

**WOODLAKE HOMEOWNERS  
ASSOCIATION**

**2005**

**RULES AND REGULATIONS**

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The Board of Directors has adopted these Rules & Regulations for Woodlake. The Rules and Regulations hereinafter listed are not complete but are an overview provided for guidance and information. The Board of Directors must approve any variations made to these Rules. They will apply to and be binding upon all owners of the Woodlake Community. The individual Homeowner will always obey said Rules and Regulations and see that their families, guests, employees, lessee and all persons they grant permission to use the facilities faithfully observe them. Owners must assume the responsibility to inform lessees, in writing, of these Rules and Regulations and be aware that they, the Homeowner, will be responsible and subject to any fines, damages and cost of any legal action according to the documents of the Woodlake Homeowners' Association.

All new residents, including tenants, are required to meet with the Welcoming Committee. This is to insure that they receive a current copy of the Woodlake Homeowners' Association documents and Rules and Regulations and to acknowledge thorough understanding of same.

**Woodlake requires a \$75.00 non-refundable application fee for new residents,  
including tenants.**

**CLUBHOUSE**

1. All facilities are to be used at the individuals own risk.
2. Smoking is not permitted in any part of the Clubhouse.
3. A limit may be placed on the number of people to be admitted, according to the posted Fire Code.
4. Any person, wet or uncovered, will not be permitted in the Clubhouse except in restrooms.
5. The Clubhouse may be used for private social purposes only. No owner will sponsor its use for or by any organization regardless of purpose, including charitable fund-raising. It cannot be opened for the public for any occasion nor can an affair be co-hosted with a non-owner.
6. Owners may use the Clubhouse for a private party when it is not in use for Woodlake Association affairs. For a private party, the request should include the purpose for which the facility is to be used, the number of guests expected and a signed agreement by the owner to pay cost of any residual cleaning.
7. The Clubhouse must be reserved through the Board of Directors on a first-come, first-served basis and may not be reserved more than thirty (90) days in advance of the

event. There will be a charge of \$50.00 for the use of the facility and a \$300.00 deposit, which is refundable upon satisfactory inspection of the Clubhouse facilities following the event. Reservations may be cancelled, but if less than 30 days prior to the reserved date, a \$50 cancellation fee will be charged.

8. Coffee makers, dishes, etc., which are the property of the Association will not be used unless specifically requested and permission is granted, in writing, by the Board of Directors.
9. Parties must end by midnight, except special occasions involving the Association.
10. 10. The owner-host will be responsible and bear the expense of setting up the room and will return the room as found by 9:00 A.M. the following morning.
11. Each person or group of persons is responsible for disposing of garbage or litter from the area utilized by them.

### POOL

1. Please observe the posted Rules & Regulations.
2. The swimming pool may be used between the hours of 8:00 A.M. and dusk.
3. Swimmers must take a shower immediately before entering the pool. All suntan oils and lotions must be removed before entering or re-entering the pool. The use of shampoo and soap is not permitted in the pool or shower area. These are Health Department Regulations.
4. An adult MUST supervise children under the age of twelve years. Children under the age of three must wear proper swimming attire when in the pool. All children that are not toilet trained must wear either of leak-proof swim diaper bathing suits, disposal swim diapers or plastic training pants over their diaper. It is the responsibility of the supervising adult to ensure that children observe all rules.
5. As a precautionary measure, individuals who are incontinent should refrain from using the pool. Any person with a bandage or open wound on any part of the anatomy is not permitted in the pool.
6. Floats, rafts, pads, toys, scuba and snorkel equipment, are not permitted in the pool. Use of arm floats is permitted.
7. Pool lounge chairs cannot be reserved (by placing towels or other items on them) while leaving the pool area for any unreasonable length of time.
8. Radios are permitted if the volume is kept at a reasonable level.
9. Food and beverages are not permitted in the pool area. No glass containers are permitted in pool area.

10. Please help keep all areas clean. Do not throw trash, cigar or cigarette butts on the ground. Please use receptacles provided for their disposal.
11. Woodlake will not permit any person under the influence of liquor or drugs in the enclosed pool area.
12. No ball playing, running, skating or rough play of any type is permitted in or around the pool. DIVING is not permitted.
13. Woodlake will permit no person in the pool unless in proper swim attire.
14. Any person using oils or suntan lotion must cover the pool furniture with a towel.
15. Woodlake has advised all persons, for their own safety and protection, not to swim without someone else at or in the pool. Since there is no lifeguard, persons using the pool do so at their own risk.
16. Residents **MUST NOT** tamper with mechanical equipment within the pool area and they should report any malfunction immediately to Management or the Woodlake office.

