

<b>DPN</b>	<b>Rules &amp; Regulation Procedure</b>	Revision: I.
		Date: 04/05/2021

## RRP 4.2.1 RULES AND REGULATIONS OF DEERFIELD PINES NORTH

<b>Approvals:</b>	<u>George Succar</u> <i>President</i> <span style="float: right;"><i>(original signature on file)</i></span>	Date	4/5/2021
	President or Vice President		
	<span style="float: right;"><i>(original signature on file)</i></span>	Date	

  

Rev	Effective Date	Responsible Individual	Pages Affected	Nature of Change
H.	April 5, 2021	Rosanne Cirioli	3, 4, 6 - 10	MINOR REVISIONS SINCE 2019

### 1.0 PURPOSE AND SCOPE

The purpose of these house rules, of course is to make living in DEERFIELD PINES NORTH as pleasant and comfortable as in a separate home, even though we have 120 apartments in the complex.

These rules are not onerous and provide as much freedom as possible for an individual to follow his/her own activities as long as they do not infringe on the comfort, peace and quiet desired by the majority.

We have excellent amenities at DEERFIELD PINES NORTH, including the pool, patios, saunas, shuffleboard courts, exercise room and poolroom.

### 2.0 RESPONSIBILITIES AND AUTHORITY

- 2.1 The Secretary of DPN is responsible for maintaining this procedure.
- 2.2 All residents are responsible to follow and obey to these Rules and Regulation
- 2.3 The Board of Directors is responsible for fining the Rules and Regulations violators
- 2.4 The Owner who sells or leases their apartments is responsible to leave this copy for the next resident.

### 3.0 DEFINITIONS

- 3.1 DPN: Deerfield Pines North
- 3.2 RRP: Rules and Regulation Procedure
- 3.3 ERRP: Enforcing Rules and Regulation Procedure

### 4.0 DOCUMENTS AND FORMS

- DPN By-Laws and Amendment to the By-Laws Paragraph 12, 12.2 thru 12.4
- Procedure ERRP 4.2.2 Enforcing Rules and Regulations
- Form # 4.2.1.1 Notice of Intent to Sell Form
- Form # 4.2.1.2 Clubhouse Rental Agreement Form
- Form # 4.2.1.3 Contractors sign-in sheet
- Form # 4.2.1.4 Satellite Installation Procedure Form
- Form # 4.2.1.5 Reporting Rules and Regulation Violations form
- Form # 4.2.1.6 Standard Lease Form
- Form # 4.2.1.7 Sales & Membership Application Form

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### 5.0 PROCEDURE

#### RECREATION AND CLUBHOUSE

Some of these rules and regulations are necessary in order to comply with insurance regulations to avoid accidents. Other rules are necessary to protect the furnishings of the clubhouse and the rights and privileges of each owner. These rules may be changed and amended from time to time as deemed necessary by the Board of Directors and each owner will be notified of said change or amendment.

The association has an enforcement procedure (ERRP 4.2.2) in place to report any Rules and Regulation violators. These Suggestions and Complaints reports must be in writing and will be reviewed and addressed by the Board of Directors in a timely manner. **THE IDENTITY OF SOMEONE SIGNING A COMPLAINT IS NOT KNOWN TO THE VIOLATOR.** The Board of Directors has the right to fine the Violators per Amendment to the By-laws, Paragraph 12 thru 12.4 dated 02/04/1997.

#### HOURS

1. The clubhouse, pool and shuffleboard hours are 8:00am to 10:00pm. The pool hours are from DAWN to DUSK.

#### CLUBHOUSE

2. Use is restricted to owners, tenants and guests of the same. Owners are responsible for their guests' conduct.
3. Shirts or blouse and footwear must be worn in the clubhouse.
4. Wet bathing suits will not be permitted in any part of the clubhouse except saunas, or rest rooms. **SIDE DOORS ONLY** must be used when entering in a wet bathing suit.
5. **PRIVATE PARTIES / RENTAL OF CLUBHOUSE AND KITCHEN**
  - A Clubhouse Rental Application Form (Form 4.2.1.2) must be obtained and submitted in writing by the owner. This form must be submitted to the Board of Directors for approval at least 30 days prior of the rental starting date.

