

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

Rules and Regulations

LAST UPDATED: MARCH 27, 2024

Introduction

**NOTE: UPDATED RULE AND REGULATIONS ARE IN EFFECT OCTOBER 14, 2024.
MODIFICATIONS FROM THE LAST CHANGES ARE UNDERLINED
Approved OCTOBER 12, 2024**

Rules, Regulations and Guidelines

All owners, tenants, guest and invitees are legally bound to comply with the provisions of the Governing Documents of the Association. These rules are intended to supplement the provisions of the Governing Documents, not replace them. To the extent there is any inconsistency between the provisions of these rules and those of the Governing Documents, the latter shall prevail.

I. Architectural Alterations and / or Modifications

The Association shall have the right to exercise architectural control over alterations and modifications of properties within the Woodlake community in order to maintain the high standards and adequate uniformity.

General Rules

If the City of Delray Beach requires a permit to be issued for the performance of certain work, approval by the Association shall be conditioned upon receipt of such approval. If an Owner fails to comply with a notice directing required repairs because of condition or aesthetics of the property, the Owner shall be subject to enforcement action by the Association in accordance with the provisions of the Declarations of Covenants and/or the provisions of the Florida Statutes. A Homeowner in violation of a maintenance failure is given 20 days' notice to repair the issue before a violation is issued.

1. No owner may make architectural/property improvement, alteration, or modification as outlined in the governing documents without prior architectural committee and/or Board of Director approval.
2. All requests shall be in writing on forms approved by the Board of Directors and accompanied by plan, specifications, or other details as reasonably deemed necessary, and must show the nature, shape, height, color, material and location of work to be performed.
3. The Association reserves the right to request additional information within 30 days of receipt of the application. No application is complete until all requested information is received.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

4. Permits are required by the City of Delray Beach for many changes, repairs, improvements or replacements. Members must obtain all such required permits and provide them to the Association upon request. The Association recommends that all improvements be constructed or installed by a licensed, insured contractors.
5. The use of PODS, dumpsters, or portable toilets require prior Board of Director approval and must be removed within 60 days following the date of approval unless an extension is granted by the Board of Directors.
6. No work may commence until the application is approved. A Homeowner must check with the Woodlake Office 20 days after a completed ARC Application is submitted to verify its status and ensure the document is moving forward towards approval. In the event an owner fails to comply with the application process and fails to comply with the architectural guidelines, the Association may proceed with all legal measures to compel the owner's compliance as provided by Florida law.
7. Call 811 or 800-432-4770 before digging in your yard and the HOA office to identify lines and sprinkler systems.

All Categories listed below require an Architectural Review Application (ARC Application) Submission and Approval BEFORE any work can begin:

1. **AWNINGS:** The application must include detailed specifications, a drawing or picture or the proposed awning and must show where the awning is to be installed.
2. **DRIVEWAYS:** Adjoining driveways and aprons should be sealed, repaved or replaced at the same time in coordination between the adjoining property owners. ARC approval is **required for re-sealing** even if it does not involve any modifications to the existing driveway.
 - a. The apron must be included when sealing, repaving, or replacing a driveway.
 - b. If the surface of the driveway is to be changed, an ARC approval is required. In addition, both owners must agree to the change, and the work must be done at the same time. If the modification involves the installation of brick pavers, and expansion of additional parking a sample and detailed picture/drawing (on survey) with specifications must be submitted with the ARC application.
 - c. Community irrigation lines **MUST** be removed and re-located by Woodlake maintenance prior to placing pavers atop any buried pipes and the homeowner will be charged for this service expense.
3. **EXTERIOR PAINTING:** Paint colors must conform to the newest color schemes approved by the Woodlake HOA. Adjoining homes must be painted with the same newest color scheme. **Previous colors are permitted for touch-up only.** Sidewalks (walkways to

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

homes) & Driveways require ARC approval BEFORE painting. Limited color choices available for painting & REPAINTING and **must** be followed. Sidewalks, (walkways to homes), have a limited color choice.

4. **ARC APPLICATIONS:** The Woodlake HOA Office will retain approved ARC applications for future reference.

5. **FENCES/GATES:**

- A) **WOOD FENCES**

ARC Application and approval shall be required for repairs, replacement and painting of fences or gates. ARC approval is required for the installation of a new style of gate. The application must include a drawing or picture of the proposed gate. All fences along the street may be constructed of wood and of a vertical shadowbox design. Fences shall not exceed 6' total height and must be painted in an approved color and must comply with the approved color scheme. Wood fences must not protrude beyond the wall or column they are attached to regardless of the situation. New wood fences and wood gates must be painted within 60 days. All other gates are required to be painted as appropriate.

