

**OWNER AND**

**UNIT RULES**

## HIGHGATE II CONDOMINIUM ASSOCIATION

### Unit Rentals

Unit owners should follow the established rental procedures for Highgate II Association. Association Rules and Regulations require that all rentals be processed through FirstService Residential at the management office. Renting without processing through the proper channels is a violation of Association documents, which all owners agreed to when they purchased their units.

The necessary forms and processes required under the bylaws must be completed to finalize a rental contract. Renter contact information is needed in the event of an emergency. The unit owner and renter must read and sign a statement acknowledging the Association Rules & Regulations.

**The following are some of the conditions required when a Highgate II unit is rented:**

1. A completed Lease Application with required documentation, along with a \$25.00 application fee (payable to Highgate II) must be submitted to FirstService Residential.
2. One of the renters must be at least 55 years of age.
3. The minimum rental duration is 90 days (3 months). Any rental agreement less than 90 days is a violation of our Rules & Regulations.
4. The type of trucks allowed to be parked in Highgate II (by a unit owner, renter or guest) must comply with the Bylaws amended April 8, 2013 by the Board of Directors.

Any unit owner who rents out his/her unit without going through FirstService Residential, our management company, could be subject to a fine up to \$1,000 in accordance with Florida Statutes 718. Your cooperation is appreciated.

Board of Directors  
Highgate II Condominium Association, Inc.

## EXHIBIT A

### UNIT OWNER BED AREA SHRUB AND GROUNDCOVER MAINTENANCE RECOMMENDED STANDARDS

The unit owner is responsible for maintenance of all plantings that have been defined by the Association as a "unit owner bed". These Maintenance Standards are for the owners who are not part of the contracted services provided by the Landscaping Contractor.

#### A. Pruning

All shrubs should be hand and mechanically pruned to industry standards, removing dead and damaged wood to allow for natural development of plant material, and to promote plant health, flowering, and asset sustaining qualities.

**Standardized pruning should be as follows:**

1. Maintenance pruning should be performed as stated above.
2. Shrubs in front of house windows should be cut back to be no higher than the top of the bottom window ledge, except for unusually low window ledges.
3. Shrubs around air conditioner units should be maintained at a height equal to the height of the A/C units and at least 12" away from the unit on all surrounding sides.
4. Shrubs should be trimmed so they don't encroach on walkways and driveways and don't extend beyond bed lines.
5. Rejuvenation pruning and deep hand structure pruning should be performed once a year, during the dormant months. Older shrubs often grow out of proportion with their surroundings, and may have large amounts of unproductive wood. This technique is used to restore old shrubs, removing up to 50% of the plant height.

#### B. **Fertilization**

The unit owner has full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy vigorous shrubs. The unit owner is expected to apply any minor nutrients necessary to maintain healthy shrubs. The unit owner is responsible for removing any excess fertilizer from paved surfaces, curbs, and sidewalks.

#### C. **pH Adjustment**

The unit owner is responsible for adjusting improper pH by applying Dolomitic Lime or Elemental Sulfur as needed to provide for improved and optimal soil alkalinity.

#### D. **Insect and Disease Control**

The unit owner is responsible for weekly inspections of their bed area and treatment of any insect or disease related problems. The unit owner is responsible for removing any excess pesticides from paved surfaces, curbs, and sidewalks.

**E. Water**

1. The unit owner is responsible for the watering of any shrub or groundcover areas. The unit owner is responsible for monitoring the moisture levels in bed areas and reporting any problems to their POC. **NOTE: Any irrigation modifications required are the sole financial responsibility of the homeowner and will be made at the homeowner's expense. Any/all irrigation modifications must be made by the Master Association Irrigation Contractor. Unit owners may not install their own irrigation/watering system/lines using potable or irrigation water.**

**F. Bed Weed Control**

Weeds should be controlled in bed areas by mechanical, physical and chemical methods. Bed areas should be maintained weed free. The unit owner is responsible for removing any excess chemical application used to control weeds from paved surfaces, curbs, and sidewalks as spills occur. The unit owner is responsible for removing any chemicals used in treating weeds from paved surfaces, driveways, curbs, and sidewalks.

\_\_\_\_\_

Date

\_\_\_\_\_

Unit Owner

## GENERAL PROCEDURES & REMINDERS

This briefing is to reinforce your understanding of the bylaws and general procedures for Highgate II; please help keep our community a pleasant place to live.

