

**FOREST PARK CONDOMINIUM ASSOCIATION, INC. RULES AND REGULATIONS**

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# FOREST PARK CONDOMINIUM ASSOCIATION, INC. RULES AND REGULATIONS

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The following rules and regulations have been put into effect by the Board of Directors (aka Board) for guidance in the use, maintenance and appearance of the condominium property or portions thereof and any additional land or recreational facilities subject to the Forest Park Condominium Association (aka Association) jurisdiction.

## 1. UNIT USE AND OCCUPANCY

**Note:** Click a link to view a definition:

- [guest](#)
- [immediate family member](#)

### UNIT USE

**Residence:** Units shall be used only for residential purposes; there shall be no business or commercial use of any unit.

**Single-Family Use:** Units are only permitted to be used for single-family residential purposes. A single-family is defined as:

- one or more persons who are all related by blood, marriage or legal adoption  
*or*
- no more than three unrelated persons living and cooking together as a single housekeeping unit

No unit owner shall permit any use of his unit that will increase the cost of insurance on the condominium property.

### DIVISION OF A UNIT

No unit shall be divided or subdivided for purpose of sale or lease.

### OCCUPANCY LIMITS

Except for short-term occupants who occupy the unit for no more than thirty (30) days in any consecutive 12-month period, no more than four (4) persons are to occupy a unit at any one time.

Requests for temporary hardship exceptions for family members will be considered and may be approved by the Board. To submit a request:

1. Email the Property Manager at least 48 hours before the visit. You should receive a response within 48 hours.
  - a. Go to the [Forest Park Condominium](#) website.
  - b. Click the [Management](#) in the menu at the top of the page.
  - c. Click the Property Manager's email address.
2. Include the following in the email:
  - Reason for the request
  - Family member name(s)
  - Length of stay and dates

All occupants must comply with all rules and restrictions relating to occupancy, including those relating to guests, tenants and family members of owners or tenants.

## GUESTS

A resident is not restricted in regard to the period of time that immediate family members may occupy the unit as guests, subject to the requirement for screening and approval of long-term guests set forth [below](#). Additionally, if a resident is not married and they have a relationship with a "significant other person" who resides with them as a partner or fiancé in the condominium unit, then such significant other person will also be considered to be an immediate family member for purposes of these rules.

1) Guests (Resident Is Not Present):

As to persons who are not immediate family members, when a resident is not physically occupying the unit at all times when such guest will be occupying the unit, any guest occupancy is not permitted for more than fourteen (14) consecutive days at any one time, or for more than thirty (30) in any consecutive 12-month period.


2) Guests (Resident Is Present):

When a resident is physically occupying the unit during the entire term of the guest occupancy, guests, other than any immediate family members, are limited to a maximum visit of sixty (60) days in any consecutive 12-month period.

3) Guests (Occupy Unit on Regular / Long Term Basis):

Further, when any guest, including an immediate family member, is going to occupy a unit on a regular or long-term basis, which is defined as a period of more than thirty (30) days in any consecutive 12-month period, such guest must be approved by the Association in the same manner as required for approval of tenants, including an [Lease Application](#) and application fee being submitted to the Association and a background search being conducted.

To access the Lease Application:

- a. Go to the [Forest Park Condominium](#) website.
- b. Click [Documents](#) in the menu at the top of the page.
- c. Click [View](#) under Lease Application.
- d. Click the Print button, , to print the form.

**Note:** You cannot complete the form online.

## 2. LEASING A UNIT

Documents      [Declarations of Condominium](#)  
[Section 20.11 of the Declaration of Condominium](#)

- 1) No unit owner shall be permitted to lease his or her unit except in compliance with all the restrictions set forth in Article 20 of the Declarations of Condominium, as this may be amended from time to time. A unit includes any use of the unit by someone, in the absence of an approved owner, where some payment or consideration is provided to the owner in connection with the use of the unit.
- 2) All leases must be approved prior to any occupancy, and in accordance with the procedures set forth in the Declarations of Condominium and those forms and procedures adopted by the Board from time to time.