6. **B) VINYL FENCES**

ARC Application and approval shall be required for repairs, replacement and installation of Vinyl fences or gates. The application must include a picture of the proposed fence style and gate. All vinyl fences along the street must be constructed of a vertical shadowbox design. All Fences shall not exceed 6' total height and must be white in color and a flat design. Vinyl fences must not protrude beyond the wall or column they are attached to regardless of the situation. Gates are required to be replaced with Vinyl if front fences are replaced with Vinyl. **Additional conditions apply as listed on the ARC application.**

7. **GARAGE DOORS:** Garage doors **must** be painted to comply with the approved color scheme. Both garage doors should match each attached home.
8. **HURRICANE SHUTTERS:** ARC approval is required. The application must include a drawing or picture of the shutters and the location where the shutters will be installed. The color of the shutters must complement the color of the house.
9. **ROOF REPAIRS and REPLACEMENT:**
 - a. Replacement shingles must match the existing roof as closely as possible.
 - b. New roofs must be of a style and composition that presently exists within Woodlake and must comply with the approved color scheme.
 - c. If only one side of a roof is being replaced, the shingles of the adjoining roof, when replaced, must match the adjoining unit's shingles.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

10. FOB USE POOL & EXERCISE ROOM

- a) FOBS are for use by owners/renters in Woodlake, their legal guests and occupants.
- b) Only those individuals who are identified as owners, renters, legal guests/ occupants may be allowed entrance to pool/exercise areas by those carrying FOBS'.
- c) Anyone who is not authorized to allow entrance to the pool/exercise area, (friends, short term guests not registered, etc.) will subject the owner to a fine and loss of FOB activity for 30 days. This action, will be taken based on the requirements of the HOA Act (as they are amended from time to time).

11. OTHER: ARC approval is required for:

- a. All exterior modifications or additions to a building.
- b. Installation of a pool or spa; All pools/spas must be located behind walls, shadow box fences or other secure fencing for pools containing 24" of water or higher.
- c. Solar collectors and other devices are subject to ARC approval and must follow Florida state and/or local laws. ;
- d. Major landscape changes; including changes to the cement flower boxes.
- e. Flags, flag poles, **antennas**, ornamental decoration, satellite dishes or any similar artifact which is visible from the street or from another property in Woodlake.
- f. Outdoor lighting is limited to **white or yellow lights** (bug lights) which is visible from the street, (except during the Winter Holiday & Halloween Periods); (Bug "zappers" are excluded).
- g. Placement of ornamental figurines, flowerpots, and other similar decorations as determined by the ARC outside a home are allowed and will be subject to certain limits as defined below:
 - 1) Flowerpots are limited to reasonable but not excessive quantities in front of the home either on the wall, hanging, on the pathway, between garages, as determined by the ARC or Board of Directors etc.
 - 2) Flower pots must be of a ceramic, clay or composite nature. No plastic pots are allowed except in wall hanging planters.
 - 3) Flowerpots are limited to a reasonable diameter and height according to their placement in front of the home.
 - 4) Any figurine including statutes, gnomes, antique vehicles, pictures, signs, portraits etc. must be approved by ARC and will be limited to reasonable height and width as to not detract from the community as determined by the ARC and Board of Directors.

Any application, which has completed information, not acted on by the ARC Committee or Board of Directors within 30 days of its submission shall be deemed to have been approved.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

II. Flags and Flag Poles

If any covenant, restriction, bylaw, rule, or requirement of an association prohibits a homeowner from displaying flags permitted under this paragraph, the homeowner may still display in a respectful manner up to two of the following portable, removable flags, not larger than 4 1/2 feet by 6 feet:

The United States flag, The official flag of the State of Florida, A flag that represents the United States Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard,

A POW-MIA flag, A first responder flag. A first responder flag may incorporate the design of any other flag permitted under this paragraph to form a combined flag. For purposes of this subsection, the term "first responder flag" means a flag that recognizes and honors the service of any of the following:

a. Law enforcement officers as defined in s. 943.10(1).

b. Firefighters as defined in s. 112.191(1).

c. Paramedics or emergency medical technicians as those terms are defined in s. 112.1911(1).

d. Correctional officers as defined in s. 943.10(2).

e. 911 public safety telecommunicators as defined in s. 401.465(1).

f. Advanced practice registered nurses, licensed practical nurses, or registered nurses as those terms are defined in s. 464.003.

g. Persons participating in a statewide urban search and rescue program developed by the Division of Emergency Management under s. 252.35.

h. Federal law enforcement officers as defined in 18 U.S.C. s. 115(c)(1)."

