



## **Woodbine Master Association, Inc. Rules and Regulations**

The Rules and Regulations hereinafter enumerated (collectively, the “Rules”) shall be deemed in effect until amended by the Board of Directors (the "Board") of Woodbine Master Association, Inc. (the "Association"). The definitions contained in the Declaration of Covenants, Conditions Restrictions of Woodbine (the “Declaration”), shall be incorporated herein by reference, and defined terms contained in these Rules and Regulations shall have the same meaning as set forth in the Declaration unless the context clearly indicates otherwise.

These Rules shall apply to, and be binding upon, all Owners of Units within Woodbine Master Association, as well as all occupants of Units within the Woodbine Master community (individually, an “Occupant”). Owners and Occupants shall, at all times, comply with the Rules and Regulations and shall be held responsible for ensuring that they are faithfully observed by the Owner’s families, guests, agents, invitees, employees, lessees, and other persons over whom they exercise control and supervision.

The Association’s Rules and Regulations, unless and until otherwise amended, shall be as follows:

### **PARKING/DRIVING/ACCESS:**

1. All speed limits shall be obeyed. Unless otherwise posted with a speed limit sign, the speed limits shall be 15mph in the Sub-Associations and 20 mph on Woodbine Trail. No parking is permitted in the turn lanes, except by vendors who are temporarily parked there to perform a job. Violators may be subject to a fine and/or suspension of RFID transponders.
2. Trucks parked in the driveways between 12:00 a.m. and 7:00 a.m. may not have any work equipment in the bed of the truck such as tools, toolboxes, ropes, ladders, etc. What items constitutes “work equipment” shall be judged by the Board of Directors in its sole discretion, with the appearance of items governing over actual use.
3. Vehicles parked anywhere within the Woodbine Master community (including on driveways of Units) must be in operable condition with current valid license plates and



registration stickers displayed. No vehicle repairs may be performed anywhere within the Woodbine Master community (including in driveways).

4. No visitors shall be permitted in the Woodbine Master community unless specific permission from an Owner or Occupant is provided to authorize the visitors to enter, and visitors shall proceed DIRECTLY to the Unit of the Owner or Occupant whose permission authorized the visitor's entry. Residents should call the voice authorization system or use the Gatehouse Solutions Website or App in advance to expedite admission if the guest is expected. Residents may not permit visitors to use an Owner's or Occupant's name to enter Woodbine Master Association for the purpose of touring through the community, and visitors are not permitted to "tailgate" into the community by following another vehicle through the gate without authorization. Staff working at the gatehouse shall develop policies and practices to be followed by Owners and Occupants who wish to authorize visitors. Owners and Occupants who do not follow these policies and practices run the risk of their visitors being held up at the entrance gate or being turned away. The Association is not responsible for damage to vehicles or other property that arises from "tailgating" through the community's entrance or exit gates.
5. No go-carts, mini-bikes, dirt bikes, all terrain cycles, off-road vehicles, or any other unlicensed motorized vehicles or personal transportation conveyances that use internal combustion engines shall be operated on the Association's Common Areas. This paragraph shall be construed as adding to, rather than limiting, any other obligations or restrictions contained in these Rules, the Declaration, or any other governing document of the Association.
6. GENERAL PARKING RULES FOR RESIDENTS AND GUESTS:
  - No parking is allowed on grass anywhere at any time. There are no unpaved parking areas in the Association.
  - No parking is allowed on the street between 12:00 a.m. and 7:00 a.m.
  - No vehicle is allowed to park against the flow of traffic.
  - No "T" parking in a Unit's driveway.
  - No vehicles may be parked blocking sidewalks at any time.
  - No parking is allowed adjacent to stop signs if the parked vehicle obstructs view of the signs.



