

RULES AND REGULATIONS HANDBOOK

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SPARROW CONDOMINIUM ASSOCIATION, INC.

607 SW 75th Street, Gainesville, FL 32607
Phone 352-332-6786 Fax 352-332-6697

September 27, 2006

Welcome to the Sparrow Condominium community.

The Sparrow Condominium, Inc Association is dedicated to creating and preserving a pleasant, tranquil, and safe way of life for its residents. To that end, it is important to realize that rules and regulations must be followed by all owners and residents.

While some of the rules and regulations listed in this handbook are obviously necessary, others that apply to certain areas of life (such as the “no dogs” rule) may be harder to understand. Please know that each of these rules and regulations have been painstakingly constructed and enacted so that our residents can have peace and tranquility in an aesthetically-pleasing setting.

It is important to note that Sparrow is not an apartment complex. The rules and regulations are developed not by landlords, but by the Board of Directors to protect the interest of all owners and residents.

This handbook contains information that is essential for your enjoyment of Sparrow. Please read this handbook thoughtfully and keep it readily available, as it will address many questions that you may have with regard to Sparrow’s operation. If you have a question that is not answered in the following pages, this handbook describes additional sources and contact information for your use.

Lastly, please fill out **Attachments 1 and 2** (found on pages 24 and 25), and return them to the office. If you are planning on altering the appearance of your unit, please also fill out Attachment 3 and return it to the office as well.

Again, welcome to Sparrow.

Board of Directors
Sparrow Condominium Association, Inc.

I. SPARROW CONDOMINIUM OFFICE

The Sparrow Condominium office is accessible via the north parking lot. Its mailing address and contact numbers are:

Sparrow Condominium Association, Inc.
607 SW 75th Street
Gainesville, FL 32607
Phone: (352) 332-6786
Fax: (352) 332-6697

Office hours vary, and are therefore posted on the front door of the clubhouse and stated on the answering machine message. If there is no answer when you call, please leave a detailed message that includes your name, unit number, and a telephone number where you can be reached, and your call will be returned during office hours. (If you have a maintenance emergency, please see the maintenance section below for a discussion of emergency maintenance procedures.)

The Sparrow office is primarily an information resource for Sparrow's owners and residents. The office staff provides parking permits and guest passes, and records contact information for every unit so that owners and residents may be contacted in emergencies. The office maintains a set of keys for the units so that the maintenance staff has access to the units in case of an emergency or maintenance request. All owners must provide a copy of their unit key to the office. The office provides passes and keys for the amenities within the New Homeowner packages at a cost of \$50.00 each package. The office accepts association dues on behalf of the financial department. Lost and Found is also located in the office. Replacement of lost Parking Stickers, or Pool and Exercise keys are at an additional cost as follows:

| | |
|-----------------------------------|--------------|
| Keys (Pool or Exercise Room) | \$35.00 each |
| Parking Sticker (Peel) | \$15.00 each |
| Unit key (only under emergencies) | \$40.00 each |

If you have a question that is not answered by this handbook, please contact the office. A member of the Board of Directors will research your concern and get the answer to you.

Emergency phone numbers that may be of use to you are as follows:

| | |
|--------------------------------------|--|
| Alachua County Sheriff's Office..... | (352) 955-1818 |
| Alachua County Fire Rescue..... | (352) 384-3101 |
| Alachua County Crisis Center..... | (352) 334-0888 |
| Poison Control Center..... | (800) 282-3171 |
| All Emergencies..... | 911 |
| Registered Sex Offender website..... | www.fdle.state.fl.us |

MAINTENANCE DEPARTMENT

Routine Maintenance

The maintenance department is staffed from 8:00am until 4:30pm Monday through Friday. During this time, routine maintenance tasks are performed according to a schedule. If you have a maintenance concern and you happen to see a maintenance tech on the premises, you are free to discuss the matter with them, unless they are working on a ladder, with machinery, or are

focusing on a complicated task. The best way to have a maintenance question answered is to call the office and request a call back. No tools will be loaned out by the Maintenance Staff.

The Sparrow maintenance staff has the right to enter any condominium unit in Sparrow in case of emergency in the absence of the owner or occupant. If this is necessary, the maintenance staff will make reasonable attempts to contact the owner or occupant beforehand or shortly thereafter. Except in an extreme emergency, the Sparrow maintenance staff performs work in unit interiors in pairs, as staffing permits. An emergency situation is one that poses an immediate threat to any person or property. Examples include, but are not limited to: fire, a substantial leak from one unit to another, tree or limb damage that breaches the unit exterior, etcetera.

Maintenance Requests

If you have a problem which is the responsibility of Sparrow and will require work by the maintenance department, call the office and describe the problem and include a phone number where you can be reached during office hours. After the office or maintenance staff has discussed the problem with you, they will fill out a work order request, which gives the maintenance staff authorization to enter into your unit for the sole purpose of performing the work.. After the work order is filled out, the maintenance staff will prioritize all work orders received, and your request will be completed according to its relative severity. After the work has been completed, a notice will be placed on your door that describes the work that was done. It is important to notify the office if the problem recurs.

If the problem is due to another unit (for example a leaky shower in the unit above you), the problem must be resolved between the two unit owners. If you would like the maintenance staff to perform the work, it will be scheduled according to the maintenance workload, and you will be billed at a rate of \$50 per hour, per man, plus materials cost, with a one hour minimum.