There is also a limitation on rules concerning flag poles. The law states:

"Regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, a homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property as long as the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole one official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display one other flag permitted under paragraph (a). Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents. "

All flagpoles must be located **inside** the wall/fence and require approval by the HOA ARC and a Delray Beach Building Permit issued. These flags on a flagpole are subject to a size restriction of 4 ½ feet by 6 feet. Currently these flagpoles may not exceed 20'

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

in height and are subject to strict building code requirements. ***At no time may any flag be staked or placed into the grass or sidewalk area in front of a home. Other flags such as school flags, sports flags, or holiday flags may be displayed in a manner that does not adversely affect the appearance of the community and are subject to the Holiday and Flag Guidelines in Section IV.*** At no time may **ANY** flag be pinned or attached to any wall, or fence. ***No US flag shall touch the ground, wall, column or anything beneath it while being displayed. This list is updated periodically to include more flag types.***

III. Garage Sales

Garage sales, estate sales, and the like **ARE NOT permitted** within Woodlake except that the Board of Directors may authorize a community-wide garage sale to be conducted under its auspices no more often than one time per year.

IV. Holiday Displays and Flag Guidelines

Holiday displays are permitted, in the case of the **Winter Holiday Season**, only from **November 15th** and must be **removed by January 15th** of the following year. In the case of other holidays (Valentine's Day, St. Patrick's Day, Easter, Memorial Day, 4th of July, Thanksgiving, etc.), only for a period extending from fifteen (15) d days prior until five (5) days following such holidays. **Holiday displays are permitted for Halloween and are for a period from October 1st and must be removed by November 5th.** Sports and Team Flags may be displayed ONLY during playoff periods. **Fines will be issued of \$100 a day for violation of these policies after a warning of one week exceeding the time limit for Holiday displays.** Fines may be imposed in compliance with the requirements of the HOA Act. ***At no time may any flag be staked or placed into the grass or sidewalk area in front of a home. Special color lighting is only allowed during the Winter Holiday Season and Halloween! No exterior lighting is allowed for any other holiday or event!***

V. Newspaper Receptacles

Receptacles for newspapers are not permitted at curbside or affixed to the exterior of any property.

VI. Noise and Behavior

Residents are subject to any and all provisions of the Ordinances of the City of Delray Beach which regulate noise levels and to any and all provisions of the Ordinances of the City of Delray Beach which pertain to, define, and regulate activities which are deemed to be a nuisance. No noxious or offensive activity which constitutes a nuisance shall be

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

permitted within the community of Woodlake. This includes harassment of any Woodlake resident by another resident or their guest.

VII. Pets and other Animals

1. All pets must be on leash when off the owner's property.
2. Pet owners must remove and dispose of the pet's waste in their own garbage receptacles. And at no time may waste be disposed of in any storm drain.
3. Pets are not permitted in the Clubhouse, within the pool areas, or on the courts (tennis, basketball, shuffleboard). Except those assigned to physically or emotionally challenge individuals with proper registered documents.
4. Pet owners must be in compliance with state, county and city laws and regulations pertaining to animals and birds.
5. Pets are permitted to be walked around the lakes or in the lake access areas but must be leashed.
6. Excessive barking, which disturbs the peace and quiet of the community is not permitted at any time.
7. Residents should note that feeding birds, squirrels and roaming cats in the community also bring unwanted animals and other rodents such as rats and mice. Woodlake has three retention ponds and there is a drainage canal behind 29th Avenue. These areas are susceptible to the housing and breeding of pests. It should also be noted that Coyotes have been spotted in the area and pose a danger to pets and people. Limiting additional food sources for unwanted pests will keep them away and reduce their numbers.
8. All residents are urged to comply with all City of Delray Beach and Palm Beach County pet registration, licensure and vaccination requirements. Tenants and Owners who purchase or lease properties in the community following the adoption of these rules are required to license all dogs and cats in accordance with such regulations. Copies of licenses and renewals must be presented to the HOA at the time of their application to lease or purchase. For online registration and related information, use the following link: <https://www.petdata.com/for-pet-owners/pbc>. Fine \$50 per week until license is presented.
9. Dogs that demonstrate violent behavior toward humans or other animals may be required to be removed from the community.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

VIII. Repairs and Maintenance of Property

In order to preserve the appearance of, and property values of the community, each owner must maintain his/her property in good repair and in an aesthetically pleasing condition and to undertake all repairs in compliance with the standards established by the Association.