### **TENNIS COURTS**

1. Please observe the posted Rules & Regulations.
2. All players will be properly attired and will wear tennis shoes or tennis sneakers only. No running shoes are permitted.
3. No food will be brought into the courts and all beverages must be in cans or plastic containers. Please no glasses or glass containers.
4. If players are waiting, singles game time will be limited to one hour and doubles to 1½ hours.
5. No more than four players on a court while games are in progress.
6. Woodlake allows no radios or boisterous talking, which can cause a disturbance to other players.
7. No skating or other activities are allowed on the surface of the tennis courts.
8. Residents have preference to play over unaccompanied Guest.
9. Absolutely no furniture, bicycles, skateboards, or carriages are permitted on the courts.
10. Players must hang brooms and brushes on fence immediately after use.
11. Pets are not permitted within the tennis court area.

12. Adults must accompany children under the age of thirteen years.

### **SHUFFLEBOARD**

1. Players must wear flat soft-soled shoes or sandals on the courts. Bare feet are not permitted. Players and other persons should avoid walking on the playing area.
2. Equipment is available in the exercise room of the Clubhouse and must be returned immediately after use.

### **EXERCISE ROOM & SAUNA**

1. Equipment is to be used at the individual's own risk.
2. Do not use saunas alone and be sure to turn off saunas when leaving. The last person leaving the sauna will be responsible for shutting off the power in the respective facility.
3. Children under thirteen years of age are permitted in the sauna or exercise room, ONLY if accompanied by an adult.
4. The rules will regulate use of any facility therein. Failure to comply may be subject to a fine.

### **BICYCLES**

1. To be ridden on sidewalks or streets only. Parking at the Clubhouse should be at the bicycle rack.

### **KEYS**

1. Keys are available which can be used for the pool gates, restrooms, and tennis courts. The key can be purchased for \$25.00. There is no charge for the exercise room key.

### **PETS**

1. All dogs must be on a leash when off the owner's property. Owners must pick up dog wastes when walking their dog. Owners must deposit pet waste in their own garbage receptacles. Pet owners must not dump pet waste in the storm drains. Lake water is used to provide sprinkler water to our lawns.
2. Any household pet that disturbs the peace and quiet of the neighboring households will be permanently removed upon three days notice by the Board of Directors.
3. No pet is permitted outside its own household, unless attended and leashed. Pets are not allowed within recreation areas.
4. Pets may be walked on the streets or sidewalks of Woodlake, but not on the paths or

the lawns in the area around the lakes.

### **TRUCKS AND OTHER VEHICLES**

1. No truck, pickup truck or commercial vehicle (hereinafter described as any vehicle not designed primarily for private passenger transport), of any kind will be parked on the property unless they are there for home repair and maintenance services as outlined in the Documents. No trucks, boats, boat trailers or trailers of any kind or campers or mobile homes will be permitted to park on or near the property overnight as defined as between 11:00 P.M. and 6:00 A.M., unless fully enclosed inside a building. Violators will be fined.
2. A vehicle without windows surrounding all sides will be presumed to be a commercial vehicle.
3. None of the aforementioned will be used as a domicile or residence either permanently or temporarily.
4. Notwithstanding the foregoing, a truck or commercial vehicle may be parked on a lot or portion of on a temporary basis when reasonably necessary in the actual construction or repair of buildings on such lot portions thereof.
5. Vehicles may not be parked on the front lawns or across sidewalks, causing pedestrians to walk on roadways.
6. All vehicles within the community must be operational and must have current valid license plate.
7. To promote the safety and security of residents, all residents of the community will register their vehicles at the Woodlake office and will prominently display a decal provided by the Association on the front or rear window of the vehicle. Registrations and decals are free of charge.
8. Vehicles parked in violation of Woodlake Rules and Regulations may be towed away at the expense of the owner of the vehicle after the second notice of violation. Article VII, Section 9 of the Woodlake Bylaws.

### **PARKING**

1. When residents or guests park a vehicle on the swale area, the car must be parked with 2 wheels on the street and 2 wheels on the swale, 1 front, 1 rear.
2. Vehicles on the swale may not be parked there longer than 48 continuous hours.
3. Do not park on the sprinklers located on the swale, close to the sidewalks.
4. If you must park on the swale, please remove the vehicle when the sprinklers are on.
5. Cars must be removed from the swales on the grass cutting days (posted on channel

63).

