

CYPRESS BEND CONDOMINIUM VII ASSOCIATION, INC

Rules and Regulations

Updated July 2024



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CYPRESS BEND CONDOMINIUM VII ASSOCIATION

Rules and Regulations Introduction

Condominiums, as defined in Florida Statutes, Chapter 718, offer a unique form of living with its own distinct advantages and disadvantages. It is important that each person living in Cypress Bend VII understands the differences between a Condominium, an apartment, and a single-family home.

Each unit owner has an undivided interest in all of the land, buildings and common areas of the Condominium, yet no single owner has the right to exclusive or controlling interest in that same Condominium. Owners may use the common areas under the rules determined by the Association, but owners may not modify or change the common areas.

The expenses of the condominium are not “absorbed” by some unnamed corporation but rather are shared equally by each owner of a Condominium Unit. All expenses incurred by the Association are shared by each of us.

The Association has the right to charge individual unit owners for any damage done to the common areas or any expenses of the association caused by their guests, tenants, invitees, contractors, agents, or assigns.

Florida law recognized the value of this type of ownership. It also recognized that this unique style of living required certain modifications to the rights of individuals for the benefit and protection of other persons living in the condominium, and therefore granted to condominium associations the right to create and enforce rules and regulations for the association.

Violations of Association Documents, Rules or Regulations

In the event that any resident shall be in violation of the Documents or Rules and Regulations governing this Association, then:

1. The first Notice of the Violation shall be mailed by regular US Mail to the owner of the unit, requiring correction of the violation within 30 days.
2. In the event that the violation continues to exist, a Final Notice of the Violation shall be mailed by certified mail to the owner of the unit requiring immediate correction of the violation.
3. In the event that the violation continues to exist, the Association shall have the authority to impose a fine not to exceed \$100 per day or totaling \$1,000, for each violation.
4. In any case where the owner shall fail to pay the fine and or correct the violation, the Association shall proceed with legal action with all methods available under the laws. The unit owner shall become additionally responsible for the payment of all attorney fees and cost related to the collection of the fine or enforcement of the correction of the violation.

The Association reserves the right to seek injunctive relief in addition to, or in lieu of the above. In cases where the Association elects to seek injunctive relief, the Association shall recover attorney fees and costs from the unit owner.

ADMINISTRATION

1. Owners have the option of paying maintenance fees by coupons or by pre-authorized bank withdrawals. Owners must fill out the appropriate documents at the Association Office to use pre-authorized bank withdrawals.
2. A late charge of \$10 will be added to maintenance fees not paid by the 15th day of the month. This charge will be applied for each month that a payment is late.
3. Returned or NSF (non-sufficient funds) checks will be subject to a \$50 charge by the Association.
4. All maintenance assessments are due on the first day of the month. All assessments that are overdue by more than 60 days will be turned over to attorneys for collection. If an account is turned over for collection, the unit owner will be responsible for all attorney fees incurred by the Association, in addition to maintenance fees, late charges and interests.

INSURANCE REQUIREMENT

Cypress Bend Condominium VII Unit owners are all required to carry an HO-6 policy. Proof of your HO-6 policy must be submitted annually to the onsite office at your renewal date.

RENTAL OR LEASING OF UNITS

1. Any owner who intends to lease their unit must comply with specified guidelines outlined by the Association. As of July 2018, and following this date, any unit purchased may not lease their unit for a time period of two years from purchase date. The Association must be notified in advance of any lease or rental and the proper procedures must be followed including application, payment of all fees, security deposit and required deposits, lessee screening, and written approval.

Only signed original official application forms as prepared by the Association may be used.

Prospective lessees are subject to screening, including a background and criminal check, and interview prior to moving into any unit. This also applies to anyone renting/subleasing a room in an owner's unit who is not a relative.

At the time of the interview, the prospective lessee must acknowledge receipt of Association Documents and Rules & Regulations and must enter into a written agreement to comply with all Association documents and Rules and Regulations.

A lessee is not allowed to occupy an apartment before receiving written approval by the Screening Committee.