1. Exteriors of adjoining properties, including but not limited to; paint color of houses, trim, fences, and walls, and must match one another.
2. To the extent possible exterior work to adjoining properties should be undertaken at the same time in order to maintain uniformity. If work is undertaken on only one unit, the existing conditions must be matched to the fullest extent possible.
3. Both owners of an adjoining property must agree, in writing, to any change of existing color or style.
4. Roofs must be clear of mold, algae, dirt and other substances which generate "dark" areas on roof shingles. These not only affect the appearance of the community but do affect the longevity of roof shingles.
5. Grass height must not exceed 7" in backyards. Hedges must be maintained in the side and rear yard areas.
6. Outdoor storage of equipment, materials, or furnishings is prohibited on residential property. Items such as indoor furniture, household appliances, auto parts or building materials, boats, refrigerators, etc. may not be stored outside if seen by an adjacent parcel, common area or frontage.
7. Front sidewalks from the front gate to the public sidewalk must be cleaned and kept free from dark spots. If needed they should be cleaned twice a year or more often as needed.
8. Planting areas in front of homes must be maintained and kept free from overgrowth.

IX. Signs

No signs of any kind, including but not limited to, "For Sale" signs, "For Rent" signs, political signs, etc. are permitted to be displayed outside property walls or fences, including on swales in front of lots, or in any areas visible from the street or another lot except:

1. An "Open House" sign, no larger than two (2) feet by three (3) feet, may be posted at the front entrance of Woodlake, and directional signs may be posted only as necessary to direct one to the site of the open house. One "Open House" sign is permitted on the property which is the site of the "Open House". Any such signs may be displayed only on the day of, and during the hours of, and one (1) hour prior to the Open House. The owner or listing agent must always be on the site during the Open House.
2. As long as Section 720.304, Fla. Stat. authorized such signs, any parcel owner may display a sign of reasonable size provided by a contractor for security services within 10 feet of any entrance to a single family home or near the entry gate of attached homes.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

X. Trash

1. Garbage **RECEPTACLES (CANS)** and recycling containers must be stored in walled or fenced-in areas so that they are not visible from the street or any adjacent lots or portion thereof and may be placed outside the wall or fenced-in areas ***no earlier than 6:00 A.M. on the day prior to the pickup. Tuesday Pick-up starts 6: AM. RECEPTACLES (CANS) out no earlier than 6 A.M. Monday. Friday pick-up starts 6: AM RECEPTACLES (CANS) out no earlier than 6 A.M. Thursday***
2. Plastic bags, other than ones containing yard trimming, must be placed in trash receptacles.
3. All empty trash **RECEPTACLES (CANS)** must be placed inside the walled or fenced-in area by 6:00 AM the day after the pickup. Tuesday pick-up by 6 A.M. Wednesday. Friday pick-up by 6 A.M. Saturday
4. At no time is any trash **RECEPTACLES (CANS), trash** or foliage to be place outside for pick-up on a weekend.
5. **Foliage or Household Trash, other than trash containers, should not be placed outside prior to 5 P.M. the day before pick-up (Currently Tuesday) .**
6. Trash and or foliage must not be placed within 5 feet of any mailbox.
7. When placing large piles of foliage or trash outside for pickup, any remaining debris left by the pickup must be cleaned up by the homeowner or resident by the end of the day of the pickup. **(Currently Tuesday).**
8. If any trash or foliage is not picked up on the assigned day, it is the responsibility of the resident to call SWA. Anything left two days beyond the pickup day must be removed by the resident or will be subject to a fine.

XI. Use of Common Facilities

It is the obligation of all residents and their guests to be reasonable and respectful of their neighbors under all circumstances outside the privacy of their homes and in the use of the common areas and facilities. Reasonable and respectful behavior is the standard the Board of Directors will use in its enforcement effort. All facilities are used at the user's risk. Pets are not permitted in any of the following: Clubhouse, Exercise Room, Pool or Pool area, Tennis Courts, Shuffleboard and Basketball courts.