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- 3) As to the owners who purchased their units after **April 10, 2006**, when an amendment to Section 20.11 of the Declaration of Condominium was recorded in the public records, such unit owners must comply with the additional restrictions set forth in Section 20.11 of the Declarations of Condominium, as this may be amended from time to time.
- 4) Only the occupants identified on the approved application and lease agreement are permitted to occupy the unit and any other occupants must be approved by means of a separate application and application fee prior to moving into the unit.
- 5) All lease approvals will require the owners and the tenants to sign a Lease Addendum form, in order to provide the Association with the authority to enforce any violations of the rules and restrictions which arise out of the lease.

### 6) Lease Agreement: Recreational Facilities

Upon entering into a lease agreement, the unit owners waives, in favor of the tenant, any right to use the recreational facilities. A tenant of any unit owner shall have the same right to use the recreational facilities as the owner of said unit had; and said tenant shall abide and be bound by the same restrictions, covenants, conditions, rules and regulations as the unit owner. In no event shall any individual or family other than the individual or family residing in the condominium unit and their guests be entitled to use said recreational facilities. Upon termination of the lease, the unit owners shall resume normal recreational facility use privileges.

### 3. NUISANCES

**No nuisances** shall be allowed to exist upon the condominium property, nor shall any use or practice that is the source of annoyance to residents or which interferes with the peaceful enjoyment, possession and proper use of the property by its residents.

Use of washing machines, dishwashers and vacuums shall begin no earlier than 8 a.m. and will finish no later than 9 p.m. daily.

### 4. IMMORAL, IMPROPER, OFFENSIVE, UNLAWFUL USE

No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part of it. All **valid laws, zoning ordinances and regulations** of all governmental bodies having jurisdiction shall be observed.

### 5. MAINTENANCE, MODIFICATION, REPAIR

The responsibility of meeting the requirements of governmental bodies for maintenance, modification or repair of the condominium property shall be the same as the responsibility for the maintenance and repair of the property concerned.

### 6. COMMON ELEMENTS

The common elements and limited common elements shall be used only for the purpose for which they are intended in the furnishing of services and facilities for the enjoyment of the unit owners. They shall not be obstructed, littered, defaced or misused in any manner.

No unit owner shall permit any use of the common elements that will increase the cost of insurance on the condominium property. For example - mechanical work on vehicles in parking area, open fire pits, grills

7. OUTDOOR AREAS

Outdoor areas include: walkways, porches, balconies, back door, patios, sidewalks, and all other portions of the common elements.

At all times, outdoor areas must be kept free of obstructions or encumbrance in accordance to [Pinellas County Fire and Safety Codes](#).

PERSONAL PROPERTY

Board or its representative shall have the right to require any unit owner or resident to remove any personal property in any outdoor area which the Board deems unsightly or potentially dangerous.

PERSONAL PROPERTY RESPONSIBILITY - OWNER'S OUTDOOR AREA

Any personal property maintained on an owner's outdoor area shall be the sole responsibility of the owner, and any and all damage caused to the Community or other person's property as a result of this property shall be borne solely by the owner of this property.

In addition, all outdoor area items must be secured prior to storm impacts predicted to be of a Tropical Storm strength or greater.

The Association and affected persons shall have the right to recover all costs including reasonable attorney's fees, in the pursuit of remuneration for any such damages.

PERSONAL PROPERTY STORAGE - COMMON ELEMENTS

The personal property of residents shall be stored within the unit. In no event shall the property be stored or left within or upon other portions of the [common elements](#) including porch or balcony. Personal property (i.e.: security camera, renovation material, pool floats, etc.) on [common elements](#) can be disposed of by the Board or its Board representative.

PROHIBITED ITEM EXAMPLES

- |  |                       |
|--|-----------------------|
| Artificial grass                               | Open flame devices    |
| Carriages (i.e., animal, baby, food), bicycles | Outdoor carpets, rugs |
| Clotheslines                                   | Shopping carts        |
| Clothing                                       | Towels                |
| Grills   | Wagons                |

PERMITTED OUTDOOR ITEMS

**Note:** The Board must approve all outdoor items.

Next to front door Outside back door	One small Bistro set (table and two chairs) <i>or</i> One bench and two potted live plants <i>or</i> Three chairs
Patios	Only patio furniture (table and chairs) Two potted live plants

#### PATIOS

Patios shall not be used for storage.