6. If you park on the swale and you damage the grass and/or sprinkler heads, you will be responsible for the replacement.
7. Parking any a vehicle across the sidewalk or driveway, blocking the sidewalk, is not permitted and is subject to fine.

### **IRRIGATION**

The Association automatically controls the irrigation. The water that is used comes form the retention ponds located in the community.

1. The Association is responsible for maintaining the irrigation located on the common area (RECENTLY APPROVED) and for sprinkler head maintenance in Resident's yards. If there is a problem with the irrigation located on the common area, please notify the Woodlake office.
2. The irrigation on your property can be checked by scheduling a test with the Property Manager during regular business hours.
3. If it is necessary to dig in enclosed yard, notify the office to obtain the location of irrigation lines and sprinklers. If irrigation lines are damaged, the Resident will be responsible for the cost of repairing such. Residents are responsible for irrigation lines covered by pools, decks, Jacuzzis, patios, etc.
4. It is recommended that irrigation lines be moved prior to construction.

### **BULLETIN BOARDS**

1. There are two bulletin boards located at the Clubhouse. The large board in front of the Clubhouse is for official Woodlake business, i.e. meeting notices, minutes, articles of interest from the City of Delray Beach.
2. The smaller board is located inside the pool area between the restrooms. This board provides a place for the homeowner to post articles for sale and services.

### **CABLE**

1. The cost of your basic cable is included in your quarterly maintenance fee. Additional cable services and/or premium stations are the Resident's responsibility. Contact Adelpia Cable for installation and service issues.

### **COMMUNITY CHANNEL**

1. Channel 63 is the community channel provided to keep Residents aware of meetings, social events, lawn and sprinkler maintenance schedules, etc. Please check this channel a least once a week.

**WOW / MOW**

1. Women of Woodlake and Men of Woodlake are clubs within the Association. Special events and meeting dates are posted on channel 63. If you are interested in joining, please review the information provided on channel 63.

**BOARD OF DIRECTORS**

1. The Woodlake Board of Directors consists of 7 Homeowners who are elected to serve two year terms.
2. The Board meetings are usually scheduled on the fourth Tuesday of each month. The date and time is posted on channel 63 and both bulletin boards no less than 48 hours before the meeting. Signs are also posted at the community entrance on the day of the meeting.
3. Attending the monthly meeting is the most effective way to be aware of Woodlake issues that affect your home and is the way Homeowners can participate in the decisions made by the Board of Directors.

**C.O.P.**

1. Civilian Observer Patrol - For details and to participate please call Shirley Jacobs at 276-1133.

**C.E.R.T.**

1. Community Emergency Response Team – For details and to participate please call Nancy McCarthy at 272-3084.

**SERVICE REQUEST**

2. No unit owner or resident will direct, supervise or in any manner attempt to assert any control over employees of our Management or Lawn Service Company.
3. Residents should make request for service or any complaints regarding service in writing or you may call the office, which is at the west end of the Clubhouse. Residents should make emergency calls to Woodlake's emergency number.

**TRASH**

1. Garbage and recycling containers may not be put out before dusk of the previous day of pick-up.
2. Plastic bags will not be set out before dawn of the day of pick-up to avoid animals destroying the bags, and violators may be fined.
3. All empty trash containers must be removed from the swale area by dusk of the day of pick-up, or be subject to a fine.

4. All trash must be placed in provided plastic containers at curbside.
5. Contact Waste Management for pickup of large items (i.e., appliances, furniture). The number is 278-1717.
6. BFI will pick up trash and garden refuse only on scheduled days.
7. All residents are encouraged to recycle.
8. Garbage pick up days are Tuesday and Friday. Garden refuses on Tuesday. Recycle items on Friday.
9. If BFI fails to remove the Residents trash on the scheduled day, the Homeowner is responsible for taking the trash back inside their fenced area and calling BFI to arrange pickup. Trash outside Homeowner's yard at any time other than scheduled trash days may be subject to a fine.