Clubhouse - Available to All Residents on a "First Come/First Served" Reservation Basis

1. The number of people who may occupy the Clubhouse is limited to the number posted by the Fire Marshall and subject to state and city regulations.
2. No smoking, including "Vapes", or **DRUG USE** is allowed in the Clubhouse.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

3. The Clubhouse shall be available for rental by residents for private purposes, subject to the terms and conditions set forth in the Rental Agreement. A copy of the application and agreement is available on the Community Website.

Exercise Room - Open for use 24/7

1. No smoking, including "Vapes", or **DRUG USE** is allowed in the Exercise Room and subject to state and city regulations.
2. When using the exercise equipment, make sure to bring your own towel. Sanitizer and paper towels are provided for cleanup of equipment, which must be wiped off after your use.
3. Please turn off fans and the TV when you leave.
4. The outside door must be always closed.
5. No personal training of non-residents is allowed in the exercise room.
6. Individuals will be responsible for any damage observed while using the room.
7. The Exercise room is used at your own risk. The HOA is NOT responsible for injury caused by the use of equipment or other circumstances while in the room.
8. Change in temperature or adjustment of AC vents will subject the individual to a fine.

Pool and Pool Area – Open Dawn to Dusk

No smoking is allowed in the pool or pool area and subject to state and city regulations.

Use of the pool is subject to the posted rules including, but not limited to:

- a. Showers are required before entering the pool.
- b. No running or diving is permitted.
- c. There are no lifeguards at our pool. Using the pool is at your own risk.
- d. All people who are incontinent shall wear appropriate swimming diapers.
- e. Individuals with bandages or open wounds are not permitted in the pool.
- f. Food or drink may not be consumed in the pool and may be consumed only within the designated areas.
- g. Floats, rafts, toys and other equipment may be used only when its use does not interfere with others using the pool.
- h. No bicycles, skateboards, skates or similar equipment is permitted in the pool area.
- i. No glass is permitted anywhere in the pool area.
- j. Proper swim attire must be worn
- k. Umbrellas must be secured in the collapsed positions before leaving the pool area.
- l. Placing a towel on a lounge or chair when using suntan lotion will prolong its life and show respect for the next guest.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

- m. No behavior that would adversely affect the rights of others to use and enjoy the pool will be tolerated. **DRUG USE is not permitted in the pool area. Smoking is only allowed outside the clubhouse and pool area.**
- n. Access to the pool area is limited to the hours of **Dawn to Dusk** by any resident or their guest.
- o. **Entry gates are NOT to be propped open. These gates are to be accessed by a FOB only. Any individual caught manipulating the gate or jumping over will be subject to a fine and/or suspension of pool privileges.**

Tennis – Basketball - Shuffleboard Courts

- 1. Proper attire and footwear must be worn when using the courts.
- 2. No activity such as skating or the like is permitted.
- 3. All food and drink must be kept in closed containers.
- 4. Residents shall have the preference to court time over guests.
- 5. Only four individuals are permitted on the court when play is in progress.
- 6. If players are waiting, use of the court shall be limited to one (1) hour for singles play and one and one-half (1.5) hours for doubles play.
- 7. When play is complete, the court must be swept, and the broom and brushes replaced properly on the fence.
- 8. No personal training of non-residents is allowed within the tennis facilities.
- 9. Pickle ball equipment, if provided by the Association, must be returned to place of storage and court time is limited based on # 6 above.

XII. Use of Property

1. Use of Lots:

The lots and portions thereof shall be used for single family dwellings, and for no other purpose; no commercial, industrial or other non-residential buildings may be erected on the property or portions thereof, and no business may be conducted on any part or portion thereof, nor shall any building or portion thereof be used or maintained as a professional office.

2. Guests Occupancy:

a. The occupancy of any lot, other than the owner, the members of the owner's immediate family permanently residing with him or her in the lot or any lessee(s) under an approved lease, is limited to twenty-one (21) days in a twelve (12) month period, in the aggregate. Any individual 18 years of age or older who is not listed under the original purchase agreement or lease and moves into Woodlake must submit the application process, pay the appropriate fees and shall appear for an interview, if required. Any individual who stays more than twenty-one (21) days is considered a lessee and is subject to the lease approval process, as approved by the Board of Directors, whether or not the

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

owner is present or any rental fee is paid or not. Any guest of an owner, occupying a property seven (7) days or more must be registered by the owner with the Woodlake office by submitting the "Guest Occupant Form" fourteen days (14) in advance of their arrival.

b. Notwithstanding the foregoing, an owner may, from time to time permit members from his or her Immediate Family Member(s) to occupy the lot as guest(s) in his or her absence for a period of sixty (60) days in a twelve month period, in the aggregate, provided the Board is given prior written notice of, and approval of such occupancy fourteen (14) days in advance. For the purpose of this paragraph, "immediate Family Members" is defined as, parents, children, siblings, grandparents or grandchildren, of the owner or owners' spouse. It should be noted that only persons described above may occupy a unit when the owner is not present. Friends, cousins, etc. are not allowed to occupy a unit when the owner is not present.