Patio shall be up to 100 sq. ft. in size using light color stones (light brown or beige).

Before installing a patio, submit the [Architectural Change Form](#) (click the link for the steps to access the form on the website).

Extension to approved patio is prohibited.

Planting plants around a patio is permitted.

#### EXTERIOR PLANTS

Allowed up to two live plants per unit.

No plastic or fake plants.

If residents are away for an seven or more days, the plants must be taken care of or removed.

Downstairs residents must be aware that the landscapers use blowers to clean off those walkways.

### 8. PETS

Pet owners are expected to keep all required inoculations current.

#### CATS

Residents may have one or two domestic cats in their unit, provided that such cats are kept inside at all times, except when they are being taken off the premises in which case they must be carried or transported by the owner or another responsible person.

#### OTHER PETS

Residents are not allowed to have any other pets other than the domestic cats referred to in Paragraph 1) in *Section A. Cats* above.

#### DOGS

Guests of residents will be permitted to have one dog accompany them on their visit, subject to the following limitations:

- 1) A resident must be present and occupying the unit for all of the days while the guest is visiting with their dog.
- 2) The guest visit with a dog cannot exceed 7 days at one time and total guest visits per unit with accompanying dogs cannot exceed 14 days during any calendar year.
- 3) The Property Management company must be notified in 24 to 48 hours in advance of the visit.

**Note:** The Association may request additional information.

To notify the company, email the Property Manager.

- a. Go to the website: <https://forestpark1.org>.
- b. Click **Management** in the menu at the top of the page.
- c. Click the Property Manager's email address.

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Include the following in the email:

- Guest name
  - Dates and length of stay
  - Type and size of dog
  - and other relevant information requested by the Association.
- 4) The dog must be on a short hand-held leash at all times when on the condominium property and out of the unit, and accompanied by and under the control of a responsible adult.
  - 5) The dog is not permitted in the Clubhouse, pool area, or any other commons areas designated by the Board.
  - 6) The person responsible for the dog must immediately pick up and properly dispose of any solid waste materials deposited on the condominium property.
  - 7) All **City of Dunedin** ordinances must be complied with.
  - 8) The dog must not bark excessively (persistent occurrence or recurrence) or otherwise disturb any other persons in the peaceful enjoyment of the condominium property.
  - 9) If any unit or dog owner or dog, violates these rules, the Board may fine the owner(s) of the unit the dog is visiting, as well as the tenant(s) if applicable. Additionally, the dog may be ordered to be removed, and/or not be returned to the condominium property.

Three written notices will be sent before fines are assessed. Fines of \$100 per day up to \$1,000 may be levied. If fines are not paid, a lien will be placed on the property.

### 9. SIGNS

No "For Sale" or "For Rent" signs or other displays or advertising shall be maintained on any part of the common elements, limited common elements, or units except for spaces specifically provided for such signs as shall be designated by the Association.

### 10. HANGING ITEMS

All drying or hanging, for any purpose, of clothes, towels or other unsightly objects by line, railing, rack or otherwise which is visible outside the unit, shall be prohibited.

### 11. ANTENNA / AERIAL

No exterior antennae or aerial of any type shall be erected, except as provided in these Rules and Regulations.

### 12. GARBAGE, TRASH, ETC.

All rubbish, refuse, garbage, and trash must be placed in the dumpsters and the lid completely closed. Boxes should be broken down (flattened) whenever possible.

The [common elements](#) and [limited common elements](#) shall at all times remain in a clean and sanitary condition.

The following must be securely bagged or wrapped and placed in dumpsters with the lid completely closed:



- All trash that creates odors or would attract insects, rodents, etc.
- All waste, bottles, cans, garbage and trash

The following items shall *not* be placed in dumpsters or areas around dumpsters:

- Mattresses
- Furniture
- Renovation waste
- Oversize items

Owner will be responsible for any cost incurred by the Association to remove the items.

### 13. VEHICLES

#### PARKING

##### NUMBERED CARPORT PARKING SPACE

A numbered carport parking space is assigned to each unit and is not available for use by the public or other residents unless by written consent of a unit owner.

Residents shall use only the numbered parking spaces specifically assigned to their unit.

Parking in assigned spaces shall be limited to passenger automobiles, passenger station wagon, passenger vans and passenger pickup trucks.