### **FINE PROCEDURES**

- 1) 1. Violation of Woodlake Rules and Regulations occurs.
  - a) Regular and Certified letter is mailed from the Woodlake office advising homeowner of violation and informing homeowner to correct the violation within 20 days of date letter is mailed.
  - b) If violation is not corrected a meeting is scheduled with the Woodlake Fine Committee. Meeting is to take place 14 days from the date the letter was sent.
  - c) Woodlake Fine Committee makes decision after meeting with the homeowner.
  - d) If the Woodlake Fine Committee decides that the violation warrants a fine then the Board of Directors must approve said violation and fine. Violations are not to exceed \$1000.00 per violation.
  - e) A letter confirming the Woodlake Fine Committee's decision will be sent Regular and Certified mail. A copy of the letter will be forwarded to the Woodlake Board of Directors and to the Association's legal counsel.
  - f) If fine is not paid within 30 days after the hearing, then legal counsel will be advised to commence with lien procedures.

### **GENERAL**

1. There will be no door-to-door solicitations for any purpose by an outside organization other than Residents, for any purpose at all except as approved by the Board of Directors.
2. Receptacles for delivery of newspaper are not permitted to be erected curbside or

affixed to the exterior of the premises.

3. No noxious or offensive activity will be carried on upon any lot, nor will anything be done thereon which may be or may become an annoyance or nuisance or damage to the neighborhood or any other lot owner.
4. Residents are obligated to abide by the City of Delray Beach Ordinance that defines noise levels for both day and night. Residents should give special consideration to excessive noise from 10:00 P.M. to 7:00 A.M.
5. Vandalism/Theft committed by the Homeowner, Lessee or Guest will be subject to appropriate disciplinary action as decided by the Board of Directors and will be reported to the police.
6. Tampering or adjusting the sprinkler system is not permitted.
7. Swale areas and grass areas at the Woodlake entrance, along Homewood Blvd. and Atlantic Avenue are the properties of the City of Delray Beach and signs placed on these areas are violating city code.
8. No antennas, clothes line or yard sheds are permitted inside the property walls.
9. There will be no garage sales, auctions or estate sales permitted within the Woodlake community.
10. Anyone wishing to hold an Open House is required to register that Open House with the on-site office personnel before the Open House is held.
11. Only one Open House sign is permitted on the Resident's property and may only be displayed during the days and hours of the Open House. The owner or realtor must be on the site during the Open House.
12. Sale signs are not permitted on property or vehicles or articles offered For Sale. For Rent signs are not permitted.

### **WOODLAKE OFFICE PROCEDURES**

1. Office hours for conducting Woodlake business will be from 9:30 A.M. to 10:30 A.M. and 1:30 P.M. to 2:30 P.M., Monday thru Friday
2. Appointments will be accepted to conduct business at other hours.
3. Request for copies of printed material must be made in writing. Forms are available in the office.
4. Requests for copies of printed materials must be for material for the current or prior year.
5. Unreasonable requests, to be determined by the Administrative Staff, must be approved by the majority of the Board of Directors.

6. All requests for printed material or other information will be prepared within five (5) working days.

**2005  
SPECIFICATIONS FOR PROPERTY CHANGES/ALTERATIONS**

**SPECIAL NOTICE FROM THE CITY OF DELRAY BEACH**

**Approval by Woodlake Homeowners' Association is required for any exterior addition or alteration of any building before submitting an application for a building permit to be issued by the City of Delray Beach.**

Certain repairs that you make to your home require that you obtain a building permit from the City of Delray Beach. Please check with the City to determine their requirements prior to doing any work.

Certain repairs, changes and modifications that you make to your home also require that you obtain approval from the Woodlake Architectural Review Committee (herein referred to as ARC). Please check with the Property Manager to determine requirements prior to doing any work.

To avoid delays in obtaining your building permit, remember to submit a copy of your Architectural Review Committee (ARC) approval letter with your permit application.

To better protect yourself, you should use a licensed contractor and obtain a copy of the following for your records:

- A. A copy of the contractor's license.
- B. A copy of the contractor's certificate of insurance evidencing liability and workers compensation insurance.
- C. Any permits obtained from the City of Delray Beach.

Homeowners are required to submit a completed application to the ARC and receive approval prior to any work being done.

**ROOF REPAIRS & REPLACEMENT**

Replacement shingles must match the existing roof. Any deviations from the original texture or color must be presented to the ARC for approval prior to being done.

Homeowners are required to submit a completed application to the ARC and receive approval prior to any roof replacement. A sample of the roof shingle that will be used must accompany the application. If only one side of the roof is being replaced, the shingles must match the adjoining unit's shingles. If both Homeowners are replacing the entire roof and wish to change the color of the roof, the following conditions must be met:

- A. The new roof must be a color and style that presently exists in Woodlake and compliment the color of the house.
- B. Both Homeowners must sign the roof replacement application agreeing to the change in the color and stating that all work be completed within 30 days from the date that the first Homeowner starts the work on their home.

