

Cedar Pointe Village 1-5 Association, Inc.
Rules and Regulations

2929 SE Ocean Blvd
Stuart, Florida 34996
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For many of our residents, Cedar Pointe is their home. They live here permanently. Only through their cooperative efforts have we attained and been able to maintain our unique residential atmosphere for older persons. It must be noted, Cedar Pointe 1-5 is an Older persons' community and not a resort. Owners and lessees have a priority in the use of all facilities. Guests are welcome provided they observe the Rules and Regulations governing the use of Condominium Property and Recreational Facilities. This is an "Over 55" community. See D.C. 14.1

It is the desire of the Directors to serve the best interests of all residents of Cedar Pointe.
It is the duty of the owners to inform their guests/tenants of these Rules and Regulations.

Many of the Rules and Regulations which appear herein are excerpts taken directly from or based on the Articles of Declaration of Condominium, a copy of which is in the possession of each unit owner. In such cases the Rule or Regulation will be followed by a reference to the pertinent Article in the Declaration of Condominium i.e.: D.C. 15.2/FL S 718.

These Rules and Regulations have been endorsed and approved by the Directors of Cedar Pointe Villages 1-5 Association, Inc. to become effective October 1989. New rules may be enacted, approved and recorded as amendments and or additions to these rules and regulations and become effective upon date of board approval. New rules will be noted in the minutes of the Board meetings and will be posted on building and clubhouse bulletin boards.

All rules and regulations will be strictly enforced without exception. Continued violation and disregard of the rules and regulations by an individual will be referred to the Board of Directors for legal procedure against the individual. All attorney fees, filing fees and any other expenses incident to the enforcement of the following Rules and Regulations shall be paid for by the OWNER of the unit deemed to have violated these rules. (D.C. 16.2)

1 - Community Rules

1. Cedar Pointe is a community for older persons. Children are welcome visitors but it should be remembered that this is a community for older persons and all facilities are primarily for the use of residents. (D.C. 14.1)
2. Owners are responsible for any damage for defacing of the property which they, members of their family, their guests or tenants have caused. (D.C. 16.1)
3. Owners should courteously and tactfully call attention to any violation they may observe. If the violation persists the Board of Directors should be notified in writing.
4. Condominium owners will not cause anything to be hung, displayed or placed on the exterior walls, doors or balconies. Clothes lines or similar devices, "FOR RENT" or "FOR SALE" signs, chairs, tables, lounges, plants, wearing apparel, laundry items or any other obstructions are not allowed on balconies, walkways or any other part of condominium property. (D.C. 14.1)
5. No nuisances will be allowed upon the condominium property nor any use or practice that is a source of annoyance to residents. (D.C. 14.3)
6. No condominium owner will permit any use of his unit or make any use of the common elements that will increase the cost of insurance upon the condominium property. (D.C. 14.3)
7. Garden hoses when not in use should be properly coiled or hung on brackets at the end of the building or in the laundry room.
8. We have a very independent trash collector. They will not pick up anything you put beside, in front of, or behind the dumpster. This goes for clippings, branches, cardboard boxes, furniture, etc. ANYTHING. If you have a cardboard box it must be cut up and put either in the dumpster, or the recycling bin marked

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"Papers". Absolutely NO furniture is to be placed in the dumpsters. Anyone seen or reported placing furniture in dumpsters will be fined \$25.00 plus the cost to remove the item. If you have furniture to be taken away, please call Waste Management and make arrangements with them or call Goodwill or another charity. You may call the office for these phone numbers.