All other vehicles are specifically prohibited including commercial vehicles, boats, trailers and recreational vehicles. This prohibition on parking shall not apply to temporary parking of trucks and commercial vehicles such as for pickup, delivery and other commercial services as may be necessary to effectuate deliveries to the condominium, the Association, unit owners and residents.

##### UNMARKED PARKING SPACE

Only one additional parking space per unit is approved.

Residents may park in any unmarked parking spot within the Community.

##### GUEST PARKING SPACE

Guest spots are for visitor use.

Residents *cannot* use "GUEST" marked parking spaces.

Use of guest parking spots by residents may result in their vehicles being towed at their own expense.

##### NOSE IN PARKING

Nose in parking is prohibited except to load and unload.

#### VEHICLE NOISE

No excessive revving or noise is allowed when any motor vehicles and motorcycles are operated on or adjacent to the Condominium property, so as to minimize any disturbance to other residents.

## MOTORCYCLES

Motorcycles are permitted provided that the following conditions are complied with:

- No more than one motorcycle per unit is allowed.
- Motorcycles are to be driven only to and from the entrance/exit from the Community, and are not to be driven around the parking lot.

## BICYCLES

Bicycles must be kept in owner's parking space or inside owner's unit.

## OTHER VEHICLES

No riding of skateboards, roller blades, roller skates, mini scooters, fitness and sporting equipment allowed in common areas of Forest Park Community (aka FPC).

## VEHICLE MAINTENANCE

Changing oil, flushing radiators, or any mechanical work on vehicles is prohibited.

## VEHICLE WASHING

No cars, boats, SUV's trucks, trailers or other types of vehicles are to be washed in common areas using community water.

## 14. WINDOWS

### REFLECTIVE FILM, TINTING, ETC.

The Board must provide written consent before reflective film or other type of window treatment may be placed or installed on the inside or outside of any unit.

To obtain approval, email the Property Manager.

- a. Go to the website: <https://forestpark1.org>.
- b. Click **Management** in the menu at the top of the page.
- c. Click the Property Manager's email address.

Include the following in the email:

- Unit owner name, unit address, and mailing address if necessary
- Film or window treatment description and picture (link to item online is best)
- Name and phone of installer

### WINDOW COVERINGS

To maintain uniformity in the exterior window appearance of all units and buildings, any drapes, curtains, blinds, shades or other window coverings of any type or kind placed or installed in any and all exterior windows of any unit shall have a neutral (white or off-white) colored surface or drape lining facing the outside.

## 15. EXTERIOR DOORS

### COLOR

All doors shall be painted the same color. This color shall be the color that the Association paints said doors.

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Storm/screen doors must be bronze in color and similar in style to existing doors, and require approval. To request approval, submit the [Architectural Change Form](#) (click the link for the steps to access the form on the website).

**Note:** Before a storm/screen and exterior doors is installed,

## WREATHS

Door wreaths can be used throughout the year and cannot be larger than 16 inches in diameter.

## 16. REPAIRS: PLUMBING, ELECTRICAL

All repairs to any plumbing or to electrical wiring within a unit shall be made by plumbers or electricians authorized to do such work by proper governmental authorities.

## 17. COOKING OUTSIDE

Charcoal broilers or similar open flame burners or electric grills are prohibited to be used in common areas to include but not limited to on screened in porches, sidewalks, upper or lower walkways or parking spaces.

An electric grill could be available for community use on the pool deck with prior reservation and a \$50 deposit. The deposit will be returned in full when the grill is returned cleaned as it was originally provided. To reserve the grill, email the Board President at least two weeks prior.

## 18. DAMAGE

Any damage to the buildings, grounds, recreational facilities and/or common areas or equipment, including furnishings and decorations by any resident; guest, or children, shall be repaired by the Association at the expense of the responsible unit resident.

## 19. CLUBHOUSE

### HOURS

Summer	7 a.m. to 9 p.m.
All other seasons	Dawn to Dusk
Reservations	Dawn to 10 p.m. <b>Note:</b> Pool is not available for use after dusk.

### RESERVATIONS

The Clubhouse (equipped with wireless surveillance system) may be reserved by unit owners for small parties.

Reservations will not be granted on national holidays.

