



OXFORD FOREST

CONDOMINIUM ASSOCIATION, INC.

P.O. Box 24007 Jacksonville, Fl. 32241

Rules & Regulations

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INTRODUCTION

The following are the Rules & Regulations for Oxford Forest Condominium Association, Inc., Wilshire Condominiums which have been adopted by the Board of Directors for the "common good." They are primarily supplementary to the Florida Statutes and to the provisions of the Declaration of Condominium, Articles of Incorporation, and the Bylaws of Oxford Forest Condominium Association, Inc.

These Rules & Regulations are established by the Board of Directors to govern the use of the condominium property by all owners, residents and guests at Wilshire Condominiums and are designed to make living for all unit owners pleasant and comfortable. As stated in Condominium Law (*Florida Statutes 718.111(1)(a)*), "The Officers and Directors of the Association have a fiduciary relationship to the unit owners." This means your Board of Directors and the Officers of your Association are delegated and obligated to act in the best interest of the Association and its members.

At Wilshire Condominiums we live in a relatively small community where all residents should make every effort to maintain uniform standards of conduct to insure an atmosphere of pleasant and congenial living. If everyone cooperates, it will not be necessary for your Board of Directors and Fining Committee to take unpleasant action against violations. Therefore, all owners should carefully read, review and comply with the condominium documents and these rules, and advise their guests, visitors and anyone who they invite onto condominium property to do so as well.

THE RULES AND REGULATIONS ARE AS FOLLOWS:

The Rules and Regulations hereinafter shall apply to and be binding upon all unit owners. The unit owners shall at all times obey these Rules and Regulations and shall use their best efforts to see they are faithfully observed by their families, guests, invitees, lessees and contractors.

Compliance with the foregoing Rules and Regulations is mandatory; non-compliance is subject to fines, suspensions, collection procedures and other remedies, as stated herein and allowed by law.

Any waivers, consents or approvals given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent or approval of identical or similar situations unless such waiver, consent or approval is specifically set forth, in writing, by the Board of Directors.

1. UNIT USE

- a) Each of the dwelling units shall be occupied only as a single family private dwelling by the owner and members of his/her family, their guests or lessees as approved by the Association in accordance with Article V, Paragraph 1(a) of the Declaration of Condominium.
- b) Each unit owner is charged with compliance of his/her obligations and duties as a unit owner, whether living on-site in the unit or the unit is rented.
- c) All of the provisions of the Declaration, the Articles and By-Laws and the Rules & Regulations of the Association pertaining to the use and occupancy of the units shall be applicable and enforceable against any person occupying a unit as a tenant to the same extent as against an owner. A covenant upon the part of such tenant to abide by the Rules & Regulations of the Association, and the terms and provisions of the declaration of the Condominium Articles and By-Laws, and designating the association as the unit owner's agent for the purpose of and with the authority to terminate any such lease agreement in the event of violations by the tenant of such covenant, shall be an essential element of any such lease of tenancy agreement, whether specifically

expressed in such agreement or not. It is the unit owner's responsibility to furnish their tenant with a copy of the Rules & Regulations and to secure a signed statement that the tenant has read and agrees to abide by the Association Rule & Regulations; such signed statement shall be promptly furnished to the Association Secretary.

- d) No flammable, combustible or explosive material, chemical or substance may be kept in any unit or on any patio except for normal household use.
- e) No industry, business, trade, occupation or profession of any kind (commercial, religious, educational or otherwise) designed for profit, altruism, exploration or otherwise may be conducted, maintained or permitted on any part of the property or in any condominium unit except as provided in the Declaration.

2. COMMON & LIMITED COMMON ELEMENTS

The common elements and limited common elements shall be used only for the purposes for which they are intended in accordance with such Rules & Regulations as may be promulgated by the Association and Board of Directors and as provided in the Declaration of Condominium and By-Laws.

- a) Common and Limited Common areas, including sidewalks, grassy and dirt areas at the concrete entrances to the Condominium Buildings and areas outside the patio fences shall be used for the purposes intended by the Association.
- b) No Condominium unit owner shall permit any use of his condominium unit or make any use of the common elements that will impede proper maintenance of the property, increase property maintenance or insurance costs.
- c) No immoral, improper, offensive or unlawful use of the Condominium property is allowed. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction will be observed.
- d) No one shall enter, or attempt to enter, upon any roof or any building for any reason.
- e) Sunbathing in front of condominium buildings is prohibited.
- f) Barbequing is not permitted in the common or limited common areas; please do this on your rear patio only.
- g) **PERSONAL ITEMS:** No articles, decorations, statues or any other items may be placed on Common or Limited Common areas in front of, beside, behind or on condominium buildings. The placement of boots, shoes, bicycles, carts, strollers, umbrellas, furniture, grills, wind chimes, bird houses, bird feeders, gnomes, potted plants not specifically allowed or in compliance, or any other items not specifically allowed herein in the Common or Limited Common areas is not permitted. Such items will become the property of the Association and shall be subject to removal and disposal without notice or recourse.
- h) **PLANTINGS:** Unless approved in advance by the Board of Directors;
 - i. Residents may not plant in Common Areas or Limited Common Areas, including but not limited to beside sidewalks, entrances to the Condominium Buildings, in back of the patio fences or building ends.
 - ii. No resident may remove any plants, trees, brush or any other existing plant materials from Common or Limited Common Areas.
 - iii. Plants in pots are allowed in any of the Common or Limited Common Areas other than what is allowed under paragraph 2(i).
- i) **POTTED PLANTS:** Each unit may have one (1) potted plant on the concrete beside the entrance door as follows:
 - i. Placed on the concrete between neighboring unit front doors.
 - ii. Placed on either side of the unit front door of end units with only one front door.
 - iii. Units with a protruding separation wall may have one plant on each side (two total) with each being from the corresponding sides unit.
 - iv. Only live plants may be used in planters. No plastic plants or flowers are allowed.
 - v. Planters and plants must not interfere with the walkway, mailbox or landscape.
 - vi. Plants must be well maintained and healthy.
 - vii. Potted plants which are in violation are subject to being removed.