1. An alteration form is required for all work performed on the building or changes made to the landscape or anything outside the doors of your home.
2. All trash must be placed inside the dumpster provided to the association. Please do not overload the dumpster, it affects your neighbors and our community.
3. Do not place items outside the recycle bins. There is no person available to dispose of litter outside the container and the collection service will not pick up items outside the container.
4. Parking on the grass is not advised as you may crush a part of the irrigation system. Drive your golf cart carefully on the grass.
5. Golf carts are not allowed to travel or park on the sidewalks.
6. Our landscaping is performed on a bulk contract basis; they do not sculpture bushes and plantings of various sorts. All trimming and landscaping is done to the same standard for everyone.
7. As of April 1, 2018, our new landscaper is "Down To Earth". The contract specifically states that owners are not to speak to the workers. If you have a request of the landscape contractor, please contact one of the POC's and the appropriate work order/CSR will be submitted, or proper action taken.
8. Do not feed the wildlife. It is dangerous for you and may place your neighbor and/or their service animals in peril. It is also against the Florida State law.

### Seasonal departures

1. Be sure to complete and submit your emergency contact information to FirstService Residential.
2. Place a key with a friend or neighbor in case of an emergency and have the key location on your FirstService contact form.
3. Before leaving for the season prepare your home for a Hurricane. All movable objects should be inside your home. Where applicable, lower shutters and clear screened areas.
4. Water should be turned off and secured if possible.
5. Bathroom fans in off position, appliances unplugged to avoid power surge damage.
6. Humidistat set properly, or the AC kept on, with the thermostat set to 80 degrees.

### **NOTE**

*Something we wish you would think through when asking for work to be done at your home. When you ask one of the directors to have work performed at your home, you are asking your neighbors to pay to solve the problem. Common problems are the responsibility of the Association; they relate to common elements and items that affect all or most residents. Sometimes they are items that are identified in the bylaws and covenants of the association as being common or as being the homeowners' responsibility. Other items repaired may be those defined by the BoD as affecting the welfare of the community. If the solution you seek is not within the purview of the director's fiduciary capacity, they must decline.*

# AMENDMENTS TO THE BYLAWS OF HIGHGATE II

The following pages contain the official amendments to the Highgate II bylaws, which were filed:

March 2008  
February 2013  
March 2017

by the Board of Directors and ratified by the membership.

## HIGHGATE II Condominium Association, Inc.

### Safety Procedures

Your Board of Directors are concerned for accidents, fires and other catastrophes that could occur to properties that are vacant, particularly during the off season (May-October) and other extended periods of time. There are several events that could occur that would need immediate action by your Board:

- A. Because of the potential for mold, **your home's electricity should remain connected and on, the breakers to the HVAC should remain in the on position.** If your home has a humidistat, it should be set to the manufacturers specifications. Without a humidistat the temperature should be set at 80 degrees or lower. Dangerous mold can grow quickly during hot and humid time periods.
- B. Many of the fires that occur in Kings Point are a result of **bathroom exhaust fans** overheating. Bathroom fans that have been left to run continuously, especially when the property is vacant for a sustained period, overheat and may burst into flames. All electrical appliances should be unplugged, and bathroom fans turned off when not in use. Regular room fans run at a low speed to circulate air are a much lower risk.
- C. To avoid water damage inside your home while you are away, the **main water valve in front of your home should be turned to the off position** (some homes have shut-off inside). You can also open the outside spigot or some other location to drain and relieve the pressure from the water lines.
- D. Another concern is the number of items that homeowners leave outside their unit during the off-season. Hurricane season starts June 1<sup>st</sup> and ends November 30<sup>th</sup>. **Objects that are movable become missiles in high winds, and a danger to life and limb.** If you will be gone for more than a week and the home is unoccupied, all movable objects should be placed inside your home.

NOTE: The Highgate II bylaws and Florida Statute stipulate that the Board of Directors or their agents have the lawful responsibility and authority to enter an unoccupied unit, without the homeowner's permission, for safety and maintenance purposes or to reestablish electricity to the unit. Our Association attorney sent the following statement:

*(Excerpt from the association's attorney.)*

***The Association directors and their agents can enter a unit to perform maintenance which is the responsibility of the Association or as necessary to prevent damage to common elements or other units. This is also permitted by Florida Statutes, 718.111(5). The Association can enter the unit and check and adjust air conditioning settings to prevent damage to other units and the common elements. I would recommend notifying the owners that the Association may take this action while they are away and the reasons for doing so.***