To reserve the Clubhouse, email the Board President at least two weeks before the event.

Any unit owner/renter reserving the Clubhouse is required to post a \$50 deposit.

This deposit will be refunded if the **Clubhouse, restrooms, and pool area are** left in a clean, undamaged and secured condition.

**Note:** The pool cannot be reserved.

## USE

Residents and their guests use the Clubhouse facilities and surrounding properties at their own risk.

A resident can have a maximum of three guests at the Clubhouse at any time.

Exceptions can be made for visiting family members at the discretion of the Board.

Each guest must be accompanied by a resident.

Guests may not bring their own guests.

Any person found on the Clubhouse property after closing hours:

- may be arrested for trespassing by the Pinellas County Sheriff's office
- will have Clubhouse privileges permanently revoked

**Note:** If the offender is a minor, the responsible party will be notified and their privileges revoked.

No person under the age of thirteen (13) is permitted to use the pool table without a responsible adult supervising such individual at all times.

The parents of any children, age 18 and younger, using the Clubhouse or the pool table, and other common facilities will be responsible for any damages and violations caused by their children.

Furthermore, unit owners will be held responsible for any damage caused by tenants, guests or other persons using the facilities with the permission of the residents of the units.

## DAMAGES

The cost of any damage due to misuse or vandalism of the Clubhouse or surrounding property by a resident or the resident's guest(s) will be charged to the resident, and will result in immediate loss of Clubhouse privileges.

Unit owners will be held responsible for any damage incurred by their guests.

## SMOKING AND VAPING

Smoking and vaping are not permitted in the Clubhouse and pool area.

## KEYLESS ENTRY SYSTEM

The Clubhouse keyless entry system allows residents and immediate family members who reside in FPC to enter the Clubhouse through the front door between dawn and 10 p.m. daily.

### Notes:

- Everyone must be out of the building by 10 p.m. The key fob number and time of entry are recorded by the access device.
- The pool may not be used after dusk.
- The key fob may be used only by the person to whom it was issued or by members of his/her family living in FPC.
- Children under the age of 13 are not allowed in the Clubhouse during keyless entry hours unless accompanied by an adult.

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- Immediately report loss of your key fob to Ameri-Tech Property Management Inc. The cost of replacing the key fob is \$75.

## 20. BULLETIN BOARD

Material appropriate for posting includes:	Material not appropriate for posting includes:
<ul style="list-style-type: none"><li>• FPC Committee meeting notices and minutes</li><li>• Dunedin area activities of interest to FPC residents</li><li>• Resident advertisements</li><li>• Realtor official FPC property listings</li></ul>	<ul style="list-style-type: none"><li>• Controversial</li><li>• Offensive</li><li>• Political</li><li>• Religious</li></ul>

The Board needs to approve any item to be posted on the Clubhouse bulletin board. To post an item on the bulletin board

Email the Property Manager.

- a. Go to the website: <https://forestpark1.org>.
- b. Click **Management** in the menu at the top of the page.
- c. Click the Property Manager's email address.

Include the following in the email:

- Content you want to post (attached file is best)
- Dates you want it posted

If the Board approves the material, provide a hard copy of the material.

## 21. POOL

### HOURS

Summer	7 a.m. to 9 p.m.
All other seasons	Dawn to Dusk

### RULES

Residents shall be responsible for notifying all guests of these rules and for ensuring their compliance. All persons using the pool do so at their own risk.

- A. No glass articles or food is allowed to be brought into the pool area.
- B. Suntan lotion or oil and any other foreign substances must be showered off before entering the pool.
- C. Bathing suit cover-ups and footwear are required in all common areas except for the pool area.
- D. Proper attire is required for the use of the pool (e.g., a bathing suit is required and no cut-off jeans, shorts or other similar attire is permitted).