9. Gasoline, naphtha or other flammable substances are not to be stored in units, storage lockers or any other part of the condominium property.
10. Barbecuing of any type will not be permitted on porches, balconies or walkways.
11. In the interest of safety, preventing disturbing noises and protection of the buildings and parked cars, no one shall be permitted to engage in games, sports or contests of any kind on the grass walkways, common areas, parking areas or on the streets.
12. The use of skateboards or roller skates on the street, walkways, balconies or in parking areas is not permitted.
13. All precautionary measures must be taken to keep from disturbing the peace and tranquility to which your fellow owner/tenant is entitled in his unit.
14. Feeding of animals, including birds, is prohibited as it may be hazardous to the health and well being of the community.
15. Nothing will be stored in the attic crawl space at any time.
16. No owner or tenant will direct or reprimand any contractor or his employees or any tradesmen working under the direction of the Board of Directors. Complaints, comments or recommendation concerning these individuals or contractors should be submitted to the Board of Directors in writing.
17. The placing of new objects on the common areas whether on a temporary or permanent basis is not permitted. This will include but is not limited to picnic tables, work benches and related construction tools, tents and play-ground equipment.
18. Posted speed limits and traffic signs shall be observed for the safety of all concerned.
19. All new equipment purchased for the Association must be approved by the Board of Directors.
20. No owner, his agent, guest or lessee shall be permitted to work on or make repairs to the outside of the buildings or any part of the common elements. Cedar Pointe Villages 1-5 Condominium Insurance Package does not include liability insurance for those persons listed above.
21. Lease renewals and extensions likewise must be applied for and approved by the Board.

2 - Guests and Tenants

CEDAR POINTE IS NOT A RESORT AND OWNERS HAVE PRIORITY IN USE OF ALL FACILITIES. "Guests" sponsored by owners are welcome but MUST observe all rules.

1. OWNERS will be held responsible for the CONDUCT of their guests or tenants.
2. Hosts must inform their guests of the rules and regulations and particularly those relating to the pool, clubhouse, recreational and parking facilities.
3. If guests or tenants violate the rules, the owner will be requested by the Board of Directors to terminate their use of the recreational facilities.
4. Occupancy as a "Single Family" private dwelling is limited to owner, members of his immediate family (husband, wife, children and parents) and his "social guests". Social guests require owner in continuous residence. Related persons (brothers, sisters, uncles and aunts, etc.) who are not part of the household unit may NOT occupy the unit during periods when owner is not in residence unless processed under the same rules as a lessee. There are, however, provisions for certain related persons (adult children, adult grandchildren, etc.) to occupy the unit for periods of less than required ninety (90) days lease minimum. Owners must notify the Board of Directors by letter, prior to occupancy of their unit, giving name, relationship to owner and duration of stay. If prior notification is not received it will be assumed that the unit is being illegally occupied and the appropriate law enforcement agency will be notified.

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3 - Sales and Lease of Units

1. The lease and sale of units requires the approval of the Board of Directors. Application forms are available at the Association office. Approval of a sale by the Association is a requisite to closing a sale and recording a deed. (FL.C. 718 P 15.1)
2. Buyers and Lessees will be personally interviewed by a committee established by the Board of Directors before their application is submitted to the board for approval.
3. If a unit is acquired by gift or inheritance, continuance of ownership is subject to approval of the Board of Directors. (D.C. 15.1-2-3)
4. No rooms may be leased and no transient tenants may be accommodated. (D.C. 14.5)
5. No apartment may be leased more than one time in any twelve (12) month period from date of occupancy. (D.C. 2f)
6. Apartment leases for less than three (3) consecutive months or for more than twelve (12) months are prohibited. (D.C. 15.2f)
7. **REQUEST FOR APPROVAL TO SELL:** a copy of the Purchase contract must accompany approval form. This form must be submitted to the board of Directors not less than thirty (30) days before closing of the sale. Undue hardship cases may be given special consideration. (D.C. 15.2f)
8. **REQUEST FOR APPROVAL TO LEASE:** a copy of a lease, legal in the State of Florida together with the application for approval to lease must be presented to the Board of Directors for approval thirty (30) days before implementation of leases. Lease renewals/extensions must be applied for and approved by the Board of Directors. (D.C. 15.2a)
9. The Association office must be notified when a sale is completed or a lease finalized.
10. Occupancy for term of lease of a unit shall not exceed four (4) persons in two (2) bedroom, or two (2) persons in a one (1) bedroom unit.
11. **LIMITATIONS ON OWNERSHIP AND OCCUPANCY OR LEASING.** Subsequent to the date this amendment is recorded in the public records of Martin County, no person, individual, corporation, partnership, trust or other entity, may hold or acquire ownership of or acquire an ownership interest in more than two (2) condominium units during any time period. This restriction will apply to any legal equitable interest. If any entity acquires ownership of or any interest in two (2) units, only one of those units may be offered for rental, which rental shall be subject to all requirements of Article 15 of this Declaration.