- Pod overflow parking spaces are for daytime parking only. Parking is not allowed in the overflow parking areas between 12:00 a.m. and 7:00 a.m. even with a valid overnight parking pass.
- Vehicles that are designed primarily for the transportation of cargo rather than passenger, vehicles that display commercial signage, and vehicles that have racks, ladders, toolboxes, or other work equipment prominently displayed may not be parked at the Casa Rio Clubhouse or the Jardin pool parking lots from 12:00 a.m. to 7:00 a.m.
- Vehicles parked on the street must follow the Even/Odd parking schedule: If the month is even numbered, you must park on the side of the street adjacent to even numbered homes. If the month is odd numbered, you must park on side of the street adjacent to odd numbered homes. Example: March is the 3<sup>rd</sup> Month = Odd #, so park on the side of the street that has odd numbered homes; April is the 4<sup>th</sup> month = Even #, so park on the side of the street that has even numbered homes.

7. OVERNIGHT GUEST PARKING:

- Owners and Occupants are responsible for making their guests aware of the Woodbine parking rules. Any violations and/or fines received by a guest shall also be the obligation of the Owner or Occupant who the guest was visiting.
- Residents are not permitted to use 1-day or 2-day parking pass privileges to continuously call in a guest for overnight parking. A guest staying longer than 2 days must seek a parking pass from the management office.
- Overnight guest parking is only allowed at the Casa Rio Clubhouse and the Jardin pool parking lots.
- Overnight guests must have a valid overnight parking pass displayed on their vehicle's dashboard at all times.
- Overnight guests of an apartment resident are not allowed to park at any of the Woodbine parking lots even with a valid overnight parking pass.
- No guest may be issued an overnight parking pass for more than 30 days in a calendar year.

8. RESIDENT PARKING:

- No resident may park overnight at the Casa Rio Clubhouse parking lot, the Jardin pool parking lot, or the Seminole Gardens pool parking lot at any time. Only the management office can provide a valid overnight parking pass to a resident who wishes to park overnight in such areas, and the issuance of such passes shall be decided on a case-by-case basis by management and be only for good cause.
- Woodbine residents and their guests are not allowed to park in any of the Woodbine Apartment parking spaces.



- Residents must park in their garages or driveways overnight.
- The number of vehicles allowed to park at each home shall be in proportion to the number of parking spaces that the home was intended to have based upon the home's design. For purposes of determining a home's number of intended parking spaces, the Association shall accept enclosed garages and paved driveways as intended parking areas. The number of intended parking spaces on a property determines the number of barcodes allocated.

9. PARKING ENFORCEMENT AND FINES:

- The first violation will be a warning; second violation will be a \$25.00 fine; third violation will be a \$75.00 fine; fourth violation and every subsequent violation will be a \$100.00 fine.
- After the third notice, your vehicle may be towed in accordance with Fla. Stat. §715.07 at the vehicle owner's expense.
- All fines will reset upon the reset of the calendar year.

10. GENERAL RULES FOR BOAT STORAGE:

Boats and watercraft may not be stored in Units or at homesites except within enclosed garages. Use of the Association's boat storage parking lot shall only be pursuant to written leases, and the terms and conditions of those leases that place restrictions upon boat and watercraft storage must be observed and shall be deemed imbedded by reference into these Rules and Regulations.

**MAINTENANCE OF PROPERTY AND COMMON AREAS:**

11. FLAGS AND SIGNAGE:

- Flags permitted to be displayed by Fla. Stat. §720.304 are allowed to be displayed at Units in the Association.
- Holiday flags may be displayed during the appropriate season only.
- Sports team flags may be displayed for a maximum of two (2) days during game periods. "Game periods" shall be determined in the judgment of the Board of Directors.
- Only "For Sale" signs meeting certain specifications are permitted to be posted at Units and homesites. Information on the applicable specifications can be obtained from the management office.
- No "For Sale" signs are permitted on vehicles.



12. The Association's Common Areas shall not be obstructed, abused, defaced, damaged, destroyed, or littered in any manner whatsoever by an Owner, an Occupant, or their respective families, guests, agents, invitees, lessees, and other persons, and shall not otherwise be used by any of the foregoing for any purpose. The Association may hold an Owner financially responsible for damage to Common Areas caused by his or her Occupants, family members, guests, agents, lessees, or invitees.
  