In the case of interior wall or ceiling repair due to a problem for which Sparrow is responsible, Sparrow will repair the drywall and mudding to a rough finish. The final finishing of the drywall and popcorn texturing of the ceiling are the responsibility of the unit owner.

Sparrow owners or tenants are not allowed to install satellite equipment blocking. This procedure is handled through the Sparrow office at a cost of \$50.00. Application for the procedure is available by calling the office with a prior notice and payment of at least a week.

If you are planning to perform repairs or remodeling please note:

Utilities are frequently shared by two or more units. Sparrow's documents state that there must be adequate notice given to residents before the utilities are shut off. For this reason, it is forbidden for unit owners or residents, or hired contractors, to turn off utilities. If you are planning repairs yourself, or to hire a contractor, it is imperative that you call the office first and coordinate your plans with a member of the maintenance staff so that they may follow Sparrow's procedures prior to shutting off any utility. By following this rule, you will also avoid any chance that another resident or staff member would turn the utility back on while you are in the middle of your repairs. There will be a \$50.00 charge for water turn off without proper notice. If you are planning to remodel the outside of your unit, which is a limited common area, you must complete an Application for Unit Alteration form (Attachment 3 of this handbook) and submit it to the office so that the Board may vote on it at the next scheduled meeting.

Unit owners must begin repairs of any damaged unit element that is structurally or aesthetically detrimental to Sparrow Condominium and is visible from the common area within 72 hours of the damaging event. The repairs must also be completed in a timely manner. If not, Sparrow will repair the damage at the discretion of the Board President at a rate of \$50 per hour plus materials.

If you need to have a large trash item (sofa, refrigerator, carpeting) removed, it is your responsibility to call the office. A member of the maintenance staff will call the waste company and schedule a pickup. Please see page 12 for more information.

If you are moving or having a piece of furniture delivered and need the gates to be opened, call the office at least 48 hours in advance so that a member of the maintenance staff can arrange to have the gates opened for you. **Please understand that if you forget to call at least 48 hours in advance, the maintenance techs will not respond on their off-time to an emergency page to unlock the gates for a moving truck. You must schedule this in advance.**

Common Problems and Responsible Parties

ASSOCIATION-MAINTAINED:

Roof and Balcony leaks
Common exterior walls
Common piping outside unit
Parking Lots
Trees
Club House
Recreational amenities
Exterior Termite contract
Master Insurance Policy
Landscaping of common areas
Irrigation system
Gutters and downspouts
Outdoor lighting of common areas

UNIT OWNER-MAINTAINED:

All Appliances
Carpets (including patios, balcony)
Furniture
Piping exclusive to unit
Interior wiring
Heating, Ventilation & Air Conditioning
All unit-specific fixtures
Limited common area(s)
Enclosed porches, balcony screens
Homeowners Insurance Policy
Popcorn ceiling finish
Interior wall finish & Drywall
Front doors, windows, sliding glass doors

Emergency Maintenance Procedures

If you experience maintenance problems that you feel is an emergency, please consult the above list of common problems. If the problem falls under the “unit owner-maintained” column, then the unit owner must handle the problem by calling a plumber, electrician, handyman, et cetera. If, however, the problem falls under the “association-maintained” column, then call the following pager number:

Emergency Maintenance Pager: (352) 276-0556

You will be asked to leave a message; please list the details of the problem and a number where you can be reached at that time, and allow thirty minutes for a maintenance tech to return your call. After discussing the problem with you, the maintenance tech will decide on a course of action. Please understand that if the problem is a roof or balcony leak, and it is currently raining, the maintenance tech will inform you that there is nothing that can be done until the rain stops. Again, unlocking the gates on the weekend for a moving truck is not considered an emergency.

FINANCIAL AFFAIRS

If you have a financial question for the bookkeeper, please call the office and leave a detailed message with a number where you can be reached. She will return your call when she is in the office.

The official financial records of the Association are open to inspection by any unit owner with prior notice to the office. The Condominium Act (718.111) states the right to inspect the financial records and includes the right to obtain copies at reasonable cost to the association member as set forth by the Board. The cost of copies is \$0.50 per page.

Regular Dues

The Sparrow Condominium Association does not send monthly invoices or bills to unit owners.

The monthly association fee is due on the 1st of each month and is considered late after the 10th, and unit owners are expected to adhere to this schedule. If the office is closed please deposit your payment in the drop-box outside the office door, or in the mail slot on the east side of the clubhouse.

A late fee of \$25.00 is automatically added if the entire amount is not paid by the tenth. Please note that a partial payment is considered a late payment. In addition, all late payments bear an accrued interest rate of ten (10) percent per year from the due date.

When an account is in arrears for any reason, any future payment received thereafter by Sparrow is first applied to the arrearages pursuant to Florida Statute 718.116(3) in the following order:

1. Interest accrued
2. Late fees and violations
3. Costs and reasonable attorney's fees incurred in collection
4. Delinquent assessments

Thus, if your account is delinquent, the first payment that you make thereafter may not be applicable to your maintenance assessments immediately; it will first be applied to interest (if accrued) and late fees. All payments are applied to the oldest debt first after the above-mentioned costs have been met.

