

WILLIAMSBURG AT HERITAGE RIDGE  
CONDOMINIUM ASSOCIATION, INC.

*Rules and Regulations*

As of June 30, 2015

These Rules and Regulations conform to the Declaration of Condominium, The Articles of Incorporation and the Bylaws and Amendments, on file with Martin County.

The Board of Directors respectfully requests that every condominium resident and owner carefully reads and understands the necessity of these rules. If you allow other persons to occupy your condominium, **after obtaining proper approval from the Board**, these Rules and Regulations must be made available to and be observed by guests and renters. Your cooperation is mandatory so that all members will benefit from the observance of these rules.

If any clarification is required or if additional information is desired, please contact the Association office at (772) 546-5244, M-T-T-F, 2:30 PM to 4:30 PM.

**THESE RULES AND REGULATIONS MUST BE KEPT AVAILABLE IN YOUR UNIT**

[detach here]

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WILLIAMSBURG AT HERITAGE RIDGE

**TO INDICATE RECEIPT AND ACCEPTANCE OF THESE REVISED (AS OF 6/30/15) RULES AND REGULATIONS, PLEASE DETACH THIS COUPON, SIGN, DATE AND RETURN TO MANAGEMENT, INTERVIEW COMMITTEE OR PLACE IN MANAGEMENT BOX IN CLUBHOUSE.**

BUILDING NO. \_\_\_\_\_ UNIT NO. \_\_\_\_\_

SIGNATURE(s) \_\_\_\_\_  
Owner Date

\_\_\_\_\_  
Lessee Date

# WILLIAMSBURG RULES AND REGULATIONS

## INTRODUCTION:

The adjustment to living in a condominium is often a big change to make in our lifestyle. The adjustment can be easier if three (3) things are remembered:

1. When I step out of my unit I am walking on OUR COMMON AREA. We all share in the ownership of the common areas such as the recreation facilities, sidewalks, stairways, parking' areas, building exteriors and landscaped areas, etc.
2. Reasonable guidelines have been set to establish a basis for mutual cooperation. Everyone's compliance will greatly aid in establishing a pleasant and harmonious atmosphere. The close sharing of condominium life requires consideration of others.
3. These Rules and Regulations are based on **AND SUBJECT TO** the documents you received at closing which include:

THE DECLARATION OF CONDOMINIUM  
THE ARTICLES OF INCORPORATION  
THE BYLAWS

PLEASE RE-READ YOUR DOCUMENTS TO ASSURE THAT YOU CAN ENJOY  
WILLIAMSBURG. WE REQUEST THAT ALL ADHERE TO THESE RULES

1. WILLIAMSBURG is an exclusively residential community. Units if leased must be leased by the same lessee for a minimum period of three (3) consecutive months and a maximum of four (4) consecutive months within the 12-month period from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. **NO SUB-LEASING IS PERMITTED.** This requirement is stated in the Documents to prevent a hotel-type atmosphere and provide for quiet enjoyment. **Renters or guests are not permitted to have pets.**
2. **NO ARTICLES**, including clothing, towels, bedding, etc. may be aired, dried or shaken from screened porches, front patio entrances, staircases or balcony railings. No drying racks may be used on the front patio entrances or screened porches.
3. Sidewalks, entrances, stairways, landings or other common areas must not be obstructed. No carriages, bicycles, tables or any other object may be stored thereon, except one (1) pot of flowers or one (1) item of furniture, such as a garden bench of suitable material (wood or wrought iron) size and design, maybe at the front entrance to each condominium. No upholstered, cushioned, or canvas furniture any exceptions require architectural approval. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed; in, on or upon any part of a condominium unit that is visible from outside the unit or condominium property. Holiday decorations will be permitted providing they are removed within fourteen (14) days after said holiday.

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4. No cooking is permitted on patios or porches. This is against Fire Regulations and constitutes a hazard. **OUTDOOR COOKING IS ALLOWED AT THE CLUBHOUSE ON THE GAS GRILL ONLY.**
5. TRASH & GARBAGE: **All garbage must be contained in a plastic bag securely tied to prevent spillage and odor and must be deposited inside dumpsters provided in building areas.** If the dumpster in your building area is full, deposit in any dumpster located in the Williamsburg area. Cardboard boxes must be broken down and flattened before being placed at the inside side of the dumpster.
6. Fire exits including all stairways shall not be obstructed in any manner. The common elements shall be kept free and clear of rubbish, debris and other unsightly materials.
7. The Common areas are not for play, picnicking or sunbathing except in designated areas. Golf course property is reserved for the use of golfers.
8. **Owners only are permitted one (1) pet**, which cannot weigh more than twenty (20) pounds at maturity. Pets must be on a leash at all times when outside a unit and shall not be left unattended at any time. Pet droppings must be immediately cleaned up, wrapped and disposed of properly. No pets are allowed in the Clubhouse or pool areas.
9. No persons or pets shall make disturbing noises in the building or permit anything that will interfere with the rights, comfort or convenience of others. No person(s) shall play any musical instrument, television, radio or sound amplifier in his/her unit in such a manner as to disturb or annoy other occupants of the Association.
10. Any owner wishing to make any material interior change, addition or alteration to the unit including but not limited to porch, windows, doors, walls, or floors of the unit must obtain **ADVANCED WRITTEN APPROVAL FROM THE BOARD OF DIRECTORS.** To obtain approval of any changes, the owner must complete an "architectural change application form". The architectural change application form can be obtained from the rack on the wall of the clubhouse and should be completed and submitted to the office for board approval. **PRIOR WRITTEN APPROVAL MUST BE OBTAINED BEFORE CHANGES ARE COMMENCED.**
  - (a) Exterior color of any and all installations must be **brown/bronze** to match existing colors. **NO PLYWOOD** may be attached to any window or porch **inside or outside** except in emergency situations.
  - (b) Hurricane shutters may be installed with advance written approval by the Board of Directors. Previously approved types are: Wrol-Up, Solarol, Roladen, Clear Shield or Bahama shutters.
  - (c) In the screened-in porch areas, only hurricane shutters are permitted. Blinds, enclosures,