13. The Association Common Areas shall not be used for any type of business or commercial purposes.
  
14. Household trash pickup is every Tuesday and Thursday, or such other days as may be determined by the waste management company servicing the Woodbine Master community. Vegetative and bulk waste is currently picked up on Thursday, or such other day as may be determined by the waste management company servicing the Woodbine Master community. Bulk and/or vegetative waste may not be placed by the curb earlier than 5:00 p.m. the day prior to scheduled pickup. Garbage and recycling containers may only be left at the curb or at the end of a Unit's driveway within 24 hours before and after the designated date and time for garbage and recycling collection. Garbage and recycling containers may not be left outdoors at any other times. This Rule does not apply to dumpsters.
  
15. It is the responsibility of the homeowner to properly remove leaves from his or her yard. Leaves may not be blown into the street, a neighbor's yard, or the storm drains. Doing so may cause the storm drains to back up, which becomes a flood hazard. It shall be an Owner's obligation to ensure that his or her vendors and landscapers comply with this Rule.

**LEASING:**

16. RFID transponders, or other security access mechanisms, shall be issued by the Association's management only to vehicles registered to members of the Association or Occupants of Units within the Association. No person shall be permitted to use an RFID transponder or other security access mechanism in a vehicle other than the vehicle for



which the RFID transponder or other security access mechanism was assigned by management. If a person changes vehicles for any reason or wishes to change an assignment of an RFID transponder or other security access mechanism, he or she must see management. RFID transponders or other security access mechanisms must be properly and permanently affixed to said vehicles.

17. Owners may purchase RFID transponders at a cost of \$30.00 for a windshield transponder (or such other amount as may be determined by the Board of Directors) for vehicles owned or operated by persons residing in a Unit. RFID transponders purchased by Owners for use of persons residing in a Unit shall be effective until such time as the Owner no longer owns a Unit within the Woodbine Master community.
18. Tenants, as reflected on a lease agreement that has been provided to the Association, may purchase RFID transponders for vehicles owned or operated by persons residing in a Unit. RFID transponders are not available for persons who are not named on the lease agreement or on an Additional Occupant Form submitted to Association management.
19. RFID transponders are subject to deactivation in connection with suspensions levied in accordance with Fla. Stat. §720.305.

**PETS:**

20. Only two (2) domestic pets are permitted per household, except that the number of pet fish kept in a household shall not be restricted. Animals that are not generally considered capable of domestication and animals that are generally regarded as dangerous are not allowed to be kept in the Association. Pets must not be allowed to become an unreasonable nuisance to neighbors. The Board of Directors shall be the sole judge of whether an animal is an unreasonable nuisance. Pets must always be walked on a leash no more than 6' in length and be under a responsible person's control when outside of a house or fenced yard.
21. All excrement voided by a person's pet or animal must be cleaned up and disposed of immediately by the person who is walking the pet or animal.
22. Pets are not permitted in the clubhouse, pool, gym or any of the recreational areas.
23. Pets and animals that behave in an unreasonably aggressive manner, as determined in the judgment of the Board of Directors, may be required by the Association to be permanently



removed from the Association. Also, a pet or animal that bites a person or another animal, unless circumstances abundantly showing that the pet or animal was provoked into doing so, may be required by the Board of Directors to be permanently removed from the community or be muzzled when taken outdoors in the Association.