If you have any questions about the foregoing paragraphs, please contact the bookkeeper.

Reserve Accounts

Sparrow Condominiums Association maintains reserve accounts for roof repairs, capital improvements, paving, et cetera. The dollar amount allocated to the reserve accounts is set during the annual budget meeting. The majority of monies necessary for repairs and upgrades is allocated from the reserve accounts. If, however, the expense of the repair or upgrade exceeds the reserve funds, the Board of Directors will have to special assess.

Special Assessments

Occasionally, it is necessary for the Association to incur a special assessment for a major repair or improvement to the property. These alterations improve the complex visually and also help maintain the property values of the individual units. The Board of Directors has the power to make special assessments as deemed necessary for the upkeep of all or part of the common area. Unit owners will be notified before such action is taken.

II. BOARD OF DIRECTORS

Operations

The Board of Directors is responsible for the operation of the Association, and is governed by the By-Laws, the Sparrow Condominium documents, the Rules and Regulations, and Florida State Statute Chapter 718. Board business is conducted during Board meetings.

Contact information

Members of the Board of Directors are elected annually to a one-year term. Notices announcing candidacy requirements are circulated in February, and elections are held in April. For a list of the current board members, contact the Sparrow office.

Monthly Meetings

The Sparrow Condominium Board of Directors holds regular meetings on the third Monday of each month at 6:30pm, unless otherwise stated on the Agenda. The Agenda is posted on the mailboxes and in the laundry rooms the Friday before the meeting, as 48-hour meeting notice is required by the documents. Meetings are held in the Clubroom of the Clubhouse located at 607 SW 75th St. Gainesville, Florida 32607. Board business is conducted, and homeowners' comments, concerns and problems are addressed at these meetings; all homeowners and tenants are strongly encouraged to attend.

Please understand that the Board meetings follow standard meeting protocol. When a speaker has the floor, no one else is to speak. The meetings are tape-recorded, and minutes are taken by the Secretary. Unit owners are not permitted to speak during the Board business portion of the meeting; their comments are confined to the "Homeowners' Comments and Concerns" portion.

As stated previously, if you have questions or problems, please call the office. If it is a problem that can readily be solved it will be handled as soon as possible in the appropriate fashion. Occasionally, a homeowner or tenant will encounter a problem that requires a Board decision. In these instances it is necessary to present the issue to the Board of Directors, either in person or in writing, before or during the Board meeting.

Emergency Meetings

Occasionally, events occur which require a Board vote before the next regularly-scheduled monthly meeting. In this case, it may be impossible to give 48-hour notice prior to the meeting. The minutes of these emergency meetings are presented at the next regular monthly meeting for the attendees' review.

Budget Meetings

Each year, a Budget Committee is formed of volunteers within the Association. These meetings also require 48-hour notice so that unit owners may attend.

III. CONDOMINIUM OPERATIONS

GOVERNANCE

Florida Statutes, Chapter 718: The Condominium Act

Chapter 718: The Condominium Act is a collection of Florida statutes that govern the operations of condominium associations. A copy of Chapter 718 is kept in the Clubhouse Office for unit owners to review; it may not, however, be removed from the office.

Sparrow Condominium, Inc. Documents and By-Laws

When a unit is sold, the seller's copy of the Sparrow Condominium Documents and By-Laws is supposed to be passed to the buyer. If a buyer does not receive the Documents and By-Laws at the closing, a new copy is available in the office for \$50. (This charge covers the cost of printing.) It is important to note that if a topic is addressed by both Chapter 718 and Sparrow's documents, the documents supersede Chapter 718.

Sparrow Condominium, Inc. Rules and Regulations Handbook

The Rules and Regulations Handbook is reviewed and updated annually by a committee of volunteers, headed by the Board President. It contains useful information about the day-to-day operation of Sparrow and lists the aesthetics and other standards to which all unit owners and residents must adhere. As with the Documents and By-Laws, the seller's copy of the Rules and Regulations Handbook is supposed to be passed to the buyer during the closing. If a buyer does not receive the Rules and Regulations Handbook at the closing, a new copy is available in the office at no charge.

DEFINITIONS

Common Elements, Limited Common Elements, and Unit Elements

It is the goal of Sparrow Condominium Association, Inc. to maintain the buildings and grounds of Sparrow Condominium Association, Inc. in an aesthetically pleasing manner for the enjoyment of all residents and visitors. For this reason, all buildings and attached structures are to be kept uniform with few exceptions. Please read the following descriptions carefully; any questions should be directed to the office of Sparrow Condominium.

Common Elements: *(Clubhouse, grounds between buildings, parking lots, sidewalks, recreation areas, laundry rooms, and roofs and exteriors of all buildings)* Maintained by Sparrow Condominium Association, Inc.

Limited Common Elements: *(Areas and structures attached to or associated with an individual unit, for use by that individual unit, but that are located outside of the unit.)*

Examples of Limited Common Elements:

Patio: The area outside of the first floor sliding glass doors. The patio area depth extends ten feet from the doors, and its width matches the width of the unit interior. Existing patios in some cases have a five-foot concrete area; others extend the whole ten feet, and are screened. This area is maintained by the unit owner or tenant. Only the following items may be stored in the patio areas: outdoor furniture, bicycles, grills, patio tables, chairs and plants.