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- **A deposit of \$500.00 for damage or clean up must accompany the application. A service fee of \$75.00 will be charged. The balance of the deposit will be refunded after the clubhouse is inspected. If any cleaning or repairs are needed, the cost will be deducted. Should any damage exceed the deposit, YOU will be held responsible.**
- **Groups, clubs, society, fraternity associations or corporations whose membership's activities or functions are secret are not permitted at any time. No Political Activities Allowed.**
- **The clubhouse shall not be used for any commercial purpose.**

#### **POOL ROOM (Billiard's Room)**

- 6. There will be no food or drink consumed in the poolroom.**
- 7. Persons under the age of 16 years WITHOUT AN ADULT are NOT allowed to play or use the poolroom in any manner.**
- 8. When finished playing pool, chucks and cue sticks must be placed on racks, balls removed from table, table must be brushed, cover put in place, all lights put out and WINDOWS CLOSED & LOCKED if opened.**
- 9. SMOKING IS NOT PERMITTED in poolroom, clubhouse or hallways.**

#### **SWIMMING POOL AREA**

- 10. ALL PERSONS MUST TAKE A SHOWER BEFORE ENTERING POOL AND AFTER LOTIONS ARE APPLIED.**
- 11. All persons using the pool must do so at their own risk. DO NOT SWIM ALONE.**
- 12. All persons should leave the pool area during a thunder or lightning storm.**
- 13. An adult must accompany ALL CHILDREN UNDER THE AGE OF 12 YEARS when they use the swimming pool.**

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- 14. DIAPERED INFANTS AND CHILDREN UNDER THE AGE OF 3 YEARS ARE NOT PERMITTED IN THE POOL AT ANY TIME.**
- 15. No toys, floats, snorkeling equipment, balls or other toys for the beach are allowed in the pool. ONLY WATER WINGS WORN BY CHILDREN AND NOODLES will be allowed in the pool. NO OTHER DEVICES. Life Saving equipment is available at pool area.**
- 16. No coffee, beer, soda permitted at poolside in glass containers – ONLY IN PLASTIC. Food is permitted if in plastic or paper containers at the pool area TABLES ONLY. Food refuse and wrappings are to be placed in the trash containers before leaving the area.**
- 17. Each person is responsible for picking up his/her litter. PLEASE CLEAN YOUR TABLES AFTER USE AND PUT UMBRELLA DOWN.**
- 18. NO SMOKING IN POOL AREA. SMOKING ONLY ALLOWED BEHIND CLUBHOUSE AT TABLES OR IN COURTYARDS.**
- 19. PLEASE DO NOT leave your belongings unattended on pool chairs, lounges or fence. Do not hang towels or other items on fence. If you leave the pool area for any length of time, please take your personal belongings with you so the chairs and lounges are available for others.**
- 20. Chairs and lounges are not to be removed from the pool area. Please help protect the chairs and lounges by covering them completely with a towel while sunning. Replace chairs and lounges to their proper positions after use.**
- 21. ALL HAIR, INCLUDING PONY TAILS, MUST BE PINNED UP ABOVE THE EAR LOBE or a BATHING CAP MUST BE WORN. There will be no exceptions to this rule, as it is required under the Environmental Regulations of the State of Florida.**
- 22. DIVING, RUNNING, OR JUMPING IS NOT PERMITTED. No type of horseplay is permitted in the pool or pool area.**
- 23. Radios ARE permitted in the pool yard ONLY if you use EARPHONES**

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or HEADSETS. Please modulate your voice when using cell phones so it does not disturb others while resting or reading.