Each owner and returning tenant must fill out a new lease application and submit a copy of their contract and the required security deposit at least 14 days prior to commencement of the lease. A background and criminal check will be required for tenants returning after more than one year. and a minimum credit score of 700 is required.

2. A unit may not be leased for a period of time that is less than (3) three months. A unit may not be leased more than twice in a 12 month period.
3. **Transferring a lease to a third party (subletting) is prohibited.**
4. Any unit owner in violation of these Rules and Regulations is subject to fines as described in the Rules and Regulations, page 2, paragraphs (C and D).
5. Any owner that is delinquent in payment of Association maintenance fees, assessments or fines will be denied approval for rental of their unit and also the use of facilities.
6. Failure of an owner to correct a violation by his tenant shall preclude renewal of the lease Continuation of Rental or Leasing of Units.
7. A lessee is permitted to have one (1) pet (1 dog per apartment at any time), upon prior approval of the unit owner and in accordance with pet requirements within the Cypress Bend VII Rules & Regulations. *Dogs must be registered in advance and have a CB VII tag attached to leash when on property at all times.
8. Lessees and all guest of lessee must obtain parking registration stickers.
9. The name of each occupant of a leased unit must be included in the Association's application during the initial application period. If an occupant moves into a leased unit after the initial approval has been granted, a new application must be submitted to the Association for approval.
10. Condominium unit occupancy is limited to a maximum of two (2) Adults per bedroom.

ACCESS TO UNITS

The Association has the right to enter into any unit as may be required to maintain the common elements or to make repairs that may cause damage to other units. F.S. §718.111(5)

Every unit owner is required to supply the Association with a key, and emergency contact information, to allow emergency access to their unit. If the Association is required to gain access to a unit that has not made available a key, the unit owner will be responsible for any damage or cost related to gaining access to the unit.

The keys to individual units shall be kept in a sealed envelope, inside of a locked container, inside in the Association's on-site office.

GUESTS

1. Guests are subject to all Rules and Regulations of Condo Association VII.
2. Owners at all times are responsible for the actions of their guests and informing them of all Rules and Regulations.
3. The Condo Association must be notified in writing anytime a guest(s) is occupying a unit in the absence of the unit owner. If a guest(s) is occupying the unit for 10 or more days, but less than 30 days, in addition to the owner notifying the Condo Association in writing the dates of occupancy, the guest(s) must also register with the Association office.
4. Any and all guest(s) staying 30 (thirty) days or more, is considered an occupant and therefore, must complete the screening process for approval.
5. Any guest vehicles parked on Association property day and/or night must have a Real Time/Electronic registration. Parking signs are located in guest parking areas and at all entrances to Association property that give instruction on how to register a guest vehicle. Coming into the Association Office during regular office hours is an alternate way to register.
6. At no time are guests of owners allowed to invite additional guests to use the facilities of the Association

PLANTINGS

No unit owner may install, remove, or maintain any tree, shrub, grass, or other plant material on the property of the Association without the written approval of the Association. In cases where the Association grants permission for planting on the common grounds, the Association may require the owner to bear all costs involved with the maintenance of these plantings. In any case where this rule is violated, the Association shall have the right to remedy the violation at the expense of the owner.

RESPONSIBILITY FOR DAMAGES

Owners shall be responsible for any damage to the property or equipment of the Association by their family members, tenants, guests, or agents.