### **EXTERIOR LIGHTING**

Where exterior lights are visible from the street, they shall be white or yellow bug lights. Exterior lighting must not be intrusive to neighboring Residents. The addition of additional light fixtures requires the approval of the ARC.

### **HOUSE NUMBERS**

Each resident must display house numbers which are aesthetically pleasing and no more than 6" in height.

### **GARAGE DOORS**

Any newly installed garage door shall conform to the same style/color as that of the adjoining neighbor (unless restricted by City of Delray Beach building code). A completed ARC application along with a brochure or drawing of the proposed door must be submitted and approved prior to the work being done.

### **HURRICANE SHUTTERS**

The ARC application must be submitted and approved prior to the installation of hurricane shutters of any type. Shutters that remain over the windows when there is NOT imminent danger of a hurricane must match the color of home or trim and may be subject to additional scrutiny. A brochure or drawing of the shutter that will be used should be submitted along with the application. The color of the shutters must compliment the color of the house and be specified in the application.

### **AWNINGS**

The installation of any type of awning requires the submission of an application to the ARC. The application should include detailed specifications and a drawing of the proposed awning. No work is permitted to commence until the application is approved and appropriate permits obtained.

### **GATES TO HOMES**

The installation of a new front gate requires the submission of an application to the ARC brochure or drawing of the proposed gate must be submitted along with the application. Adjoining homes should have matching gates.

## **LANDSCAPING**

The addition or replacement of landscaping plants, trees and bushes outside of the permanent planter boxes and exterior walls/fences must be approved by the ARC. In accordance with the documents, any additional plants, once planted, become the responsibility of the homeowner.

Unit owners must use extreme care when planting, building pools or building on additions. The accidental breaking of sprinkler lines causes a disruption of water supply, which requires expensive repair service. This expense will be charged to the owner who caused the damage.

## **DRIVEWAYS**

The application of a seal coat or installation of bricking/pavers on the driveways of adjoining units must be completed at the same time. The installation of pavers/bricks requires the approval of the ARC. In addition to the application the following must be submitted:

- A. A sample of the brick/paver that will be used or a picture of the paver/design that will be installed.
- B. Both Residents must sign the application agreeing to the change, and stating that all work will be completed within 30 days from the date that the first homeowner starts the work.

Any deviation from the aforementioned requires the submission of an application to the ARC.

## **FENCE REPAIR/REPLACEMENT**

Fences must be repaired/replaced with the same size/style as the existing fence. The only deviations that will be considered is if a resident wishes to change the height of their fence to match that of the adjoining unit or adjoining units are seeking to make a change simultaneously. At no time will a fence be approved that is taller than 6' total height or taller than the wall. Adjoining units must be consistent in their size and design.

All fence repair/replacements require the submission of an application to the ARC along with a drawing of the proposed work.

Fences must be painted a standard Woodlake color and match the home and trim color. Paint samples can be obtained from the Woodlake office. Specifications for the standard Woodlake shadowbox fence can be obtained from the Woodlake office.

## **EXTERIOR PAINTING**

Painting of the exterior of the home requires the submission of a completed application to the ARC. Adjoining homes must be painted the same house and trim color. If both adjoining neighbors wish to change the color of their home or trim the following

conditions must be met:

- A. Paint must be a standard Woodlake color and match the existing roof color. Paint samples can be obtained from the Woodlake office along with a listing of approved house and trim colors for each roof type.
- B. Application must be submitted from both Homeowners agreeing to the change and stating that the work will be completed within 30 days from the start of the first owner.

Woodlake approved colors are on display at the Woodlake office.

### MAILBOXES

Each resident shall have a Woodlake-approved U.S. postal mailbox affixed to a mailbox post which conforms to the diagram/specifications located at the Woodlake office. Any change to the existing mailbox must be approved by submitting an ARC application that is also available in the office.

### MAINTENANCE PAYMENTS

Your maintenance fee is due January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. The 2005 maintenance fee is \$423.00 per quarter. If you do not have a coupon book, please call the Woodlake office at 243-3763. **Payments will not be accepted at the office**, they must be sent to:

Woodlake HOA  
P.O. Box 1710  
Boca Raton, Florida 33429

If you would like information on electronic payments, please call the Accounting firm at 362-7701.