3. Rental Property:

- a. All New owners must wait twenty four months from time of purchase before renting the property.
- b. No lot or portion thereof, nor any dwelling unit or portion thereof may be leased or rented to more than one (1) family at a time.
- c. Any unit leased, short term may not be leased for more than one (1) time in a twelve (12) month period. (If a rental starts in December and ends in February the next year, that unit cannot be rented again for 12 months from December) ;
- d. Any lease must be for a period of at least three (3) months in duration. No property may be leased or rented to a corporation, partnership, or other entity that is not a natural person.
- e. All rentals of property within Woodlake must be in compliance with the Ordinances of the City of Delray Beach pertaining to rental properties.
- f. All prospective tenants must submit a rental application and must be interviewed by the Welcome Committee prior to taking occupancy.
- g. The tenant shall sign a statement acknowledging that he/she has been provided with a copy of the Rules and Regulations.
- h. No rental application will be approved if the property to be rented has any outstanding violations unless the owner enters into an agreement to provide for making all corrections required. Any such agreement must be approved by the Board of Directors prior to the scheduling of an interview before the Welcoming Committee.
- i. Owners are responsible for ensuring tenants are provided with a copy and understand the rules and regulations of the Woodlake community as any fines caused by tenant activity are the responsibility of the owner for payment.
- j. Tenants are responsible for ensuring that any visitor or guest adheres to the rules and regulations of Woodlake.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

- k. Rental applications are considered complete when all information requested is provided. The HOA then has 30 days to process that application. All renters must attain a minimum credit score of 650 as well have an acceptable criminal background history to be considered for approval.
- l. No renter can rent in Woodlake with a vehicle that does not conform to Woodlake rules.
- m. Any homeowner who allows a tenant to move into a property before the Woodlake approval process is completed and approval given will be subject to a fine each day until the process is completed.

4. *Transfer of Ownership*

- A. No owner may dispose of a Lot or any interest therein by sale, lease or other transfer of title via a Quit-Claim Deed, a devise, or an inheritance without the prior approval of the Association.
- B. Anyone wishing to make such a transfer must give notice to the Association and fill out an application providing the requested information.
- C. It should be noted that the Association Board has the right to disapprove the sale or transfer of any property based on the provisions outlined in the Association Documents.
- D. **After the sale, transfer or change of the deed of a property, a copy must be submitted within 10 days to the association office.**

XIII. Vehicles and Parking

- 1. Vehicles which are not operational, or which do not have a current, valid license plate and a current Florida registration sticker are not permitted within the Woodlake Community and are subject to being towed off the property.
- 2. OTHER VEHICLES. No boats, boat trailers or trailers of any kind or campers or mobile homes shall be permitted to park on or near the PROPERTY at any time unless kept fully enclosed inside a building. Notwithstanding the foregoing, a truck or commercial vehicle may be parked on a lot or portion thereof on a temporary basis when reasonably necessary in the actual construction or repair of buildings on such lot or portion thereof. There shall be no side by side double parking of vehicles on single driveways. Vehicles may not be parked on the front lawns or across sidewalks. Vehicles parked in the swale area may not be parked for longer than 48 hours at any one time. All vehicles within the community must be operational and must have a current, valid license plate.
- 3. A property owner or a tenant, a guest, or an invitee of the property owner from parking his or her personal vehicle, including a pickup truck, in the property owner's driveway, or in any other area in which the property owner or the property owner's tenant, guest, or invitee has a right to park as governed by state, county, and municipal regulations. The homeowners' association documents, including declarations of covenants, articles of incorporation, or bylaws, may not prohibit, regardless of any official insignia or visible designation, a property

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

owner or a tenant, a guest, or an invitee of the property owner from parking his or her work vehicle, which is not a commercial motor vehicle as defined in s. 320.01(25), in the property owner's driveway.