Balcony: The roofed area outside any second floor unit that is accessible through that individual unit. Existing balconies in some cases are screened, enclosed, or remain open-air. This area is maintained by the unit owner or tenant.

Entryway: The small covered area immediately outside a first or second floor front door that is accessible via sidewalks or decking. Existing entryways in some cases are screened or remain open-air. This area is maintained by the unit owner or tenant.

Privacy fences: Fences that border Common Area on one side and the patio area of an individual unit on the other side. The area outside the fence is maintained by Sparrow Condominium Association, Inc.

Unit Elements: *(The area inside the walls of the unit, and includes all interior wiring, pipes, windows, walls and doors, as well as all contents)* The unit owner and/or tenant maintain this area.

Owners, Tenants, and Guests

Unit owner: The owner or owners of a single condominium parcel, as listed on the deed.

Resident owner: A unit owner who resides in the unit.

Non-resident owner: A unit owner who does not reside in Sparrow.

Tenant: A person whose name appears on a lease drawn up by a unit owner and who resides in the leased unit.

Guest: A person or persons visiting a resident owner or tenant.

IV. RULES AND REGULATIONS

Responsibilities of resident and non-resident unit owners and tenants

Ensuring that monthly dues are received at the office by the first of each month.

Reading and abiding by the Rules and Regulations and condominium documents and by-laws.

Informing the office of maintenance problems

Reporting suspicious persons and/or activities to the office

Applying for Board approval of unit alterations

Informing the office of the names and ages of unit occupants, number and type of pets, and registering all automobiles with the office

Obtaining guest passes for vehicles belonging to your guests.

The Unit Owner is responsible for the appearance of the limited common area(s) of ground-floor units.

Landlords—Additional Responsibilities

Non-resident owners who choose to rent out their unit(s) have a responsibility to provide every tenant with a copy of the Sparrow Condominium Rules and Regulations. It is the owner's responsibility to ensure that all tenants abide by these Rules and Regulations as per the Declaration of Condominium of Sparrow Condominiums. Additionally, owners are required to provide Sparrow Condominiums with both credit checks and background checks of each tenant on the property. Please note, Sparrow Condominiums does not permit subsidized housing.

Sparrow Condominiums has an account with the National Tenant Network to assist you with your credit and background checks for prospective renters. There is a charge of \$20.00 for the National Retail Report, Eviction History Check and Employment Verification Report. There is an additional \$30.00 for a Criminal Background Check. These fees will be collected at the Sparrow Office prior to the prospective tenant information being forwarded to NTN. If you have any questions regarding unit owner responsibilities, please call the Sparrow Association Office; our telephone number is (352) 332-6786.

Parents are responsible for their children's actions. Encourage your children to be considerate and safety conscious. Always know where your children are and with whom they are staying; make sure there is a responsible adult to escort them home, especially after dark. Resident owners and tenants will be held responsible for their guests' actions while using the pool, game room, basketball court, and other amenities. (For a more thorough discussion of this, see the Amenities section starting on page 15.)

Restrictions to the Common and Limited Common and Unit Elements

The Common Elements of Sparrow Condominiums, Inc. is for the use by all unit owners, tenants and/or maintenance personnel. For this reason, absolutely no alterations may be made to these areas by unit owners or tenants. Because of underground wiring and sprinkler system pipes, vehicular access to the grounds by automobile or bike is strictly controlled by the office of Sparrow Condominium Association, Inc. If any unit owner or tenant requires vehicular access to the grounds, they must contact the office and arrange for the gates to be opened.

The Limited Common Elements may not be used for storage of furniture, garbage, or trash receptacles or equipment. If the unit owner or tenant employs a garbage collection service, the service provider must collect the garbage directly from the resident. Garbage is not permitted to be left outside the unit in the front entryway or back patio or balcony at any time. All trash must be taken to the dumpsters located in the parking lots.

No laundry or other materials may be hung on or from the balconies or displayed outside unit walls, patios, entranceways, privacy fences or any other Limited Common Elements without written permission of the Board of Directors.

All window treatments (curtains, blinds, drapes) that are visible from the Common Area must be in good repair. No foil, foil-look, or mylar window treatments are permitted; no bed sheets, towels or paper materials are permitted. Any window tinting must be of a solid, uniform color, and must be approved by the Board of Directors prior to installation.

The following items are prohibited within the Condominium Unit interiors: hot tubs, water beds, washers and dryers. (A few units have existing washers and dryers. These have been grandfathered and are allowed, however, AS OF 2004, NO NEW WASHER OR DRYER INSTALLATIONS WILL BE APPROVED BY THE BOARD OF DIRECTORS.)

Trash Pickup:

Sparrow has six (6) dumpsters; three (3) in the South parking lot, and three (3) in the North parking lot. Residents are expected to place their garbage *inside* the dumpsters, not on the ground or next to the dumpster. If the dumpster nearest to your unit is full, please walk to the next nearest one; do not leave garbage in the parking lot for the maintenance staff to dispose of. Please do not allow your children to leave trash on the ground or beside the dumpsters – this is a violation, and the unit owner/tenant responsible will be fined.