To Preserve the residential nature of the Cedar Pointe Village condominium community, as provided in Article 14 of this Declaration, no person, corporation, partnership, trust or other legal entity may offer any condominium unit in Cedar Pointe Villages 1-5 for rental or occupancy by anyone except the record title owner until they have held title to the unit for one (1) full year.

4 - Parking and Use of Roadways

1. One (1) parking space is assigned to each unit. That space is marked with the unit number and shall be used by the occupants of the unit. "GUEST" spaces shall be kept free for guests. Additional vehicles must be parked in the Auxiliary Parking Lot. Village 1-5 shares this lot with Village 6.
2. Only vehicles classified as passenger automobiles may be parked in unit or guest parking spaces. Mini vans specifically designed by the manufacturer as passenger vehicles with side windows adjacent to factory installed seats will be considered passenger vehicles. All other vehicles, including but not limited to vans, cargo vehicles, trucks and pickup trucks will be parked in the auxiliary parking lot in accordance with the rules in this section.
3. Guests have the use of the guest parking space for a maximum of five (5) days.
4. A unit owner may use another owner's parking space provided written permission has been obtained by said owner and filed with the association office.
5. All vehicles must be parked in a "front-end-forward" position. They must not be backed into the parking spot.
6. Vehicles of service or delivery personnel may be parked in guest parking spaces during the "period of delivery or service".
7. Washing of vehicles owned by residents is permitted on paved areas only.

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8. Parking on landscaped areas is prohibited.
9. Vehicles which are not currently licensed for use are not allowed anywhere in Cedar Pointe Village 1-5.
10. Fabric Car Covers will not be permitted on vehicles in regular or guest parking spaces.
11. Servicing of motor vehicles in the assigned parking spaces is prohibited. Emergency repairs are permitted.
12. Bicycles shall be parked so they do not create a hazard or a nuisance.
13. The display of advertising on any vehicle parked in a unit or guest parking space is not allowed.

5 - Auxiliary Parking Lot

The auxiliary parking lot is jointly owned between Village 1-5 and Village 6.

1. A form must be filled out and approved by the Village 1-5 Office for all vehicles using Village 1-5 portion of the auxiliary lot.
2. Only one extra vehicle permitted per unit.
3. No boats, campers or trailers.
4. Car Covers manufactured for that purpose may be used to cover vehicles in auxiliary parking lot only.
5. All vehicles subject to towing if they are not registered properly with Village 1-5.
6. After notice to cease and desist is given, any vehicle parked in violation of these provisions may be towed away by a commercial tow truck to the nearest available parking area, at the expense of the owner of said vehicle.

Approved at a duly notice Board of Directors 05 September 2015

6 - Pool and Patio Area

1. All persons using the pool do so at their own risk. "NO LIFEGUARD IS IN ATTENDANCE"
2. ALL persons must shower before entering the pool.
3. If sun-tan lotion, creams and oils are used they must be completely removed before entering the pool.
4. Persons with infections or contagious health conditions must not use the pool.
5. Lounges and chairs must be covered before use by bathers and sun bathers.
6. Please lift lounges and chairs as dragging causes damage.
7. No floating objects, flippers or scuba equipment is permitted.
8. Children under 13 years of age must be accompanied and supervised by a person 18 years of age or older.
9. Persons in diapers/not toilet trained will NOT be permitted in the pool at any time.

10. Chemicals used in the pool may be harmful to the skin and eyes. It is advisable not to use the pool for fifteen (15) minutes after it has been treated.
11. Food, beverages or containers of any sort are not permitted in the pool or recreational areas except for special clubhouse events.
12. Running, noisy or boisterous conduct, unnecessary splashing and ball throwing are not permitted.
13. Adults have EXCLUSIVE use of the pool between the hours of 3PM and 5PM.
14. The pool will be open from 8AM until 9:30PM.
15. The pool may not be reserved for private parties.
16. Day guests may have reasonable use of the recreational facilities provided they are accompanied by their sponsoring owner. This is a privilege and not a right and must not be abused. Owners should not expect that their friends and relatives living in the neighborhood be permitted to have free use of the pools at any time.
17. The Association gas grille is used primarily for sanctioned group functions. Authorization for use of the grille by individual owners/tenants may be obtained by contacting the Association office. A deposit of \$10.00 is required when reservation for private use is made. The deposit will be returned after inspection to verify the grille, patio area and clubhouse are in acceptable condition.
18. Pool loading shall not exceed twenty three (23) persons.
19. Radios, Stereos and other entertainment systems are PROHBITED UNLESS USED WITH EARPHONES.
20. NO DIVING OR JUMPING INTO THE POOL IS ALLOWED.

