

Parkway Villas Condominium Association

Policies, Rules, and Procedures

*Our rules have been set in order to preserve the uniformity of appearance and maintain the property values that benefit all Parkway Villa owners. It is the responsibility of each villa owner to read and adhere to the **Condominium Documents (blue book) and the Policies, Rules, and Procedures**. The **Policies, Rules and Regulations** in this publication were set by the Board of Directors and approved in 2016. Any new rule supersedes all existing rules passed at various times by previous Boards unless so indicated. **All persons living in Parkway Villas, including renters and lessees, must abide by the same set of rules.***

GENERAL RULES

- 1. At least one person 55 years of age or older MUST be a permanent occupant of that Villa while any other person occupies said Villa. Persons under the age of 21 may occupy a Villa on a temporary basis for a maximum of 60 days per year. (Refer to Declaration of Condominium document pg 29 section 14.**
- 2. Any villa owner wishing to sell or lease his/her villa MUST first notify the Board of Directors and abide by current sell/lease regulations. (Refer to page 34 sections 17.3.1 in the Declaration of Condominium document.)**
- 3. Villa owners MUST obtain written Board approval before constructing add-ons, patios, or making any alterations to the common element. (Refer to pg. 14 section 9 of the Declaration of Condominium Document for allowable outside and inside structural modifications.)**
- 4. Written Board approval means that a “Board approval form” signed by at least 4 Board members has been provided to the Villa Owner.**
- 5. All complaints of rule violations must be submitted in writing, dated, and signed by a Villa resident, then submitted to the Board of Directors. Please try to settle any problems with your neighbor before submitting to the Board.**
- 6. Residents violating rules and regulations will be subject to the Compliance Process and possible fines. (Details and process on Assoc. bulletin board in Clubhouse).**

7. **Signs, objects, and/or obstructions are not allowed on common ground or in your Villa windows.** Open house signs during open house hours and security company signs are permitted.
8. **Each villa owner is responsible for their own awnings, gutters, and downspouts.**
9. **Please be considerate of your neighbors and refrain from noise that could be disturbing (e.g. loud talking, door slamming, high audio volume, windchimes, etc.)**
10. **One flag, up to 3 feet by 5 feet in size is allowed.** If a Villa owner wishes to display a flag, he/she should submit a work order and the association will install the flagpole bracket which is supplied by the Villa owner.
11. **Do not feed any animals or wildlife. Birdfeeders and/or birdbaths are not allowed.**
12. **There is NO parking on the grass.**
13. **Laundry/clothing may not be displayed in carports, on open patios, or anywhere outside of a Villa.**
14. **No pets are allowed, except for a small caged domestic bird.** (Refer to Declaration of Condominium pg 29 section 14.4)
15. **Exterior antennas or aerials are forbidden.**
16. **No trucks, motorcycles, boats, RV's are allowed overnight.**
17. **No smoking is allowed in the pool area and 10' beyond the fence. (11/16/15)**

18. POOL

- **Use of pool is restricted to PVCA members and their guests.** They are required to follow the posted pool rules.
- **Pool hours are from dawn to 11:00 PM.***
- **No lifeguard on duty.**
- **Shower before entering the pool.***
- **No running.**
- **No diving.**

- No rafts.
- No wet bathing suits in Clubhouse
- For health and safety reasons, all persons must refrain from using the pool while it is being cleaned.
- When using cream lotions, etc. **PLEASE COVER CHAIRS AND LOUNGES WITH TOWELS. Do not enter pool with bandages, skin disease, any kind of open sore, or diapers.** No metal pins, clips, rollers, etc. should be worn in the pool.
- All children must be accompanied at all times by an adult when they are within the fenced area of the pool.
- Children **MUST** be potty trained and at least three (3) years old to use the pool.
- Guests must sign in when using the pool.
- Food and drink are not allowed within ten feet of the pool, but may be enjoyed at or near the tables. Food and beverage containers must **NOT** be made of glass or breakable material.
- No smoking is allowed in the pool area and 10' beyond the fence. (11/16/15)

19. LAUNDRY ROOM

- The use of the laundry facilities is for Villa owners, renters, and guests only.*
- You must abide by the rules posted.

20. VEHICLES

- No trucks, motorcycles, boats, RV's are allowed overnight.*
- Resident parking is limited to valid licensed automobiles.
- Overnight parking on carport aprons is not permitted.
- Additional licensed automobiles belonging to villa residents must be parked in the designated area and not in guest parking spaces.
- Parking in vacant carports is prohibited without the written approval of the owner. Post the permission note (forms are on the clubhouse bulletin board) on the clubhouse bulletin board.
- **PVCA Towing Policy** (April 30, 2013)
 - a. We will make use of the "yellow visitor tags" to identify guests.
 - b. If a vehicle and villa do not match, then a warning slip will be put on vehicle.
 - c. If the vehicle is not moved after 24 hours, the violation will be noted by 1 Brd. member.