Disposal of over-sized articles, such as mattresses, couches, tables, stoves, refrigerators etc. is at the expense of the unit owner or tenant; it is your responsibility to make the necessary arrangements with the Sparrow office for the disposal of these items. Once disposal arrangements have been made by the Sparrow office, place the articles neatly beside the assigned dumpster. Alternatively, you can donate old furniture to one of the charitable institutions; many of them will pick up large articles. Do not place them in the dumpsters, as they are a danger to the garbage collectors. **VIOLATORS WILL BE FINED.** If a **non-resident owner or landlord** is witnessed by the staff dumping over-sized items, he or she will be charged for a bulk pickup.

If you have yard waste that you would like to dispose, call the office during regular business hours and a maintenance tech will open the yard waste receptacle

No personal garbage cans are permitted on front or back porches. As stated previously, if a resident employs a garbage collection service, the service provider must obtain the garbage from the resident directly.

Washing Machines and Dryers

There will be a \$50.00 violation fee for illegally installing Washer or Dryers in any units. The unit owner will be responsible to remove the equipment. If Sparrow is involved in the removal of the equipment it will be at an additional cost determined at that time.

Recycling: Sparrow has one site designated for recycling aluminum cans, newspapers, glass jars and plastics. The location of the recycling bins is at the entrance by 8th Ave. and Tower Road parking. Please dispose of your recyclable materials in the correct container.

Maximum number of occupants and automobiles per unit

There is a limit to two individuals per bedroom and one automobile per individual.

Noise

As residents of a condominium community you are expected to be respectful of your neighbors' rights. Please ensure none of your activities disturb your neighbors' enjoyment of their home, and do not violate any resident's right to quiet AT ANY TIME. The adjoining walls between the units are not soundproof, therefore, it is expected that you adjust the volume of your activities (such as talking, musical instruments, television, stereos and parties) to a level that can be heard in your unit ONLY. This rule extends to the common areas and the limited common areas; if you entertain guests in these areas, please keep noise to a minimum. Kindly refrain from gathering in the parking lots during the late hours and creating a noise disturbance. Do not disturb the other residents with loud talking or shouting, loud music, or excessively loud motor vehicles. You will be given a warning upon your 1st offense; your 2nd offense will result in a fine of \$25. Upon your 3rd offense, you will be fined \$50. See page 22 for a complete fine schedule.

Pets

No dogs are permitted at Sparrow Condominiums at any time, under any circumstances, and violations will not be tolerated. This includes dogs owned by guests. If you will be entertaining a guest who owns a dog, inform your guest **before** they come to visit that the dog must be left at home. If a dog is seen or heard at your unit for any length of time, you will be fined according to the fine schedule in Appendix B, and if you are a tenant, your landlord will be notified immediately. Also, do not feed any wild ducks you may encounter in Sparrow; this will also result in a fine.

The only pets permitted at Sparrow are indoor or leashed cats, non-screaming birds, and fish. The penalties for housing illegal pets are severe, and are outlined in Appendix B. Please be aware that illegal pets may be impounded.

Cats are permitted, but they must remain indoors or on a leash. Specific rules and necessary forms regarding pets can be found in Attachment 2; please adhere to these regulations. Please note that used litter, bird seed and other pet waste must be discarded in the dumpsters; NEVER attempt to flush this type of waste into the toilet, in a sink garbage disposal system, or in the laundry room trash cans.

Parking

There are no assigned parking spaces, except those designated by **handicapped, motorcycle or boat** sign.

1. All vehicles must be registered at the office and issued a parking permit; if no permit is displayed in plain sight, a citation will be issued.
2. All vehicles must be kept in running condition with a valid license plate. Any vehicle in violation of this rule that is not moved within a two (2) week period is subject to being towed at the owner's expense.

3. It is strictly prohibited to park in front of the dumpster or to block another vehicle. Blocking the dumpster or another car will result in immediate towing.
4. It is strictly prohibited to park on the grassland, violators will be towed immediately.
5. Trailers cannot be attached to a vehicle while parked in the parking lot. They cannot be parked on the grass at any time. No trailers longer than 12 feet are allowed in the parking area.
6. Commercial vehicles, flat bed trucks, box trucks, lawn equipment trailers and vehicles longer than 18 feet are not permitted to park overnight at Sparrow Condominiums either by owner or tenant.
7. Vehicles are NOT to be utilized as storage facilities.
8. Please refrain from gathering in the parking lots and creating a noise disturbance. NOTE: There is a noise ordinance in effect at Sparrow at all times.
9. Please refrain from emptying ashtrays into the parking lots; please dispose of litter in the garbage dumpsters.
10. It is strictly prohibited to stay parked in the 15 minute loading zone.
11. The car wash facilities are for the exclusive use of Sparrow residents only.
12. The parking lot speed limit is 10 mph.
13. No automotive or maintenance work is permitted in the parking lots.
14. The Sparrow Office should be notified of out-of-town guests and the owner/ tenant should secure a guest-parking pass for their visitors.

If your vehicle is issued a citation you have one week to move it or to bring it up to standard; if you fail to do so, you will receive another citation. If, after one week from the second citation, you have not complied with the Rules and Regulations, or have failed to contact the office, your vehicle is still in violation. You will receive a third citation, and your vehicle is subject to IMMEDIATE TOWING. Please call the office as soon as possible after receiving a vehicle citation. TOWING WILL BE AT THE VEHICLE OWNER'S EXPENSE.