PETS AND ANIMALS

1. No domesticated pet is permitted, by any unit owner, on the property of the Association that may reasonably be expected to attain a weight of 25 pounds or more.
2. No unit may house any non-domesticated animal. A unit is limited to one dog or one cat at any time. No dog, cat or other mammal is permitted in any unit or on the property of the Association until the association has issued written permission for each specific pet. An ESP animal is classed as a pet by this association and is the 1 pet per unit policy
3. In order for written permission to be issued for any dog, cat or other mammal, the owner must provide the association with the following items:
 1. A picture of the animal.
 2. Proof that the animal has all required local and state licenses.
 3. A written statement from a licensed veterinarian that the animal is in good health, is not expected to attain a weight of 25 pounds or more during its life, that it has received all required immunizations, and is not considered vicious or aggressive towards people.
 4. If any pet is found to be a nuisance or annoyance (i.e. noise, odor, etc.), the owner of the pet must immediately correct the problem. If not corrected, the Association will require the immediate and permanent removal of the pet.
5. **Any pet that is outside of a unit must be on a handheld leash, not to exceed 8 feet, and under the complete control of the owner. CB VII TAG MUST BE VISIBLE.**
6. Persons having pets outside of their unit must immediately remove any feces or other animal waste that may be deposited on the walkway, lawns, parking areas, or other property of the Association.
7. All dogs must be walked outside the perimeter hedgerow (i.e. along the perimeter sidewalk) of the Cypress Bend VII Property.
8. Except for service animals, pets are not permitted in the Club House or Pool Area at any time.
9. Pets may not be fed outside of a unit.
10. **Absolutely no feeding of wildlife such as ducks, alligators, etc. shall be permitted.**
11. Pit Bulls, Staffordshire Terriers, and Rottweiler's are prohibited at all times. Other breeds of animals that the Board of Directors may determine from time to time to be potentially dangerous, as per guidelines established by Broward County Animal Control, shall be prohibited.

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It is understood that animals providing services to handicapped individuals are exempt from these rules.

BUILDING RULES

1. The volume on radios, stereos, and televisions are to be turned down to a non-disturbing level at all times.
2. Carpentry, construction, carpet and/or tile laying, hammering of any kind may only be done

Monday through Friday between the hours of 8:30 A.M. and 5:30 P.M. and on Saturday between 9:00 A.M. and 5:00 P.M. (unless an emergency) Absolutely no construction may be done on Sunday or any holidays.

3. Washing machines, dryers and vacuum cleaners use is limited to the hours of 8:00 A.M. and 9:00 P.M.
4. Barbecue grills are only allowed on the first-floor open-air patios and not on screened-in patios. Barbecue grills must be located no less than 10 feet from the nearest building, as per Florida Building Code §5212.1(d). *No flammable fluids such as, propane, oil, gasoline, or kerosene shall be brought into, used, or stored in any unit, storeroom, or common area. This includes, but is not limited to, articles or products such as fireworks, explosives, naphtha and benzene, or such items considered hazardous to life, limb and/or property, as well as all noxious pesticides.
5. No unit owner is permitted to alter, add or remove any portion of the limited or common element areas to the exterior of the building. This includes the ground floor patios and surrounding landscaped areas and in the front areas of the unit's entrances. Any alterations must first be requested in writing and then approved by the Board of Directors.
6. Trash is to be disposed of in a manner to protect the refuse from being exposed. Double bagging in supermarket plastic bags or using manufacturers' plastic trash bags is required. Boxes must be broken down and brought into the trash room. Newspapers must be bagged and brought into the trash room. Televisions, large furniture must be disposed of by bulk pick-up and not the building's dumpster.
7. Any window treatments visible from the exterior must have a white or beige backing or light natural wood backing. No towels, sheets, aluminum foil or similar materials may be hung in windows visible from the exterior of the building.
8. Window tinting is limited to non-reflective tint.
9. Screen doors may only be those approved by the Association and must be bronze or black in color. Any screen door with a glass pane must be constructed in such a manner to allow the removal of the glass pane.
10. Smoking is prohibited in elevators, at building entrances, on catwalks, stairwells, and all enclosed common areas. Smoking of cigarettes (only) is permitted outside of the unit owner/renters own front door provided no ash or cigarette butts are discarded on the catwalk or thrown over the balcony. No items are to be disposed over the catwalks including but not limited to cigarette butts.
11. Stairwells must remain clear at all times as required by the City Fire Ordinance.
12. Catwalks must remain clear of all items at all times. Nothing must be left or stored on the catwalks including carriages/strollers; bicycles, furniture, and any other items that may impede traffic or cause a trip hazard. There shall be no permanent storage allowed on patios or terraces. Only Association approved doormats (less than 2 ft. by 1 ft. and less than one inch thick) are allowed on the catwalks in front of the units.
13. No items may be stored in any room in the building except for the assigned storage space and all items must be stored inside the storage locker bins. *No flammable fluids such as, propane, oil,

gasoline, or kerosene shall be brought into, used, or stored in any unit, storeroom, or common area. This includes, but is not limited to, articles or products such as fireworks, explosives, naphtha and benzene, or such items considered hazardous to life, limb and/or property, as well as all noxious pesticides Any items stored outside the unit storage area or in common areas are subject to removal and disposal without notice. Bicycle rooms are for the storage of bicycles only.