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21. IN CASE OF EMERGENCY GO TO NEAREST UNIT AND CALL 911.

7 - Use of Clubhouse

1. The clubhouse is for the use of residents and guests. Children under 18 years of age may only attend functions when accompanied by an adult. However, they may, at any time have use of the lavatory facilities.
2. Individual owners may have private use of the clubhouse subject to the following procedures:
 - A. Request must be made in writing to the Activities Chairman of the Board of Directors five (5) days in advance, stating date requested, type of gathering and the approximate number of guests.
 - B. Notice of the reservation must be posted in the Clubhouse 3 days prior to the reserved date.
3. Private use of the Clubhouse will not be permitted on New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve or Christmas Day.
4. Anyone reserving the clubhouse will be held responsible for damages and must leave the clubhouse in a CLEAN AND ORDERLY CONDITION.
5. The clubhouse and building bulletin boards are for general information and activities. Cedar Pointe owners may use the boards for sale or lease of units, sale of personal or household items by posting the information on a DATED 3x5 card for a maximum of ninety (90) days. Any cards not dated will be removed from the bulletin boards.
6. The clubhouse library is for the use of unit owners, their guests, and tenants. Donations of additional books will always be appreciated.
7. Those participating in clubhouse activities are responsible for closing the clubhouse, turning off lights, air conditioner, and locking doors and windows.
8. Items for the Activities Calendar must be cleared with the Activities Chairman of the Board of Directors.
9. Clubhouse will remain locked except for scheduled events.
10. Clubhouse capacity shall not exceed forty nine (49) persons.

8-Shuffleboard

1. Shuffleboard courts are open from 9:00AM to 9:30PM
2. At no time shall anyone walk on the playing surface of the courts.
3. Children under eight (8) years of age are not permitted to use the courts.
4. Children eight (8) years to fourteen (14) years of age may use the courts when accompanied by an adult who will be responsible for the equipment.
5. Playing in a manner likely to damage playing surface or equipment is forbidden.
6. All equipment must be taken from and returned to its proper place of storage by an adult.

9 - Utility and Laundry Rooms

1. The storage of papers, cartons and personal items outside storage lockers is not allowed.
2. Nothing shall be stored under or by the electric meters or panel in first floor utility rooms. In second floor utility rooms bicycles and other objects must be stored in such a way as not to interfere with access to the stairway to the attic.
3. Utility room facilities should not be used for cleaning fish.
4. Washers and dryers should not be used for heavy throw rugs, bedspreads, and blankets.
5. Shoes, sneakers, etc. must be washed and dried with other clothing as annoying noise as well as equipment damage may result when dried alone.
6. Rinse all sandy clothing, bathing suits, etc. before placing in washer or dryer.
7. Clean Equipment and lint traps after each use.

10 - Private Plantings

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1. To conform with Cedar Pointe standards, all plantings on common elements must be done by the landscape contractor of record and are the property of the Association.
2. Plantings within twenty six inches (26") of the buildings on the sides and rear are permitted with board approval provided they do not interfere with normal operation of the landscape contractor.
3. NO unit owner, guest or tenant shall cause to be cut, pruned, trimmed or removed any landscape planting (i.e. shrubs, trees, etc.) or to make any changes in lawn configurations.

11 - Changing Exterior Appearance of Buildings

1. Changing the exterior appearance of any building is not permitted. (D.C. 14.1)
2. A written request to the Board of Directors must be made to end approval granted for the following changes (D.C. 9.2-B):
 - A. Installation of permanent type enclosed porches.
 - B. Installation of Jalousie windows, screen doors or vents in any exterior door is not allowed.
 - C. Installation of Window Awnings.
3. Only commercial reflective film may be used on windows. No sheets, paper, foils, or temporary covering are allowed.