Motorcycles, motorbikes, and gasoline-powered scooters

It is strictly prohibited for motorcycles, motorbikes, and gasoline-powered scooters to be stored in condominium units or on porches, as this is a violation of the fire code. If you are seen or heard riding a motorcycle, motorbike, or gasoline-powered scooter to or in your unit, you will be fined. These vehicles must be parked in the designated motorcycle parking spaces. Vehicles in violation will be towed at the owners' expense.

Bicycles, skateboards, roller blades, and roller skates

Bicycle racks are provided throughout the Sparrow property; individuals are expected to keep their bicycles on the bicycle racks or in their units. **No bicycle, skateboards, roller blades, or roller skates are permitted to be ridden on the sidewalks; please discipline your children with respect to this rule.** The paths and sidewalks in the complex are narrow and have many areas of poor visibility that are hazardous both to riders and skaters, and pedestrians. Please walk your bicycle, skateboards, and skates to your unit. Please keep this property locked and secure at all times; Sparrow Condominiums will not be held responsible for stolen property.

Bulletin boards

Bulletin boards are located in the laundry rooms and in the clubhouse. Please check these boards for notices from the Board of Directors. You are welcome to use these bulletin boards for your own notices, however, please note that all postings must be dated. Do not cover other notices or remove notices to provide space for your own; if the board is full please inform the office and they can determine what must be removed. The office staff will periodically check the bulletin boards to remove outdated materials.

Laundry facilities

The laundry facilities are for the exclusive use of Sparrow residents and homeowners. Please contribute to their upkeep by removing pens, lipsticks, money and jewelry from pockets prior to placing articles in washers or dryers. **Please do not use dye in the washing machines.** Washco Inc. is the laundry service provider. If there are operating problems with any of the machines please report it to Washco immediately; their telephone number is listed on the wall of each laundry room. Please attend to your laundry; Sparrow Association is not responsible for laundry theft. Do not allow your children to play in the laundry rooms. The laundry facilities are located in buildings #709, #605 and #715. The costs currently set by Washco are \$1.25 to wash, and \$0.50 per 24 minutes to dry.

Violations, citations, and fines

If you are found to be in violation of any rules or regulations, you will be sent a certified letter that details the violation and cites the rule or regulation that is applicable. Fines will be imposed for non-compliance of any listed Rule and/or Regulation as per Sparrow's By-Laws. In addition, the Rules and Regulations Committee will walk the complex and issue a **written warning** describing any violation and allot a time period to correct the violation. If the violation is not corrected within the given time frame, a second citation will be issued, and the landlord (if applicable) will be notified of the violation and fined accordingly. If the resident believes that he/she was wrongly fined, a request to appear before the Board of Directors can be arranged by calling the Sparrow office. All fines can be paid in the office.

Landscaping

All plants need to be approved by the maintenance department before planting. Please contact the office to schedule. If a plant that has not been properly approved by the maintenance department and is deemed to be unacceptable a written notice will be made to remove the plant. If the request is not fulfilled a fine will be imposed. Due to the maintaining of the property the maintenance department has first right to approve or disapprove plantings. Refer to page 22 for the fine schedule.

AMENITIES-Descriptions and Limitations

The amenities at Sparrow are for the exclusive enjoyment of Sparrow residents and guests. Unescorted trespassers will be told to leave. Please see the safety section (page 20) for procedures to follow when you encounter a trespasser. The exercise room, game room, sauna, swimming pool, and basketball and tennis courts are accessed using keys that must be purchased in the office for a fee of \$50.00

Clubhouse Great Room

The great room and attached kitchen can be rented by resident owners and tenants. Please see below for information about renting.

Private Parties

Only resident homeowners and tenants may use the clubroom. Parties involving minors must be supervised by at least two responsible adults. Please note that the resident host must attend the function.

Organizational Meetings

Resident homeowners/tenants belonging to professional, social or religious groups may use the clubhouse for such organizational meetings, with the following restrictions. First, the clubroom cannot be used for any commercial enterprise. Second, if the meetings are going to be held on a Friday, Saturday, Sunday, or Monday, then there is a limit of three (3) meetings per calendar year. If the meetings are to be held Tuesday, Wednesday, or Thursday, then there is a limit of one (1) meeting per week, and the charge will be \$35 each meeting.

Wedding Receptions

Resident homeowners/tenants may reserve the clubroom for themselves or their children only.

Inspection of the Facilities

The office is responsible for inspecting the clubroom and other facilities following a reserved event. If damages were noted or the room was improperly cleaned, the office staff will notify the event host, and the security deposit will not be returned. A Maid Service will be employed to clean the room, and the cost of this service will be deducted from the \$100.00. If excessive damages were incurred, the charge will not be limited to the \$100.00, and the function host will be responsible for the additional costs.

Pool Area

The pool is not to be used in conjunction with the clubroom. The sliding glass doors will remain locked during great room use.