**24. PLEASE DRY YOURSELF OFF BEFORE ENTERING ANY BUILDING COMING FROM THE POOL. FOOTWEAR MUST BE USED. NO BARE FEET.**

**SHUFFLEBOARD**

- 25. Children UNDER THE AGE OF 16 YEARS may NOT use the shuffleboard courts UNLESS ACCOMPANIED BY AN ADULT.**
- 26. Avoid walking across the courts, as this will mar the finish.**
- 27. Please return the discs and cues to their holders in the clubhouse after use.**
- 28. Please turn off lights when you leave.**

**BARBECUE AREA - HOURS: 8 AM – 10 PM**

**USE THE BARBECUE AT YOUR OWN RISK**

- 29. BBQ equipment is provided in the patio areas. After each use, clean the grill and deposit all refuse in the trashcan provided or take to the garbage dumpsters.**
- 30. SHUT OFF GAS TANK VALVE FIRST, AND THEN TURN OFF THE GRILL VALVES WHEN FLAME IS NO LONGER BURNING. This is to burn off the gas in the gas line.**
- 31. Replace the cover when the grill is cool. It is the responsibility of the person using the area to leave the area clean and in order.**
- 32. Do not remove BBQ equipment from the designated area.**

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**LIBRARY**

**33. There are many books in our library, thanks to the generosity of the owners. These have been organized on the shelves in the clubhouse. Feel free to browse. Take your choice of reading material back to your apartment if you find something that meets your fancy. All we ask is that you return the book to the shelves. New books are always welcome.**

**BUILDINGS**

**34. FOOTWEAR and cover-up tops must be worn in hallways of buildings. Clothing, towels, swimsuits, rugs, laundry etc., are NOT to be hung out on porches if the shutters are up.**

**35. Cooking of any kind is not permitted on porches; please use the facilities on the patios.**

**36. ALL UPSTAIRS APARTMENTS MUST INSTALL CORK 1/4” – 3/8” THICK AND MUST BE INSPECTED AND APPROVED BY THE BOARD before laying ceramic tiles on floors. If installing Laminate flooring the Board must see and approve underlayment before job begins. This will stop the sound from traveling to the apartment below. Please remove footwear as a courtesy to the downstairs neighbors.**

**37. The Board of Directors must approve installation of shutters, windows and splatter guards as to type, color and size. Windows will not be dressed in any way that could be offensive to the appearance of the complex.**

**38. Inside corridor doorways will NOT be left open to common area except for emergency. (Air conditioner failure).**

**39. Hanging Paintings, Signs (e.g.: for rent or for sale) or additional construction is prohibited on any part of the exterior or porches of buildings. Porches must be painted the same color as the exterior wall of the buildings.**

**40. Any Satellite installation has to conform to the Satellite installation procedure. Satellite dishes/antennas or any wiring may not be attached or installed on any part of the exterior walls of buildings or porches. Any resident, who wants to install a Satellite, must obtain a Satellite**

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Installation Form (Form 4.2.1.4) and needs to be approved by the Board of Directors.

- 41. Advertising by posting or distribution (except condominium or committee business) is not permitted in any building or anywhere on the property.**
- 42. Nothing shall be placed in corridors, walls or stairways of any building, nor shall the same be obstructed in any manner. Children PLAYING OR RUNNING in the hallways is not allowed. MATTS are NOT permitted at UNIT entrance doors.**
- 43. Common elements of the Condominium, buildings and grounds shall not be decorated or furnished by any apartment owner or resident without written approval by the Board of Directors. Christmas decorations will be allowed if approved by the Board of Directors. These decorations must be removed after the Holiday Season.**
- 44. Screening on the porches must be maintained by the unit owner and must be uniform in appearance.**
- 45. Flammable, combustible, or explosive materials are not to be kept in any apartment or on porches.**
- 46. Personal property may not be stored in the meter rooms or in any of the common elements.**
- 47. Please use sidewalks to enter or exit buildings whenever possible to avoid traffic on the greenbelts and common grounds.**
- 48. No one is permitted to go up on the roofs. ALL contractors must be licensed and insured. All Contractors must notify the office and fill out a form (Form 4.2.1.3) before going on the roof.**