## WILLIAMSBURG RULES AND REGULATIONS

drapes, curtains, glass or any other type of shielding material is prohibited. The Board of Directors must approve all screen door installations and acrylic sliders.

(d) Second floor shutters must be able to be firmly closed and secured from the inside of the unit.

(e) All units shall maintain fully carpeted floors in said units at all times (except in the kitchen, storage and bathroom areas) unless Board approval is given and appropriate sound barrier material is installed under the non- carpet flooring.

(f) Hot tubs are not allowed

(g) No satellite dishes or antennas may be attached to any exterior walls of the unit or to the roof.

11. Planting flowers, shrubs, etc., on common ground is not permitted but the Board of Directors will consider a written request from first floor owners to landscape porch areas for screen protection. Bed size and varieties to be used require approval by the Board of Directors in writing before proceeding with bed preparation and planting.

12. Parking spaces are for designated PASSENGER vehicles only. Two or three wheel bicycles will be parked in the racks where provided. No truck, boat, pick-up truck, trailer, motorcycle, moped, tractor trailer, recreational or commercial vehicle, nor any vehicle not designated by its manufacturer and registered as a passenger vehicle, (except a sport utility vehicle used as a Passenger vehicle) shall be parked overnight, nor shall any inoperable vehicle be left within the area for more than twelve (12) hours. Unit owners are allowed a numbered parking space and an available guest parking space. If a unit owner brings a third car, he or she must get Board permission and park in a Board approved space. No vehicle may be disassembled upon condominium property except for emergency changing of tires and/or battery. Any other repairs or maintenance will be done after the vehicle has been removed from the Association property.

13. Space and hose facilities are provided on the west side of the Clubhouse for washing registered passenger vehicles only. These vehicles will be washed ONLY in this area.

14. Complaints or suggestions concerning the use of the condominium property and/or service shall be made in writing, signed by the unit owner and submitted to the office.

15. No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over a contractor or employee engaged by the Association. A UNIT OWNER MAY NOT ENGAGE A CONTRACTOR FOR ANY WORK ON COMMON GROUNDS WITHOUT ADVANCE APPROVAL FROM THE BOARD OF DIRECTORS.

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16. The Association has a right of access to all units. A key to your unit is required to be in the office. It shall be kept in a secure place. In the event of your absence, Management must be informed of your alternate phone number and a local number of whoever is retaining an entry key to your unit. In the event of an emergency, if no key is available, the unit will be entered by force. All costs will be borne by the unit owner if a key is not in the office.

17. The clubhouse may be reserved for private use with two (2) weeks notice. Contact the Calendar Committee Chairperson for necessary information. A refundable deposit of \$50.00 for cleaning and/or breakage must accompany the application. The pool, pool deck and lanai cannot be reserved for private parties.

18. Tennis courts are to be used for tennis playing and shuffleboard only and players must sign the sign-up sheet. The sign-up sheet and key to the gate are inside the Clubhouse. Please make sure the key is returned.

19. SALES OR RENTAL REGULATIONS: The Board of Directors must be notified in advance of any unit owners intention to sell or lease. An "Intent to Sell or Lease Form" must be filled out and given to Management. The minimum rental period is three (3) consecutive months to the same renter and the maximum is four (4) consecutive months to the same renter in the twelve (12) month period from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. No individual or couple may acquire ownership of more than one (1) unit. Forms may be obtained from Management or from the form rack in the Clubhouse. Renters are subject to all Rules and Regulations and any violation will be reported to the unit owner for corrective action. Continued violations may be cause for the Board to revoke approval of the lease. **Rental tenants must be in residence when a guest is present.**

20. Guest notifications shall be filed in **ADVANCE** with the Board of Directors when anyone will be using your unit in your absence. This is a security measure taken for your protection. Guest notification forms may be obtained from Management or from the rack in the Clubhouse hallway.