Clubhouse Great Room Reservation

The homeowner/tenant wishing to use the great room must contact the office to schedule a reservation. Non-resident owners may not reserve the clubroom for any purpose. A non-refundable fee of \$35.00 is required for each one-time use of the clubroom. By exception, if the clubroom is reserved for weekly Tuesday, Wednesday, or Thursday meetings (one per week), then the non-refundable fee is \$35.00 per meeting. A reservation form and a security deposit of \$100.00 are required prior to the use of the Clubroom. The security deposit will not be cashed unless a post-inspection charge is made against the owner/tenant who made the reservation. The reservation forms are available in the office. The completed form and deposit must be turned in to the office at least twenty four hours in advance of the event date, or on a Friday if the room is reserved for a weekend date. Failure to submit the reservation form and deposit will result in the loss of the reservation.

THE FOLLOWING CONDITIONS WILL CAUSE FORFEITURE OF ALL OR PART OF THE TOTAL GREAT ROOM DEPOSIT:

1. Do not leave any part of the clubroom unclean. The floors, tables, counter tops, refrigerator and stove must be cleaned.
2. Do not hang anything from the drapes, fans or overhead lights.
3. Do not use tape, thumbtacks or nails on the walls.
4. DO NOT OPEN THE SLIDING GLASS DOORS.
5. The owner/tenant reserving the clubroom must attend the function and monitor for misconduct and damage.
6. Do not leave lights or appliances on when the event is over. Please check the stove before leaving and be sure that the oven is clean and free of grease and dirt; make sure that the sink is clean and free of food debris.
7. If alcoholic beverages are to be served at the function, the number of guests is limited to 30. If you do not intend to serve alcohol, the number of guests is limited to 60.

Note: The function host is responsible for all guests. If anything is broken or stolen, the function host will be charged for the replacement and/or cost of repair. The cost is not limited to the \$100.00 deposit.

Clubhouse Game and Exercise Rooms

The game room and the exercise room are located in the Condominium Clubhouse. Like the other amenities provided by Sparrow, they are exclusively for Sparrow residents and their guests; only Sparrow residents and their guests are allowed access using their recreation key. The outside entrance door to these rooms is to remain locked at all times, but can be accessed using your recreational facility key. The exercise room is open from 6:00 am until 10:00 pm. The game room is open from 6:00am until 10:00 pm. No alcoholic beverages are allowed in either room.

Game Room Rules

No more than fifteen (15) persons are allowed in the game room at any time. No stereos, boom boxes etc. are allowed, except for personal stereos with headphones. Children of 15 years of age and younger must be accompanied by an adult. Lights must be turned off after use and the door must be locked. No smoking or alcoholic beverages are allowed in the Game Room.

Exercise Room Rules

The exercise room has its own separate key. The exercise room is available to Sparrow residents and guests 18 years of age and older. No smoking, eating, soft drinks or alcoholic beverages are allowed in the weight room; water is permitted. For safety reasons, children under the age of eighteen (18) are **not** permitted at all. Personal stereos with headphones are permitted. Please turn off the lights and lock the door when you are finished with your workout.

Sauna

The saunas at Sparrow are dry-heat saunas; do not put water or any other fluids on to the rocks. Children under eighteen (18) are **not** permitted in the saunas. Remove jewelry and clothing and use a towel in the sauna. Recommended temperature for using the sauna is 170° to 180°.

Never exceed 30 minutes total in the sauna. No smoking, eating or alcoholic beverages in the sauna.

Swimming Pool

All residents are required to observe and obey the swimming pool rules. There is no lifeguard on duty. An adult must accompany children under fourteen (14) years of age at all times. All pool patrons must be residents of Sparrow Condominiums; a tenant or owner must accompany visitors and guests using any of the Sparrow amenities. Also, bicycles, basketballs and footballs, and loud radios are prohibited. Please remember to dispose of waste in the garbage cans around the pool. No alcoholic beverages allowed in the pool area.

The swimming pool is open from April 1 to October 31.

Hours of operation are as follows:

9:00 am until 7:00 pm All Ages

7:00 pm until 10:00 pm Adults Only

Violators will be assessed fines as follows:

First Offense \$50.00

Second Offense \$100.00

Swimming Pool Rules

1. **Sparrow residents and their guests only are permitted to use the swimming pool.** Non-resident owners are not permitted to use the pool under any circumstance. Trespassers will be told to leave.
2. Resident owners and tenants are permitted five (5) guests per POOL/CLUB PASS.
3. The swimming pool will remain locked at all times; only persons with a recreation key are permitted to use the pool. The keys are available at the office for the cost of \$35.00.
4. An adult must accompany children under 14 years of age.
5. Only swimming suits may be worn in the swimming pool; street clothing is not permitted.
6. No glass containers are permitted in the swimming pool area.
7. Patrons are required to shower before entering the pool.
8. No running on the deck or diving into the pool.
9. NO smoking or alcoholic beverages are allowed in the pool area.
10. Headsets must be used with radios in the pool area. Radios without headsets are prohibited.
11. Do not throw rocks or other objects into the swimming pool.
12. Do not interfere with, remove or destroy the emergency life ring.
13. No pets are permitted in the pool area.
14. Do not remove pool furniture from the pool area.
15. Sparrow Condominium is not responsible for items that pool patrons leave behind; this includes, but is not limited to, pool furniture and toys.
16. **Swim at your own risk.**
17. **There is no lifeguard on duty.**

Basketball and Tennis Courts

Like the other amenities, the basketball and tennis courts are for the exclusive enjoyment of Sparrow residents and their guests. The courts open around 9:00 am and close at dark. The basketball and tennis court must be locked up after every use. If the host cannot produce a

recreational key, or the guests cannot provide the name and building and unit number of the host, they will be ordered off the premises.