12 - Damage Prevention

1. Owners and tenants leaving their units unoccupied for extended periods **MUST**:
 - A. Turn off water supply and open faucets.
 - B. Turn off water heater at breaker.
 - C. Check main shutoff valve for leaks.
 - D. Close all awnings and close shutters before leaving.
2. Owners should provide the Board of Directors or a neighbor with a set of keys to the exterior doors. The Association office should be notified if key is left with a neighbor. This permits entry during the absence of the owner when an emergency occurs or if the owner is locked out. Keys will be coded and kept in a locked closet in the Association office. The key code is available only to the Directors in an emergency.
3. No roof air conditioner will be removed, replaced or serviced without notifying the Association office. Owners will be held responsible for any building damage incident to the servicing or replacement of their air conditioners.

13 - Dogs and Other Pets

1. Except as specifically provided in paragraph 3 below, animals and pets are prohibited at any time.
2. Except as specifically provided in paragraph 3 below, owners, their guests or tenants must not keep any pets in the Units or on Condominium property.
3. Pet Requirements:
 - A. Prior to bringing a cat to a Unit, an owner or tenant wishing to keep a cat in a Unit must submit a written request for, and obtain the written approval of the board of Directors.
 - B. Cats must be kept inside the Units at all times, and shall not be permitted to roam loose on the Condominium Property.
 - C. Cats may not cause a nuisance to other residents. If a cat causes a nuisance (as determined by Board of Directors) then the owner of the cat shall remove same from the Unit within three (3) days of the written notification from the Board.

Adopted at a duly noticed Board of Directors meeting: 21 January 2003.

14 - Sewage

1. Sewer line capacity from all units is drastically limited to comparison with that of the private homes to which you may be accustomed. It is essential that extreme care be exercised to see that no material is put into the sewer system which will cause a blockage and back-up with the resultant damage to an owner's unit or those of neighbors.

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2. Under no circumstances should any of the following be placed in the disposal or any other sewage outlet: grease, orange or grapefruit rinds, coffee grounds, Kleenex or like tissues, sanitary napkins, diapers, paper towels, granular or pulverized material in any significant quantity. WHEN IN DOUBT USE THE GARBAGE CAN. This will prevent unnecessary expense and serious damage to units by sewage back up. Residents are encouraged to use a recognized commercial drain cleansing material periodically.

CAUTION: IN CASE OF POWER FAILURE THE SEWAGE PUMPING STATION DOES NOT FUNCTION AND THE AUXILIARY PUMPING EQUIPMENT HAS TO BE PUT INTO OPERATION. ACCORDINGLY WHEN A POWER FAILURE OCCURS, DO NOT FLUSH TOILETS OR RUN WATER FOR ANY PURPOSE UNTIL THE POWER RESUMES OR YOU GET WORD FROM YOUR BUILDING CAPTAIN THAT THE AUXILIARY PUMPING EQUIPMENT IS IN OPERATION.

15 - Resolution - Recording Minutes

Resolution Adopting Written Rule Regarding tape Recording of or Videotaping of Association Board, Committee and Membership Meetings.

Whereas , the Board of Directors met on the 2nd day of June, 2015 at a duly convened Board Meeting to discuss rules governing the taping of meetings of the Board of Directors, Committees and the Membership; and

Whereas, Florida Statute 718.112(2)(D)8, 2014 and Rule 61B-23.002(10), F.A.C. provides that members have the right to tape record or videotape meetings of the Board of Directors Committees, and Meetings of the Members subject to reasonable written rules regarding the taping of meetings of the Board, Committees and the Membership.

NOW, therefore, be it resolved by the Board of Directors as follows:

The Board hereby adopts the following written rule regarding the tape recording and videotaping of Association Board Meetings, Committee Meetings and Membership Meetings, effective immediately:

Any unit owner may tape record or videotape meetings of the Board of Administration, Committee Meetings, or Membership Meetings, subject to the following restrictions:

- a. The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
- b. Audio and Video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. Advance notice, given no later than the published meeting time, shall be given to the Board by any unit owner desiring to utilize any audio or video equipment.