- d. That Board member will contact 3 more Brd. members, who will then authorize the tow. License, make, and model will be recorded with each occurrence.
- **Automobiles belonging to overnight guests must display a “visitor vehicle tag” and be parked in a space marked for guests.** Hang the tag from the rear view mirror so that the number is visible through the windshield.
- **The speed limit in Parkway Villas is 15 mph.**

21. CARPORTS

- **Carports are limited common property and are intended to shelter our automobiles.**
- **An automobile has to be parked with ALL wheels in the carport.**
- **The wall mounted fire extinguisher must be visible and accessible at all times.**
- **Items permitted in a carport include:**
 - a maximum of two bicycles or tricycles
 - a. a cabinet with written Board approval
 - b. a maximum of two chairs (approx. 22” x 20”)
 - c. one table (approx. 15” x 15”) or circular (approx. 15” in diameter)
 - d. a maximum of three natural or artificial plants
 - e. up to two recycling bins which must be stored within the carport
 - f. seasonal wreaths in good condition
 - g. a small thermometer
 - h. a name or welcome plaque (approx. 15”x15”)
 - i. one wall art (maximum 30” diagonal)
- **All items in the carport must be maintained in an acceptable and clean appearance.**
- **Board approval needed before painting your carport floor. Some restrictions.**

22. RULES FOR ASSISTANCE ANIMALS

- **The owner and specific animal must be approved by the board, recognizing the authority of Federal Government.**
- **The animal must maintain appropriate immunization.**
- **Proof of liability insurance for the animal is required.**
- **The owner has the responsibility to pick up the animal waste. All common areas must be kept clean.**
- **The animal must be leashed at all times when outside of owner’s villa.**

- **Touching, petting, and feeding are specifically prohibited when the animal is in harness.**
- **Assistance animals may not be within 10' of the pool.**
- **No animal may be left alone outside of an owner's Villa at any time.**
- **No animal may be a nuisance to any other Villa owner. This includes, but is not limited to, barking, biting, aggressive behavior, and touching.**
- **Owner must have a written plan for animal care in case of owner emergency. Owner must supply copy of this plan to the Board.**
- **Any violation of the above rules will require the removal of the animal within 7 days.**

23. PLANTINGS

- **Any potted plants must be easily movable by the villa owner. If a villa owner wishes to plant bushes and/or trees in addition to the Association provided ones, board approval is required. Ask for a list of acceptable plants.**
- **As a guideline, all plants should be within 3 feet of the villa and a minimum of 1 ½ feet from the building. Plants are not to be planted into the common ground area.**

24. WINDOW STRUCTURE AND MAINTENANCE POLICIES

- **Villa owners wishing to replace windows must obtain written Board approval. New windows must meet Manatee County Building Code Standards and must be installed by a licensed contractor.**
- **The window frames must be of white vinyl, and the outside appearance must be such that the horizontal and vertical bars now appearing on existing windows is retained.**
- **Villa owners are prohibited to alter the external structure of the villa in any manner. The only exception to this is the construction of add-ons, which requires Board approval, a county Building Permit, and work done by a licensed contractor.**
- **Owners, who make changes to the external structure without Board knowledge, will be asked to return the building to as close to its pre-changed condition as possible. Failure to do so will result in legal action under Florida Law.**
- **Residents must submit a written work order for maintenance and lawn work. Work will not get done, except in emergency situations, unless a written work order has been submitted.**

25. WHEN LEAVING

- **When leaving your villa unoccupied for more than a week, you are responsible for securing your possessions. You must have an emergency contact person listed on record and notified in case of a storm. If you are leaving for an extended period of time, you must:**
 - a. **Leave nothing outside on your patio and carport.** ALL furniture, non-attached cabinets and other items (including potted plants) MUST be brought inside, except for propane tanks, which must be placed into the in-ground containers.
 - b. **Turn off the water at the shutoff valve, which is located somewhere between the watermeter and the rear of your villa.** Make sure that water does not flow after it is shut off.
 - c. **Leave all awnings in a closed and secured position.**
 - d. **Prior to a storm, the Board has the right to contract and remove all items left behind. An owner may be assessed a fee for this removal.**

Our goal is to maintain the uniformity, quality of appearance, and the property value of Parkway Villas while still allowing for some individuality. Thank you for your cooperation!