel compliance in all cases, first by notices and then by formal enforcement action where necessary. If you become aware of a violation, please inform us, with the address, date and description of the violation. You do not have to provide your name to report a violation.

We and your neighbors will appreciate your cooperation and support in the Association's efforts to enforce the cooperative document restrictions, once and for all, for the purpose of preserving Oakwood Manor as a quality community in which to live and own. Thank you for doing your part.

Park Manager and Board of Directors shall be responsible for enforcement of these Rules and Regulations.

Oakwood Manor is an attractive quality residential home site. The appearance and value of the property in Oakwood Manor depends on every resident properly maintaining their home site at all times.

The Hearing Committee and Fines

114. a) Each unit owner, occupant, licensee or invitee shall comply and be governed by all cooperative documents, by-laws. Failure to do so results in a violation.

b) The association may levy reasonable fines for failure of the unit owner or the unit's occupant, licensee, or invitee to comply with any provision of the cooperative documents or reasonable rules of the association. A fine may not become a lien against a unit. A fine may be levied by the board on the basis of each day of a continuing violation, with a single notice and opportunity for hearing before a committee as provided in paragraph d. However, the fine may not exceed \$100 per violation, or \$1000 in the aggregate.

c) The association may suspend, for a reasonable period of time, the right of a unit owner, or a unit owner's occupant, licensee, or invitee to use of the common elements, common facilities or any other association property for failure to comply with any provision of the cooperative documents or reasonable rules of the association.

d) A fine or suspension levied by the board of directors may not be imposed unless the board first provides at least 14 days written notice and an opportunity for a hearing to the unit owner and, if applicable its occupant, licensee or invitee. The hearing must be held before the hearing committee. The hearing committee is comprised of park residents as selected by the Board President and/or Board of Directors. Members of the hearing committee must not be board members nor persons residing in a board member's household.

e) The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.