Adopted by the Board of Directors at a duly convened meeting: 02 June 2015.

16A - Resolution to Inspect Records

Whereas, Florida Statute Section 718.111(12)(c), provides that an Association may adopt reasonable written rules regarding the frequency, time, location, notice, records to be inspected and manner of inspections.

Now, therefore, be it resolved by the Board of Directors as follows:

1. A Member desiring to inspect the records of the Association shall submit a written request to the Board of Directors. The request shall describe each record desired in sufficient specificity to identify it and must specify and include pertinent dates or time periods. The request must be in writing and legible. Oral requests or requests sent by electronic transmission will not be honored or accepted.

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2. No more than one (1) written request to inspect records shall be permitted from a Member and/or his or her authorized representative per month. Requests exceeding this limit will be processed in the next calendar month.
3. Within five (5) business days after receipt of a written request, copies of the requested records will be provided to the Member or the Member shall be notified of the date, time and place of the record inspection. Once a copy of a record has been provided or a record has been inspected by a Member or by an authorized representative, it is not subject to further requests for inspection and/or copying by that Member or authorized representative for a period of sixty (60) days.
4. Record inspections will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. The record inspection session shall not extend beyond the regular business hours of the office on the day of the inspection of records. The Association may institute any supervision or reasonable security measures with regard to the record inspection.
5. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they were presented for the inspection. Further, no records shall be removed from the location of the inspection for any reason whatsoever.
6. On the day of the inspection of records, a Member or authorized representative may request the Association to copy any document by placing a paperclip, post-it, memo sheet, or other similar marking device on the document or documents of which copies are desired and by advising the supervising person of the number and location of said marking devices.
7. If during the inspection of the records, the Member has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Member at the time of inspection if the Association has an available photocopy machine and if the request is limited to no more than twenty-five (25) pages. If the request is for more than twenty-five (25) pages or if the Association does not have an available photocopy machine, the copies will be provided within five (5) business days from the date of the record inspection and subject to the Association receiving prior payment therefore.
8. A Member shall pay to the Association, in advance, a sum of \$.25 per page for copies of records made on the Association's copier, said payment to be in cash, business or personal check, whichever the Association specifies. If the Association does not have a copier, or the request exceeds twenty-five (25) pages, the Association may have copies made by an outside vendor and may charge the actual cost of copying.
9. All persons inspecting or requesting copies of records shall conduct themselves in a business-like manner and shall not interfere with the operation of the Association office or place where the records are otherwise inspected or copied.
10. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
11. Any written requests for inspection or copying not complying with these rules will be denied. The Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party within ten (10) business days OR five (5) business days (COA) subsequent to receipt of the written request.
12. The Association reserves the right to amend these rules from time to time as deemed necessary.

Adopted by the Board of Directors at a duly convened meeting: 30 September 2014.

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16B - Written Rules for Requesting Information

Whereas, Florida Statute Section 718.112(2)(a), provides that an Association may adopt reasonable written rules the frequency and manner of responding to unit owner inquiries, one of which may be that the association is only obligated to respond to one written inquiry per unit in any given 30-day period. In such a case, any additional inquiry or inquiries must be responded to in the subsequent 30-day period, or periods, as applicable.

Now, therefore, be it resolved by the Board of Directors as follows:

1. When a unit owner files a written inquiry by certified mail with the board of administration, the board shall respond in writing to the unit owner within 30 days after receipt of the inquiry. The board's response shall either give a substantive response to the inquirer, notify the inquirer that a legal opinion has been requested, or notify the inquirer that advice has been requested from the division. If the board requests advice from the division, the board shall, within 10 days after its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal opinion is requested, the board shall, within 60 days after the receipt of the inquiry, provide in writing a substantive response to the inquiry.
2. The Association is only obligated to respond to one, single question, written inquiry per unit in any given 30-day period. In such a case, any additional inquiry or inquiries (whether received in the same correspondence or a subsequent correspondence) must be responded to in the subsequent 30-day period, or periods, as applicable.
3. The Association reserves the right to amend these rules from time to time as deemed necessary.

Adopted by the Board of Directors at a duly convened meeting: 30 September 2014.