14. Bicycles which are stored in bike racks and/or bike rooms must be clearly identified with a CB VII registration tag. Bicycles which appear to be abandoned, rusted, have flat tires or those which are not properly identified as to the rightful owner may be removed and discarded by management. Bicycles (which are not being used and those that may be owned by our seasonal residents) may not be stored during the summer months in any exterior bicycle rack. This could create a problem during a hurricane. Bicycles may only be covered with form fitting covers.
15. Unit owners are not permitted on the roof of any building at any time. Authorization and access to the roofs must be obtained through the Association's office. All workmen requiring access to the roof must be insured and licensed by Broward County to conduct the work that they are accessing the roof to perform.
16. Installation of any satellite dish on the roof of the Association's property must conform to the specific Rules and Regulations governing satellite dish installations. A separate application and fee must be submitted to the Association's office prior to the installation of any satellite dish on an Association roof.
17. If more than 20% of a unit's floor is to be covered in hardwood floor or ceramic tile an underlay of composition cork (or sound absorbing material approved by the Board), a minimum of ½ (half-inch) inch thick, must be installed. This applies to all units above the first floor. Association approval must be obtained, in writing, prior to the installation of hardwood flooring or ceramic tile in any unit.
18. It is strongly recommended that hot water heaters be replaced at least every 14 years. Washing machine hoses should be replaced every 7-8 years. The wax seal under each toilet should be replaced every 10 years. These guidelines should be followed regardless of how much use these items receive. The main water valve in your unit MUST be turned off if your unit is vacant for two or more weeks. While the Board cannot enforce this rule, it is published for the safety of your unit as well as your neighbors. Inspect your appliances and hoses yearly to stay ahead of any potential leak issues.

CLUB HOUSE RULES

1. Smoking is prohibited inside of the Clubhouse and near or around the entrances.
2. No pets, except animals providing services to the handicapped, are permitted inside the Clubhouse.
3. Individuals under the age of 18 are not allowed inside of the Clubhouse or Billiard Room unless accompanied by and under the immediate supervision of their parents or guardian.
4. Individuals under the age of 18 are not allowed inside of the Exercise Room.

5. All Clubhouse activities need prior Board approval. Clubhouse availability will be on a first come, first serve basis. Approved activities or parties will be posted on the bulletin board and/or placed on the calendar. The host of the party must submit a deposit of \$300.00, and a \$75.00 non-refundable use fee to the Association. The Association will charge the host of the event a \$100 fee if the key to the kitchen is not returned within 48 hours or on the first business day after the event, whichever comes first. The remainder of the deposit will be returned to the host as long as the great room is left in clean condition, trash removed, floors swept and no damages occurred during the event. Should there be more than one party during the same weekend; the board requests the first resident to take time/date stamped pictures as proof of the state of the room upon leaving. This way, if cleaning is required the proper party will be charged.
6. Clubhouse parties are limited to a maximum of 75 people in the great room and 30 people in the card room. The event must end by 11 P.M. ALL trash must be removed from the clubhouse and disposed of at the residents building who held the party.
7. Guests at any clubhouse event must park front end in. No back in parking is permitted.
8. All family and/or guests of any event in the great room must stay in the great room at all times during the event except when using the restroom facilities.
9. Guests are not permitted to use the billiards room, gym, card room or pool during any scheduled event.
10. Absolutely no chocking of the clubhouse doors open at anytime!
11. Failure to obey these rules may result in the forfeiture of the security deposit.