**NUISANCES:**

24. There shall be no vending, peddling, or soliciting orders for sale or distribution of any merchandise, devices, services, periodicals, books, pamphlets, or other matter of any kind whatsoever, anywhere in the Association without the prior written consent of Board of Directors. However, campaigning for matters pertinent to Association business or to Sub-Association business (including the solicitation of proxies and/or ballots) shall not be restricted by this Rule. There shall be no garage or lawn sales, or the like, unless approved/organized by the Association Board of Directors.
25. No Owner or Occupant shall direct, supervise, or in any manner attempt to assert any control over any of the employees of the Association, employees of the Association's contractors or vendors, the Association's manager, or the Association's gatehouse staff. No Owner shall have any authority to act for the Association by virtue of being a member of the Association.
26. No outdoor game court lighting shall be permitted after 10:00 p.m. Security lighting that is bright and disturbing to neighbors is permitted only with a motion sensor. When replacing exterior lightbulbs, Owners shall ensure that soft white LED bulbs are used. Colored lights are permitted, but only during the holiday season (between November 1<sup>st</sup> and January 15<sup>th</sup> each year).
27. Holiday lighting and decorations are permitted to be placed upon the exterior portions of a Unit for display up to 30 days prior to the holiday and must be removed no later than 15 days after the holiday. However, Christmas, Hanukah, and Kwanza decorations may be placed upon the exterior portions of a Unit for display from November 1<sup>st</sup> through January 15<sup>th</sup>.



28. Owners and Occupants are required to properly secure all waste in a sealed receptacle. Furthermore, feeding wildlife (including ducks) as well as leaving food out for feral animals is prohibited.
29. Swimming and Fishing. Swimming and boating are prohibited within any of the lakes or waterbodies within the Association. Fishing is only permitted in a home's backyard by that home's residents. Fishing is prohibited in all Common Areas and at another Owner's Unit.
30. Loud noise that is disturbing to neighboring homes, in the judgment of the Board of Directors, is not permitted at any time. Loud music or television must be turned off by 10:00 p.m., and outdoor parties must end by 11:00 p.m.
31. Commercial Activities. No commercial or business activity shall be conducted in any Unit within Woodbine Master. Notwithstanding the foregoing, and subject to applicable statutes and ordinances, an Owner may maintain a home business office within a Unit for such Owner's personal use; provided, however, business invitees, employees, customers, and clients shall not be permitted to meet with Owners in Units unless the Board provides otherwise. No Owner may actively engage in any solicitations for commercial purposes within the Association. No solicitors of a commercial nature shall be allowed within the Association, without the prior written consent of the Board of Directors. Obtrusive commercial activities at Units are prohibited. "Obtrusive commercial activities" are activities that substantially deviate from primarily residential use, as judged by the Board of Directors in the Board's sole discretion. Such activities shall be deemed to be a nuisance as well as a violation of this Rule.

**EXTERIOR ALTERATIONS:**

32. Owners and Occupants as well as their family members, guests, and invitees shall not modify or damage the landscaping on Common Areas. No new landscaping may be installed at a Unit or homesite without the Association's architectural approval. Existing landscaping may not be changed without the Association's architectural approval.





33. Applications for proposed exterior architectural changes to a Unit (including, but not limited to, renovations, alteration of existing architectural elements such as the roof, driveway, fencing, screening, windows and doors, and installation of recreational equipment) must be submitted to the Association for consideration of architectural approval. No exterior architectural changes to a Unit or homesite may be made unless and until they have been approved by the Board of Directors and/or the Architectural Review Committee. The failure to obtain approval before making exterior architectural changes to a Unit, as the Association's non-exclusive remedy, may be subject to a fine of \$100 and suspension of all household RFID transponders for fourteen (14) days.

**FINES AND SUSPENSIONS:**

34. Owners and Occupants shall be responsible for the conduct of their family members, guests, tenants, and invitees, and shall pay all costs of damage, enforcement, or other costs incurred by the Association related to violations committed by such Owner or Occupant's family members, guests, tenants, and invitees.

35. In accordance with Florida Statutes Chapter 720, the Association, as its non-exclusive remedy, may levy fines and suspensions in the manner prescribed by law.

36. It is the Owner, Occupant, or resident's responsibility to notify the management office when a violation is corrected so that a follow up inspection may be performed. Any request for an extension to correct a violation must be in writing (which may be by email message) and delivered to the Association's management office.

**37. Clubhouse Rules:**

- The clubhouse is open from 5:00 a.m. - 10:00 p.m.
- The clubhouse is available for rental by Owners for private events. Please contact the management office for more information if you wish to rent the clubhouse for a private event.
- All residents and guests must at a minimum wear a shirt or top, shorts, and footwear in the clubhouse.