**KEYS**

- 49. Owners are to provide keys to their apartment to the office. If your vehicle is left on the premises during your absence, keys must be left at the office. These will be used only in case of an emergency.**

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**PARKING AREA**

- 50. Each owner must use his/her assigned parking space and display parking sticker on the rear window of the vehicle.**
- 51. Head in parking only. Backing into a parking space is not permitted.**
- 52. Use of other owner's space must be a written agreement filed with the Board of Directors.**
- 53. The entrance walkways to the common areas are not to be blocked with cars except to discharge the handicapped or to load and unload.**
- 54. Each owner is responsible for seeing that his/her guest use guest parking spaces only and a GUEST PASS is placed on the dashboard of the visiting vehicle.**
- 55. SLEEPING IN VEHICLES IS NOT ALLOWED.**
- 56. Trucks over 3/4 ton will not be permitted. Commercial vehicles and/or advertising signs on vehicles are prohibited.**
- 57. Oil leaks from vehicles must be reported and repaired immediately**
- 58. THE SPEED LIMIT OF 10-MILES PER HOUR WITHIN THE COMPLEX MUST BE COMPLIED WITH. THIS IS A SAFETY MEASURE FOR THE PROTECTION OF THE GENERAL PUBLIC.**
- 59. Car washing is permitted only at the west end of building 4 and 6.**
- 60. Motorcycles, Mopeds or Scooters are not permitted on the premises. Unlicensed or inoperable vehicles are not permitted on the premises. RV's, campers, boats, jet skis and trailers are not permitted on the premises.**

**BIKES AND SKATEBOARDS**

- 61. Skateboards, skates, roller blades and scooters are NOT allowed. Strollers are not allowed on DRIVEWAYS. Please keep them on the pathways. CHILDREN ONLY may ride bikes on pathways, not on driveways.**



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- 62. Bicycles or other items are not to be stored in the meter rooms, as Florida Power and Light do not permit this. This is a violation of the Fire Department regulations.**
- 63. Only adults may ride bicycles in the PARKING AREAS. Bikes are permitted on porches of main floor apartments. Upstairs apartments can store bikes on the porches in their absence. Any damage done to the walls or carpets will be the owner's responsibility. THERE IS A BIKE RACK AT BLDG. 6 & THE CLUBHOUSE TO STORE BIKES. BIKES ARE NOT ALLOWED ANYWHERE ELSE ON THE PROPERTY OR IN BUILDINGS. NO EXCEPTIONS.**

**LAUNDRY ROOMS**

- 64. Laundry room hours are 8am to 10pm.**
- 65. Each person using the equipment will be responsible for cleaning after each use, including removal of lint from dryers and removal of all litter and trash. NO FEATHER PILLOWS, COMFORTERS OR RUBBER BACKED ITEMS ALLOWED IN LAUNDRY MACHINES.**
- 66. Clothing in washers and dryers should be removed as soon as the cycle is complete. A Washer cycle is 32 minutes. A Dryer cycle is 60 minutes.**
- 67. It is essential that the washers are not overloaded. A direct result of overloading is the clogging of the washer pump by small articles of clothing.**
- 68. Turn off lights when leaving. DO NOT LEAVE DOOR OPEN WHEN NOT IN ROOM.**
- 69. Be sure to leave the area in a clean condition for the next person.**
- 70. Please use only sidewalks to and from any entrance doors and sidewalks to and from laundry rooms. Avoid excess traffic on the greenbelts.**

**NOISE**

- 71. Apartment owners and residents shall not play upon, OR permit to be played, any musical instrument or operate or permit to be operated a stereo system, radio, television, organ, piano or any loud speaker in an**

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apartment between the hours of 11pm and 8am; if the same shall disturb or annoy other occupants of Deerfield Pines North.