Basketball Court and Tennis Court Rules

1. Only 5 guests per owner or tenant are allowed on the court.
2. The host (owner tenant) must be present at all times his/her guests are using the facilities. This is absolutely required.
3. If a group is playing on the court and another group comes to the court, both groups must then share the court by playing half-court games.
4. The host (owner or tenant) must have on his/her person a POOL/CLUB PASS and recreation key issued by the Sparrow office. If the host has the key but no POOL/CLUB PASS, the key could be confiscated until the office verifies that the key was indeed purchased and not copied. This also identifies the host.
5. All non-resident guests must be engaged in the game at some point; non-resident “audience members” are not permitted.
6. Do not lean, hang, or play on the tennis net.

Handball courts

The handball courts are not presently suitable for use. When they have been rehabilitated, the Rules and Regulations will be updated.

Common Area Features

At various sites within the Sparrow complex, there are benches for the use of Sparrow residents and guests. As a courtesy to your neighbors; if you plan to eat, drink, or smoke at these sites, please do not scatter your trash or cigarette butts on the surrounding ground. Similarly, the decks should be kept clean, neat-looking, and free of trash.

V. SAFETY

Children

Parents are responsible for their children’s actions and safety, and must encourage their children to be considerate and safety conscious. Parents should always know who their children are with, and should have contact information for their children’s friends in case of emergencies. It is especially important to arrange for children to be escorted after dark.

Parking lots and common areas

The parking lots and common areas experience heavy traffic, and it is important to obey the rules that pertain to these areas. The speed limit in the parking lots is 10 mph. No vehicles, including bicycles, skates, skateboards, or rollerblades are allowed on the sidewalks or common areas as the view ahead is frequently blocked by trees and shrubbery. Pedestrians could easily be knocked down by a bicyclist riding on the sidewalks of Sparrow.

The common areas also have benches, tables, and bike racks. These structures are not to be played on or used in any manner inconsistent with their intended purpose. Sparrow will not be held responsible for injuries sustained while misusing these structures. This is especially true in the pool deck area. Similarly, anyone caught climbing the fences in Sparrow will be escorted off the premises.

Night time

Sparrow's common areas are lighted at night, but it is still possible for trespassers to hide among the foliage. Be aware of your surroundings at all times, and stay on the lighted paths.

Trespassers

Because Sparrow is located on a corner lot, non-residents from neighboring properties frequently "cut" through Sparrow's common areas. It is important to take note of anyone that seems out-of-place or spending too much time admiring the items on the patios. Also, Sparrow has posted "No Solicitation" signs, so be cautious with anyone that knocks on your door that you do not know.

If you see a group of non-residents using the amenities, please do not hesitate to call the Alachua County Sheriff's office. They will respond and ask the individuals to leave.

Florida Department of Law Enforcement (FLDE) Website

All unit owners and tenants are strongly encouraged to visit this website. It has a link to the list of sexual offenders and sexual predators in the area. The web address is:

www.fdle.state.fl.us

This website provides useful information and features ready-made printable flyers that list the offender or predator's information and picture.

APPENDIX B

VIOLATION AND FINE SCHEDULE

Fines will be imposed for non-compliance of any listed Rule and/or Regulation as per Sparrow's By-Laws. If the resident believes that he/she was wrongly fined, a request to appear before the Board of Directors can be arranged by calling the Sparrow office. All fines can be paid in the office.

The fine schedule for aesthetic violations is as follows:

- | | |
|--------------------------|---|
| 1 ST Citation | Written warning (taped to unit door) allowing one week to correct the violation and the owner will be notified (if applicable). |
| 2 nd Citation | If the violation has not been corrected at the end of one week a fine of \$10.00 per day will be imposed on the owner of the Unit until the violation is corrected. |

The fine schedule for illegal pet violations is as follows:

- | | |
|-------------------------|--|
| 1 ST Offense | Notice to the resident stating that an illegal animal has been witnessed or heard at the unit, and that each time the animal is seen or heard after this warning, the owner will be fined \$10.00 per day up to seven times/days (the equivalent of one week), and the owner will be notified (if applicable) with a copy of the notice. |
| 2 nd Offense | If an illegal animal is detected after the initial "seven-time" period, a fine of \$20.00 per day, up to seven additional days, will be assessed on the account each time the illegal animal is seen or heard at the unit. |
| 3 rd Offense | If the illegal animal has been witnessed or heard more than seven times (the equivalent of one week) after the second offense, a fine of \$25.00 for each infraction will be imposed on the owner. After 14 illegal pet infractions (the equivalent of two weeks), the owner is subject to legal action. |

The fine schedule for noise violations and unruly behavior at the amenities is as follows:

- | | |
|-------------------------|---|
| 1 st Offense | Written warning (taped to the unit door) stating that the Rules and Regulations have been violated, and that if the behavior continues, fines will be imposed. A copy will be sent to the unit owner (if applicable). |
| 2 nd Offense | \$25.00 fine |
| 3 rd Offense | \$50.00 fine |

Note; after the 3rd offense you are considered a HABITUAL OFFENDER, and subject to legal action. Also, please note that in the case of tenants, your landlord will be promptly notified of all violations