

RULES AND INFORMATION FOR OWNERS AND RESIDENTS

**BUILDING AND EXTERIOR CONFORMITY:** Anyone wishing to make improvements, alterations, or additions that change in any way the appearance of the exterior of the buildings or common grounds must first submit a written proposal specifying such improvements, alterations or additions to the Condominium Board of Directors. This person must also have the prior written consent of the Condominium Association and must be in accordance with such standards as the Condominium Association shall specify. No debris or items noted by the Board of Directors to be an eyesore shall be left or stored on common property. All entryways and patios shall be maintained in good order.

**LANDSCAPING:** All landscaping shall be the responsibility of the Board. No changes to the landscaping are permitted by unit owners unless approved in writing by the board.

**CHILDREN:** Children of any age may live at or visit Castlewood, however, only two (2) children may reside in any unit.

**PETS:** Small pets and lap dogs are permitted at Castlewood. Pets are not however, permitted in the pool area or in the areas to the east and north of the pool. Pets must be carried or leashed when they are on other areas of the common grounds. Pets are to be under control at all times. Excessive barking, biting, or any other behavior constituting a nuisance shall not be tolerated.

**TRASH:** The Village of North Palm Beach ordinances require that all garbage put in the dumpsters be in plastic garbage bags. The Village picks up large household items and garden clippings from the swale areas on Tuesdays and Thursdays.

**NEWSPAPER RECYCLING:** Bundled newspapers are collected from the swale areas Thursday mornings. No colored advertising slicks or magazines please.

**POOL:** Please check the pool rules that are posted in the area. If you use the umbrellas please be sure to wind them down when you leave the pool. If you use the pool area in the evening be aware of noise levels and be considerate of those living near the pool!

**LAUNDRY ROOMS:** All residents using the laundry facilities are expected to help keep them clean and neat. Report any problems to a Board member promptly.

**ELECTRICAL ROOMS:** No storage is permitted in the electrical rooms.

Rules (approved 2/27/2005)

**GUESTS:** A guest is defined as an individual who resides in a unit who is neither the Owner, a member of his/her immediate family, or a tenant qualified by the Board. Board approval in advance must be obtained for guests to occupy any unit under the following circumstances:

- a) A guest who will be staying over fifteen (15) days with the Unit Owner or Authorized Tenant present, or
- b) A guest who will be staying for any length of time when the Unit Owner or Authorized Tenant is not present.

This rule applies to all current and subsequent guests as defined.

**HOME BUSINESSES:** Castlewood Town Villas allows home businesses as long as they are licensed by the Village of North Palm Beach and follow the rules thereof. No illegal business or activity will be tolerated.

**FINES:** Any unit owner in violation of part of the Documents of Condominium, By-Laws or these Rules, shall first be warned of the violation in writing and given a sufficient number of days, as determined by the Board, to remedy the situation. After that time, a fine of \$25 per day shall be levied until the situation is remedied.

**MAINTENANCE FEES:** Quarterly assessments are due and payable on:

January 1                      April 1 July 1 October 1

Assessments not paid within 15 days of the due date will incur a late fee of the greater of \$25.00 or five percent (5%) of the assessment for each delinquent installment and shall bear interest at the rate of eighteen percent (18%) from the due date until paid.

**RENTAL:** A maximum of five (5) units may be rented at Castlewood at any one time. No unit may be leased for less than one (1) year. The Unit Owner must submit a copy of the lease prior to approval of that tenant by the condominium Board. At the Boards discretion the lease will be reviewed and approved annually.

In the event the rental Cap is filled, the Board will establish a waiting list. Those unit owners wishing to be on the list should notify the Board in writing. When an opening in the cap occurs the first unit owner on the list has forty-five (45) days to find a tenant and apply to the Board for approval of that tenant. Any unit owner in arrears with their maintenance will not be allowed and/or removed from this waiting list until their maintenance is made current.

Rules (approved 2/27/2005)

At this time, a new letter must be submitted to the Board. The unit owner will then be placed next in line on the waiting list.

**APPLICATION FOR SALE OR RENTAL OF A UNIT:** A unit owner wishing to sell or rent (assuming the cap is open) his unit should contact the Secretary of the association for an Application for Approval. On receipt of the completed application (and a copy of the lease in the case of a rental) the Board will schedule an approval meeting within ninety-six (96) hours or at the convenience of those concerned.

The fee for a new tenant or owner is \$100.00. This is due at the time of the approval meeting.

**PARKING:** The occupants of a dwelling unit shall not have in excess of two (2) vehicles parking in the parking area at the same time. The Unit Owner has one (1) assigned parking space. The guest spaces are on a first-come, first-served basis.

**DOCKAGE:** Boat slips are rented by the Condominium Board to Owners on a first-come, first-served basis. Boat slips are NEVER SOLD with any unit. Please see the CASTLE WOOD TOWN VILLAS DOCK RULES.

THE ABOVE IS UNDERSTOOD. ACCEPTED AND AGREED UPON.

LESSEE SIGNATURE: \_\_\_\_\_

LESSEE SIGNATURE: \_\_\_\_\_

UNIT OWNER SIGNATURE: \_\_\_\_\_

UNIT OWNER PRINTED NAME AND UNIT NUMBER:

\_\_\_\_\_ # \_\_\_\_\_

DATE: \_\_\_\_\_

CASTLEWOOD BOARD MEMBER: \_\_\_\_\_