21. **When leaving your unit for an extended period of 48 hours or more the water must be turned off at the shut-off outside.** Give key to a neighbor or the office and notify the Manager. Check washing machine hoses from time to time to prevent damage to your unit and others. **If you leave for an extended period of time please empty your refrigerator and freezer to avoid spoiled food, which can occur, especially in the case of a power failure.**

## WILLIAMSBURG CLUBHOUSE

WE HAVE ONE OF THE FEW CLUBHOUSE FACILITIES IN HERITAGE RIDGE. **PLEASE** ENJOY THIS FACILITY AND **CARE FOR IT** AS YOU WOULD YOUR OWN HOME - BECAUSE **WE ALL OWN IT**

**Rules for the use of the pool are posted in the pool area as well as in these pages.**

Children not toilet trained are not permitted in the pool. This avoids the potential need to empty and clean the pool. If this course of action is necessary, the cost of treatment will be charged to the offending party or parties.

22. Clubhouse is open free of charge to:

- a. All Williamsburg residents
- b. Their family members
- c. Escorts of single residents
- d. Overnight guests
- e. Outside guests at the invitation of residents

23. The Clubhouse normally shall be open seven (7) days a week to members of the Williamsburg Condominium Association from 6:30AM to 10:00 PM.

24. **NOTHING IS TO BE BORROWED OR TAKEN OUT OF THE CLUBHOUSE.** The exception is the books and magazines on the library shelves. They can be borrowed and should be returned when they have been read.

25. **NO SMOKING** is permitted in the clubhouse, at the front entrance or side entrances, lanai or pool area.

26. Scheduled meetings and events shall be given priority over any unscheduled Clubhouse activities (including daily games).

27. The Clubhouse may be reserved by residents for special activities involving both residents and invited guests. To do so, contact the Calendar Committee Chairperson for necessary information at least 2 weeks in advance of event. A refundable deposit of \$50.00 for cleaning or breakage must accompany the application. Association organizations shall provide the Calendar Chairperson a reservation form and an annual schedule of meetings and events to permit total yearly scheduling to be available and posted.

28. Fee of \$50.00, plus refundable deposit of \$50.00, is charged for special events reserved by residents where majority of the people present are outside guests. **Residents must be present** at these events.

29. On completion of an event the Clubhouse shall be left clean and in proper order by anyone using it. (a) Garbage is to be placed in bags, tied *and deposited in the dumpster*. (b) Remove rubbish; sweep and vacuum the floor (NO SOAP). *Put the chairs back in the closet*.
30. The Committee, for any given event, has the option of hiring cleanup personnel. Funds paid out for cleanup shall be paid directly to the person(s) performing the service and will be part of the expenses incurred for the event. .
31. Fire exits and aisles shall be kept clear at all times.
32. Chairs and tables shall be set up in accordance with the building and floor regulations.
33. Permission must be obtained from the Clubhouse Committee or Board of Directors before anything can be hung or displayed in the Clubhouse.
34. Meetings for the benefit of members of Heritage Ridge North may be allowed at the Clubhouse. All groups shall be approved by the Board of Directors.
35. Proper attire is required at all times for residents and their guests. Bathing suits and bare feet are permitted in the rest rooms and pool area only.
36. No alcoholic beverages shall be stored or sold in the Clubhouse.
37. Capacity of Clubhouse for **any function** is seventy-five (75) persons.

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## Swimming Pool Area

1. SHOWER BEFORE ENTERING THE POOL. A shower shall also be taken between swims if suntan lotions or oils are used.
2. **NO SMOKING is permitted in the FENCED IN POOL AREA OR IN THE LANAI.**
3. PERSONS WITH INFECTIONS OR CONTAGIOUS HEALTH CONDITIONS may **NOT** use the pool.
4. DIVING EQUIPMENT IS NOT PERMITTED.
5. CHILDREN NOT TOILET TRAINED are NOT PERMITTED IN THE POOL.
6. **NO GLASS OBJECTS OR FOOD** allowed on the pool deck (use lanai or clubhouse).
7. NO PETS allowed in pool area. (Service animals permitted on the deck but **not in the water**).
8. MINORS UNDER TWELVE (12) must be accompanied by an ADULT.
9. NO DIVING, JUMPING, RUNNING OR HORSEPLAY in pool or pool area.
10. MANAGEMENT RESERVES THE RIGHT to refuse use of the pool at any time.
11. WILLIAMSBURG POOL BATHING LOAD - 18 persons.
12. RETURN POOLSIDE LOUNGES to an **orderly arrangement** when leaving the pool area.
13. **COVER LOUNGES and CHAIRS WITH TOWELS** before using. Body oil discolors strappings.
14. **RESIDENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS.**  
Please inform your guests of the pool and clubhouse regulations.
15. PAPERS and ALL TRASH must be disposed of when leaving the pool area.
16. POOL HOURS ARE FROM DAWN TO DUSK.
17. **COVER-UPS and FOOTWEAR** must be worn going to and from the pool.