GYM RULES

In order to ensure that all members enjoy their time at the Cypress Bend VII Gym we ask that the people observe the following rules in the gym.

1. No minors (under 18years) are permitted in the gym room.
2. No glass containers, food or alcoholic beverages are allowed in the gym.
3. Appropriate footwear and clothing must be worn at all times.
4. Please wipe down equipment after each use.
5. Maximum occupancy 8 people.

All persons using the equipment do so at their own risk. Management and Cypress Bend Condominium VII assume no liability for injuries or accidents that may occur.

POOL AREA RULES

The pool area is considered the area within the confines of the fence surrounding the pools, including the

pool. Jacuzzi, pool deck and barbecue area.

1. Pool hours are from dawn to dusk.
 2. Food of any kind is prohibited around the immediate pool area. The designated area for eating is at tables adjoining the barbecue area or at the barbecue counter.
 3. No animals of any kind are permitted in the pool area, except service animals.
 4. Chairs and lounges are for the pool area only and may not to be removed.
 5. All chairs and lounges must have a protective covering, (i.e. towels) on them before use, for protection against sunscreens and body oils.
 6. All persons must shower before entering the pool and wear appropriate swim wear.
 7. No running, skating, skate boarding, bicycling, ball playing, or other activities that may be considered potentially harmful to others are permitted in or near the pool area.
 8. Smoking is permitted ONLY in the designated area. Cigarette/cigar ashes, butts, and all other litter must be placed in the proper receptacles.
 9. Children under 18 must be accompanied by an adult, 18 years old or over, designated as responsible for their safety and behavior. (one adult per six children).
 10. Babies under 2 must wear 'swim diapers' in the pool.
 11. Televisions, radios, tape players, and other sound devices are allowed in the pool area only if they are played at a level which does not disturb others.
 12. Individuals under the age of fifteen (15) are not permitted in the Jacuzzi.
 13. Diving or jumping in the pool is never allowed.
 14. No balls, rafts, nets or other items are permitted in the pool. Only non-inflatable floats, not exceeding 6 inches in width or diameter, are allowed.
- Every rule posted in the pool area must be adhered to by unit owners, guests, and lessees.**

Pool Area Rules for Parties:

1. If a resident wishes to have a pool function, the office must be notified in advance by the unit owner of date and time of use and Board approved must be given. Interior clubhouse facilities are not available for these outside approved functions.
2. No more than twelve non-residents may be invited to attend. Children must be supervised by an adult 18 years or older for their safety and behavior.
3. Unit owner is responsible for all clean-up. If clean-up is not done, the unit owner is responsible for the \$75.00 clean-up fee. Clean-up includes the pool and eating area.
4. All trash must be place in building dumpsters.

PARKING RULES

1. One Real Time/electronic decal will be issued to an owner(s) or renter(s) of a unit in Condo Association VII. Only one parking space is assigned to a unit. All others must park in a guest space.
2. Any temporary guest vehicle must be registered as of 11:00 pm to be parked on property. Register through the Cypressbend7.parkingattendant.com
3. Unit owner(s) or renter(s) parking in an assigned space other than their own must have written permission from the owner of that space on file at the Association Office. This permission must be renewed annually.
4. The use of parking spaces is limited to automobiles, Motor Scooter (displacement of 50CC or less) and other approved vehicles. Specifically, prohibited vehicles include motorcycles (displacement of 50CC), cars and trucks that are displaying commercial lettering of any kind, trailers, boats, mobile homes, campers, golf carts, any off-road or non licensed vehicles. Additionally, the Association reserves the right to prohibit the parking of any other vehicles which, in the sole opinion of the Board of Directors do not conform to the spirit and intention of this regulation.
5. Vehicles must be parked front end in and not backed into parking spaces. No vehicle should occupy more than one space.
6. All vehicles must have a current license and registration tag. Out of state vehicles must have a current license plate with the registration data.
7. No inoperable or damaged vehicles, including flat tires, broken windows, or expired license plates are permitted to park and are subject to immediate towing after the FIRST WARNING has been issued.
8. No mechanical repairs are permitted on Association property. Vehicle cleaning and washing is limited to the designated Car Wash areas which are solely for the use of owners, renters and registered guests. There is no parking in the designated Car Wash spaces.
9. Damage to parking areas due to faulty vehicle equipment or leaking oil shall be paid for by the owner/renter of the vehicle that caused the damage. The owner/renter is also responsible for any damage caused by guest(s).
10. No moving vehicles, commercial, rental or individually owned, should be on Association property after 6 PM, No moving activity is allowed on Sundays, year round.
11. Owners, renters and guests are not allowed, under any circumstances, to park their vehicles on the streets or grass within the Cypress Bend community.
12. Vehicles must not block building entrances or fire lanes.
13. Vehicles cannot be parked in handicapped spaces without a visible handicapped placard or license plate. Handicapped parking spaces are on a first come first serve basis.
14. No recreational activities are permitted in the parking areas. Bike riding other than for accessing or exiting a building, ball playing, skateboarding, roller blades, operating remote controlled toys, etc. are some of the items considered recreational activities.
15. Children must be under adult supervision while in parking areas throughout the complex.