4. A property owner from inviting, hiring, or allowing entry to a contractor or worker on the owner's parcel solely because the contractor or worker is not on a preferred vendor list of the association. Additionally, homeowners' association documents may not preclude a property owner from inviting, hiring, or allowing entry to a contractor or worker on his or her parcel solely because the contractor or worker does not have a professional or an occupational license. The association may not require a contractor or worker to present or prove possession of a professional or an occupational license to be allowed entry onto a property owner's parcel.
5. Operating a vehicle that is not a commercial motor vehicle as defined in s. 320.01(25) in conformance with state traffic laws on public roads or rights-of-way or the property owner's parcel. Vehicles which are parked in violation of these rules shall be subject to enforcement action including fines and or towing provided that any such action shall be in compliance with any legal requirements pertaining to such enforcement actions.
6. Owners are responsible for any violations of these provisions on the part of said owner's tenants, guests or invites.

Specific Parking Provisions

1. No parking is permitted on the lawns.
2. Vehicles must be parked in the direction of traffic.
3. Vehicles are never to park across a sidewalk or intrude into a sidewalk blocking or restricting pedestrian movement.
4. Vehicles may not be parked on the swale area for more than 48 consecutive hours and must be moved when sprinklers are activated and on days which the maintenance service is cutting the grass.
5. Vehicles must be parked with two wheels entirely on the road and two wheels on the grass avoiding the sidewalk.
6. Vehicles may not use the Clubhouse parking lot for long-term parking or overnight long-term parking unless approved by the Property Manager or the Board of Directors. Long Term Parking is defined as parking which exceeds seven hours in length during the day. Overnight long-term parking is defined as parking between the hours of 11 PM and 6 AM.
7. Vehicles must not be parked to obstruct delivery of the mail and must maintain a distance of 5' from the mailbox.
8. No homeowner may turn sprinkler heads or take any action to avoid contact with their or any other vehicle from being sprayed by the irrigation system.
9. No vehicle shall be parked in such a way as to obscure the exercise of a legal turn around a corner obstructing the vision or ability of a vehicle to stay in their proper lane while completing that turn.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

XIV Irrigation Systems

The Association controls the irrigation system which is feed from the water in the retention ponds located on the property. The association is responsible for maintaining the system outside in the common area and inside an owner's property. **However, any damage done to the system by a homeowner by planting or construction will be the homeowners' responsibility and that homeowner will be charged by the association for repairs. Homeowners should be aware that according to the Woodlake documents, the association or its agents have the right to enter the owners' property to effect repairs on the irrigation system for any legitimate purpose to ensure the safety and security of the community as well as preserve the ascetic value of the community.** It is therefore important that before planting or doing any work that will affect your system you contact the HOA office to make sure you will not tamper with or damage the irrigation system.

The Woodlake Sprinkler/Irrigation Policy

1. The irrigation/sprinkler system is owned and maintained by the Woodlake HOA.
2. Routine maintenance is the responsibility of the HOA. This is defined as; replacing sprinkler heads, broken pipes, pumps, control valves, etc.
3. Damage done to the system by the homeowner by removal of plants, trees, shrubs, installation of fences, patios, etc. must be repaired by the HOA and paid for by the owner at the rates noted **below** or at a higher rate depending on the extent of the damage.
4. No outside contractors are allowed to repair or move the sprinkler system unless authorized in writing by the HOA.
5. An ARC Form MUST be submitted to the Woodlake office before any work is undertaken on a property. This includes installation of fences, patios, walls, removal of trees, etc.
6. At no time is a Control Valve located on the property, to have anything planted on or near the valve. Contact the office for clarification and information.
7. Sprinkler heads located outside the home must not be turned to avoid hitting cars.
8. The Woodlake Office will determine what if any damage to the system occurred based on input from the staff.
9. The rates for repair to the sprinkler/irrigation system are:
 - a) \$33/hr. for 1 person. \$49.50/hr. for 2 or more
 - b) Parts cost plus 50%
10. Fines for failure to submit an ARC Form: \$100 for yard and any other work which damages the sprinkler system as noted in #5

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

XV Service Requests/Use of Woodlake Personnel/Emergences

- A. No unit owner/resident will direct, supervise or in any manner attempt to assert any control over any employees of our property management or Lawn Service Company.
- B. Homeowners should make a request for service or complaints regarding service in writing or call the office. Homeowners should make emergency calls after normal business hours (After 1 PM) to Woodlake's emergency number 954-582-4400.