**GARBAGE DISPOSAL**

72. All trash, garbage, or refuse is to be placed in a heavy paper or plastic bag, tied securely and deposited in the dumpsters. **AIR SHOULD BE REMOVED FROM BAGS** before going into dumpsters. No garbage or trash is to be left in hallways or anywhere on the common areas. **IF YOUR DUMPSTER IS FULL, PLEASE TAKE YOUR GARBAGE TO ANOTHER DUMPSTER. DO NOT OVERFILL THE DUMPSTERS OR DROP GARBAGE BAGS IN FRONT OF OR TO THE SIDE OF DUMPSTERS. FLATTEN all cardboard boxes before depositing in dumpster.**

73. All unwanted furniture, bedding, household items, etc. **MUST** be taken to the dumpster on **WEDNESDAY** nights near Building 6 and placed in the designated spot for pickup **THURSDAY** mornings. If you violate this procedure a fine of **\$150.00** will be given.

**MOVING IN AND OUT OF THE COMPLEX**

74. Moving is permitted between the hours of 8am and 10pm

75. Owners or lessee shall be held liable for any damage to common elements while moving in or out.

**APARTMENT OCCUPANCY**

**RULES GOVERNING RENTALS, SALES AND GUESTS**

76. **DOGS up to 20 pounds are ALLOWED in Deerfield Pines North. Birds or other pets are not allowed out of the apartment.**

77. **More than four (4) persons shall not occupy apartments in a two (2)-bedroom apartment, or more than two (2) persons in a one (1)-bedroom apartment.**

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- 78. Owners who desire to sell their apartment must file an “INTENT TO SELL” form with the office.**
- 79. When a buyer is secured, a one hundred dollar (\$100.00) processing fee must accompany the completed sales documents as well as a one hundred dollar (\$100.00) Estoppel Fee. For International Buyers, the processing fee is two hundred and fifty dollars (\$250.00) as well as a one hundred dollar (\$100.00) Estoppel Fee.**
- 80. Owners, who desire to rent their apartments for the season or long term, may do so, providing that the unit owner is current in all quarterly maintenance and special assessment fees. In addition an application form must be obtained from the office and be completed. A one hundred dollar (\$100.00) processing fee will be charged with each application for a background check. For International Renters, a two hundred and fifty dollar (\$250.00) processing fee will be charged with each application for a background check. Owners are not allowed to rent or lease their apartments for a period of one (1) year after purchase. Seasonal rental is a minimum of 3 months. The fee may be waived on consecutive renewal of long-term lease by the same tenant.**
- 81. All purchasers of condominium units in Deerfield Pines North, upon their acceptance by the Board, must pay one-year maintenance fee in advance at the current amount assessed. The monies will be placed in a Non-Interest bearing escrow account. In addition to the one-year advance payment, the buyer is responsible for paying their current quarterly maintenance fees and/or special assessments. At the end of one year of residence, if the buyer has paid the maintenance fee and/or special assessments in a timely manner, their escrow money will be refunded to the buyer upon written request by the buyer. In the event that a “claim of lien” is filed, and payments for the balance of the year are accelerated, the Association has the right to use the buyer’s escrow money to pay for any unpaid fees or assessments. If the maintenance fee is increased, the Board has the right to increase the yearly advance payment accordingly.**
- 82. Interview by the Board of Directors for sales or rental of apartments is required. Interviews will be scheduled within 30 days or sooner after completed documents are received.**
- 83. Owners should advise their tenants and guests the Rules and Regulations of Deerfield Pines North and said owner will be held entirely responsible**

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**for the conduct and behavior of their tenants and guests. A security deposit of \$ 500.00 will be REQUIRED to the Owner at the time of the lease approval for a yearly rental.**