- Residents and guests walking through the clubhouse to access the pool must at a minimum wear a swimsuit cover up, shirt or top, shorts, and footwear.
- Wet bathing suits are not permitted in the clubhouse at any time.
- No bicycles, scooters, rollerblades, or skateboards are allowed.
- No pets are allowed in the clubhouse.
- No food or beverages are allowed in the clubhouse except for bottled water.
- Any resident or group using the clubhouse must clean up after themselves.
- Smoking is strictly prohibited within the clubhouse. Persons are required to be at least 15' from the clubhouse entrance when smoking.
- Anyone using the clubhouse should not move or rearrange any of the furniture.
- No illegal substances are allowed in the clubhouse at any time.
- Use of abusive or obscene language or any form of profanity, fighting, intimidation, assault, battery, or any form of threatening behavior, vandalism, or willful damage to Woodbine property is not permitted.
- Anyone who breaks, damages, defaces, or abuses any Association property will be responsible to pay the cost of repairing the damage. Owners are responsible to ensure that their family members, guests, tenants, and invitees follow the Association's Rules. Damages caused by an Owner's family member, guest, tenant, and invitee will be the financial obligation of the Owner to repair.
- The Association is not responsible for any valuables or personal property left in the clubhouse or In any other Common Area.
- The Association assumes no liability for any injuries that may occur.
- The clubhouse is equipped with 24-hour surveillance cameras for security measures.
- All warning signs posted in the Clubhouse by the Association shall be deemed adopted by reference into these Rules and Regulations and shall be observed by persons using the clubhouse.

**38. Gym (Fitness Center) Rules:**

- The gym is open from 5:00 a.m. - 10:00 p.m.
- Use equipment in the gym at your own risk and observe your physical limitations.
- Proper attire and footwear are required in the gym: no sandals, flip flops, or bare feet.
- No chalk may be used in the gym.
- Persons listening to music must use headphones.
- Non-experienced gym visitors must be supervised by persons who are experienced using gym equipment to minimize chances of potential injury.
- No food or drinks are allowed in the gym except bottled water.
- Do not wear heavy perfume.



- Wipe down the machines after use.
- Return free weights to the racks after use.
- Personal trainers may not use the gym for instruction of their clients.
- Do not drop the weights.
- Please clean up after yourself.
- Faulty or damaged equipment must be reported to the management office immediately.
- Woodbine Master Association assumes no liability for any injuries that may occur.
- All warning signs posted in the gym by the Association shall be deemed adopted by reference into these Rules and Regulations and shall be observed by persons using the gym.

**39. Pool and Hot Tub Rules:**

- The Casa Rio, Jardin, and Seminole pool hours are 7:00 a.m. - 7:00 p.m.
- Shower before entering the pool or hot tub.
- Proper swim attire must be worn at all times.
- No running or horseplay is allowed in the pool or pool area.
- No smoking is allowed in the pool area.
- No food or beverages are allowed in the pool area except bottled water.
- No pets or animals are allowed in the pool area.
- Do not use the pool or hot tub if you have an open wound or are experiencing diarrhea.
- No diving into the pools.
- Maximum water temperature for the hot tub is 104°.
- Pregnant women, small children, people with medical conditions and people taking medications should not use the pool or hot tub without first consulting a physician.
- Maximum use time for the hot tub is 15 minutes.
- Woodbine Master Association assumes no liability for any injuries that may occur.
- All warning signs posted in the pool area by the Association shall be deemed adopted by reference into these Rules and Regulations and shall be observed by persons using the pool area.

**40. Playground Rules:**

- No pets or animals are allowed in the playground area.
- No climbing on top of any of the structures.
- Tennis shoes, sneakers, or other closed-toe, supportive footwear must be worn at all times on the playground.
- Persons over 175 lbs may not climb or play in or on any of the structures.



- Parents are responsible for their children's conduct on the playground.
- Woodbine Master Association assumes no liability for any injuries that may occur.
- All warning signs posted in the playground areas by the Association shall be deemed adopted by reference into these Rules and Regulations and shall be observed by persons using the playground areas.