XVI Walls and Fences in Woodlake

A. Other than the fences surrounding the clubhouse, tennis courts or other common areas surrounding Woodlake facilities, fences in Woodlake are no more than 6 feet tall and are of wood or vinyl and vertical shadow box design unless approved by the ARC committee. Chain-link fences are prohibited on any homeowner property.

B. Walls and fences in Woodlake surrounding a homeowner's property are the sole responsibility of the homeowner with respect to the care and ongoing maintenance. Walls between property owners, (defined as those lots where two dwellings exist), are considered "party walls". In this case, both homeowners are equally responsible for the care and maintenance of the walls between the homes unless one homeowner is found to cause damage to the wall. That homeowner then becomes responsible for repairing or replacing the party wall.

C. All walls and fences in Woodlake are to be kept free from cracks, rot, algae, and mold and should be routinely cleaned and painted. Any painting and replacement of walls or fences requires submission of an ARC form and approval.

D. Walls bordering the common area which provides access to the lakes in Woodlake will have the surfaces facing the common area painted by the Association. This is to maintain the uniform aesthetic appearance of these common areas. However, the overall responsibility for the ongoing maintenance and repair of these walls remains the homeowners' responsibility to remain consistent with Section B.

E. No fence or wall can be covered with any artificial or plastic material replicating any plant or other reflection of a fence.

F. Gates requiring animal protection are limited to 3' (three feet) of screening from the bottom of the gate. Screening material should match the gate color and should be of PCV or wooden lattice.

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

XVII Woodlake Payment Policy

- A. All general assessments, (maintenance), are due on the first day of the quarter. You will be subject to a late charge after 30 days. Currently \$25.00.
- B. If a member is more than 90 days delinquent in paying any fee, fine, or other monetary obligation due to the association, the association may suspend the rights of the member, or the member's tenant, guest, or invitee, to use common areas and facilities until the fee, fine, or other monetary obligation is paid in full. This subsection does not apply to that portion of common areas used to provide access or utility services to the parcel. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park. The notice and hearing requirements under subsection (2) do not apply to a suspension imposed under this subsection. In addition to a charge for late payment, your ability to use Woodlake facilities may be suspended, as provided in the HOA Act.
- C. If payment is not made within thirty (30) days of the due date, the Association may pursue collection activity, including sending the matter to our attorney for legal action.
- D. Effective July 1, 2023, payments shall be paid on a quarterly basis only. Monthly payments are eliminated unless payment plans are arranged for properties in default.

XVIII General Provisions – Fines

Fines for Violations are as follows and include but are not limited to:

1. Vehicle parked across the sidewalk; parked in the wrong direction; vehicle has an expired registration; vehicle in disrepair/eyesore; Vehicles parked entirely in the roadway or without two wheels not entirely on the road; Vehicles parked in the Clubhouse parking lot beyond time limit; **Vehicles parked beyond 48-hour limit - FINE \$100 per day** (Subject to towing off property)
2. Trash including vegetation out too early or on the wrong day; trash containers left out 24 hours beyond or put out more than 24 hours the day of trash pickup. FINE \$100 per day or Trash put out any weekend \$100 per day.
3. Pets not on a leash; not picking up after pets; disposing of pet waste in places other than your own trash receptacles. FINE \$100
4. Improper display of flags or signage. FINE \$100 per day
5. Violation of Holiday display rules. FINE \$100 per day

WOODLAKE

Woodlake Homeowners Association, Inc.
385 SW 27th Terrace Delray Beach, FL 33445

- 6) ARC Violations **\$100 per day**. A Homeowner in violation of a maintenance failure is given 20 days' notice to repair the issue before a violation is issued. Or failure to submit ARC application \$100
- 7) Any other Violation \$100 per incident per day as appropriate
- 9) Any failure to comply with payment policy when monies are owed over 45 days will subject homeowners to automatic revocation of clubhouse privileges and fines.
- 10) Any violation of guest policies will subject homeowners to revocation of clubhouse privileges until the situation is rectified. Subject to protocols as required in the HOA Act.
- (11) Improper occupation of a property by a tenant or homeowner without completion of necessary documents and completion of approval process will incur a \$100 per day fine and possible denial of approval of application.
- (12) Violation of the FOB policy with respect to Pool/Exercise room entry of guests is \$100 fine plus 30 suspension of pool/exercise entry privileges.

XIX FINE Procedure

The Association may levy fines against those who violate the governing documents or rules consistent with the provisions of Chapter 720, Fla. Stat. as may be amended from time to time.

XX Retention of Records

It is the policy of the association that all records be kept for those periods required by Florida law.