PARKING LOT VIOLATION PROCESS

1. The **first night** a vehicle is noted in violation of Cypress Bend VII's parking rules, a **FIRST NOTICE** violation will be posted on the vehicle by the current security company and the vehicle's description and tag# is noted in the parking violation log.
2. If the same vehicle is noted in the Cypress Bend VII parking lot a **second night** the vehicle will be booted. If left booted for 48 hours the Board may elect to tow the vehicle off property.

3. Unit owners who rent their units cannot store or park their car in the parking lot.
4. Unit owners who rent their units cannot receive a parking decal.

Thank you for your cooperation.

MOVING IN OR OUT

1. Moving into or out of a unit is allowed between 8 A.M. and 6 P.M., Monday through Saturday. The Association's office requires a minimum of 24 hours notice to prepare an elevator with pads. Elevator pads are available on a first come first serve basis. Any damage to the elevator, catwalks or any common elements shall be the sole responsibility of the unit owner. There is no moving allowed on Sundays. At no time should moving trucks block the entrance to any building.
2. Persons moving in or out of units are required to break down all boxes before placing them inside of the dumpster in the buildings trash room.

ASSOCIATION MEETINGS

1. Any member of the Association (owner of record) can speak on any agenda item at an Association meeting, subject to time limits. Members are not allowed to have nonmember guests at the meetings without the prior consent of the Board of Directors.
2. Board of Director Meetings and Committee meetings shall be posted on the club house bulletin board at least 48 hours before these meetings are scheduled to be held.
3. The Annual Meeting shall be held in March of each year. The Budget Meeting shall be held in November of each year.
4. The Board may schedule these meeting for other dates when the majority of the Board deems the change to be in the best interest of the Association.

HURRICANE PREPARATION

In the event that a Hurricane Warning is issued for the Pompano Beach area a unit owner must remove all furniture, plants, and other moveable objects from their patio or terrace. Unit Owners who may be absent from the property during the normal Hurricane Season are required to make arrangements with a responsible company or individual to comply with this requirement.

HURRICANE SHUTTERS

Every unit is permitted to install hurricane protection for their unit, provided:

- A.** The unit owner must complete an Architectural Approval Form obtain written approval from the Association's office prior to the installation.
- B.** The hurricane protection must meet the standards of the current Dade County Building Codes as adopted by Broward County.
- C.** The color of hurricane shutters must be white for all window protection and bronze for all patio hurricane protection.
- D.** The acceptable styles of hurricane shutters are: (Board of Directors meeting October 2009)
 - 1. Roll-up style shutters are the only type of shutters that may be used on the ends of all buildings.
 - 2. Roll-up style shutters are acceptable on all windows.
 - 3. Accordion style shutters are acceptable on all five (5) story and nine (9) story buildings' window units.
 - 4. Color of impact windows' frame:
 - a. nine (9) story buildings: Bronze, double hung
 - b. five (5) story buildings: White, double hung

NOTES