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- E. Children under the age of thirteen (13) must be accompanied and supervised by a responsible adult at all times.
- F. The parents of any children using the pool will be responsible for any damages and violations caused by their children. Furthermore, unit owners will be held responsible for any damage caused by tenants, guests or other persons using the facilities with the permission of the residents of the unit.
- G. No reservations are permitted to be made for exclusive use of the pool area.
- H. Individuals with diapers or who are incontinent are not permitted in the pool without protective coverings to ensure sanitary controls and conditions.
- I. Deck furniture and umbrellas **MUST** be returned to their original positions after use and are not to be removed from the pool area.
- J. Diving, running, rough-housing or ball playing are prohibited as well as any activities which unreasonably disturb the peaceful enjoyment of the area by other persons.
- K. Only guests who are staying with a resident may use the pool area. Any guests must either be accompanied by the resident or must have written authorization from the resident confirming that such person is a guest and indicating the time period for which they are visiting and for which they are required to have pool privileges.

22. APPENDICES

ACCESS THE ARCHITECTURAL CHANGE FORM

**Note:** You cannot complete the form online.

To access the form:

- a. Go to the [Forest Park Condominium](#) website.
- b. Click [Documents](#) in the menu at the top of the page.
- c. Click [View](#) under Architectural Change Form.
- d. Click the Print button, .

GLOSSARY

TERM	DEFINITION
Forest Park Condominium Association	aka Association
Forest Park 1 Board of Directors	aka Board of Directors, Board
Forest Park Community	aka FPC, Community
common elements	areas within the complex available for use by all residents and not owned by individuals (e.g., green space, walkways, parking, road)
limited common elements	pool and Clubhouse available to residents during specific hours
nuisances	
recreational facilities	
tenant(s)	approved individual(s) leasing a unit
resident(s)	individual(s) residing in a unit i.e., owner(s) or tenant(s)
condominium unit	aka unit
guest	an individual who occupies a unit as a visitor of either an owner or an approved tenant, and where no compensation or other consideration is being provided in connection with the occupancy
immediate family member	only includes the spouse, parents, children, grandparents, grandchildren, brothers, and sisters of a unit owner or approved tenant and proof of identity is required to be provided to the Association upon request as to any person who is claimed to be an immediate family member

**QUESTIONS FOR REVIEWERS**

I included step-by-step instructions to access info on the website in case someone is using a hard copy of the document and cannot click links. It may also help users become familiar with what's available on the site.

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Section	Question	Answer
2. Leasing a Unit, 3)	<p>Do units purchased before 4/10/2006 follow Declarations of condominium?</p> <p>Units purchased after that date follow both documents or just Section 20.11?</p> <p>I can update the table to indicate which declaration(s) owners follow based on purchase date.</p>	
3. Nuisances	<p>Suggest defining nuisance, document how authorities define nuisance or provide link to ordinance/regulation/law to remove the ambiguity/subjectivity..</p> <p>Some consider it a nuisance to hear their neighbors walk, cough, or flush a toilet. Others might have a problem with loud music after 9 PM.</p>	
5. Common Elements	<p>Define common elements and limited common elements. Are the definitions in the Glossary correct?</p> <p>Suggest someone create a map (aerial type view) indicating common and limited comment elements)</p>	
12 Garbage, Trash, etc.	<p>I added this, let me know if I should delete it.</p> <p><i>Boxes should be broken down (flattened) whenever possible.</i></p>	
19. Clubhouse - Reservations	<p>What is the maximum occupancy for clubhouse reservations?</p>	
Glossary	<p>Need definitions or approval of definitions for shaded rows</p>	
<p>Laws, ordinances &amp; regulations</p> <p>4. Immoral, Improper, Offensive or Unlawful Use</p> <p>Outdoor Areas - Pinellas County Fire and Safety Codes</p> <p>8. Pets - 7) - City of Dunedin ordinances</p>	<p>Create an appendix with links to valid laws, zoning ordinances and regulations referred to in the document - another opportunity to eliminate ambiguity/subjectivity.</p>	



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Section	Question	Answer
Property Management	<p>Use either <i>management company</i> or <i>Ameri-Tech Property Manage Inc.</i> throughout the document.</p> <p>If you use Ameri-Tech, each reference will need to be updated if we change companies.</p> <p>If use management company, I can create:</p> <ul style="list-style-type: none"> <li>a. an appendix that includes steps to Management Company info on the website. Each use of <i>management company</i> would be a link to the appendix</li> <li style="text-align: center;"><i>or</i></li> <li>b. a direct link to the Management page of the website.</li> </ul> <p><b>a.</b> helps users become more familiar with website content.</p> <p><b>b.</b> is faster.</p>	