3. PATIOS & FENCES

Patios and fences shall be used only for the purpose intended.

- a) Patios and fences shall not be used for hanging garments, rugs or other objects or for the cleaning of rugs or other household items.
- b) The patio shall not be used to store anything that is a fire or health hazard.
- c) Pets shall not be allowed to relieve themselves anywhere in the patio area.
- d) No odor shall be allowed to emanate from the patio area including pet odors or excessive smoke.
- e) Day to day maintenance and cleaning of patios is the responsibility of the unit owner. The Association reserves the right to recoup expenses from the unit owner incurred as a result of neglect of or damage to the patio by the owner.
- f) Unit owners are encouraged to plant and landscape their patio areas and maintain the patio property. Care must be taken not to plant anything that may cause damage to the patio concrete or the building structure, either when planted or in subsequent years.
- g) While the patio is for the personal use of each unit owner, the patio may at any time be entered and examined by Board of Directors or representatives for damage to the concrete, building or for inappropriate use.
- h) Any damage to the patio, building or fence caused by planting of trees or other plants on the patio will be repaired, the tree or plant removed all at the owner's expense.

4. EXTERIOR APPEARANCE

- a) No Unit Owner shall cause or allow improvements or changes to any Unit, Limited Common Elements or Common Elements, including, but not limited to, painting or other decorating of any nature, installing any electrical wiring, television antenna, machinery, air-conditioning units or window tinting, which in any manner change the appearance of any portion of the building or the exterior of said Unit, without obtaining the prior written consent of the Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association.
- b) No sign, advertisement, notice, or other graphics or lettering shall be displayed, inscribed, painted, or affixed upon a unit's exterior. One (1) 'For Sale' or 'For Rent' sign approximately 18"X24" may be placed by the owner of the unit in the inside ground floor window only. No 'For Sale' or 'For Rent' signs or any other signs or advertising may be placed on Condominium Common Property or Limited Common Property or in units.
- c) Curtains or drapes (or linings thereof) which face the exterior windows or glass doors of Units shall be white or off-white in color and shall be subject to disapproval by the Association, in which case they shall be removed and replaced with acceptable items.
- d) No Unit Owner shall cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors or windows of the Building (including, but not limited to, awnings, canopies, signs, window tinting, or projections of any kind), without the prior written consent of the Association and if not prohibited in the Declaration.
- e) No window air-conditioning units may be installed by Unit Owners or occupants.
- f) No unit shall have any aluminum foil, reflective substance, or unsightly material placed on any window or glass, unless approved, in advance, by the Board of Directors in writing.
- g) Notwithstanding the foregoing, any Unit Owner may display one (1) portable removable United States flag in a respectful way.
- h) Broken screens, windows and doors are to be repaired or replaced within ninety (90) days. Screens must be fully secured and not hanging out. Units are not required to have screens but are required to be consistent in either having screens or not having screens. Repairs not satisfied within six (6) months may be made by a licensed contractor at the unit owner's expense.
- i) Painting: As stated in the Declaration, paragraph 7.4(3), unit owners shall not paint ANY surface of the exterior; this includes exterior door surfaces. Owners are responsible for the cost of front wooden door paint repairs due to scuffing and excessive wear.
- j) Security doors maintenance and repair is the responsibility of the owner. All security doors must be painted black and be kept in good working order at all times.
- k) EXTERIOR ALTERATIONS TO EXISTING: As stated in the Declaration, in order to preserve the architectural appearance of the condominium property the same as originally designed and constructed, no owner may

change, modify or alter in any way the design or appearance of the exterior surfaces, facades or elevations from the original construction; nor shall any owner paint or decorate the surface of any exterior masonry or brick structure or member; nor change the color of any exterior surface, door or exterior lights; nor install, erect or construct any fence or exterior wall other than those constructed in the original construction, unless such owner shall have first obtained the consent in writing of at least fifty-one (51%) percent of all other unit owners and such lenders that may have title to any unit of the condominium. The foresaid applies to the "existing as-built" condominium property.

- I) EXTERIOR ADDITIONS: Additions to the common elements or the alteration of the common elements, requires the prior written approval of not less than 75% of the membership as stated in paragraph 7.2 of the Declaration.

5. HURRICANE PREPARATIONS

Shutters are specifically governed by the Condominium Act. Because of the construction of our buildings, shutters or plywood must be installed inside the condominium unit and must be white. Storm shutters shall only be installed during hurricane "watch" and hurricane "warning" situations.

6. SMOKE DETECTORS

All units are required to maintain at least two (2) working smoke detectors; with one (1) being placed on each floor level as a minimum. Smoke detectors must be placed not more than 12 inches down from the ceiling as stated by building code. It is suggested the smoke detector be placed near neighboring walls so your neighbor(s) have a better chance of hearing it in the event of an emergency.

7. INSURANCE

Unit Owners are responsible for their own insurance to cover the interior of their condominium along with all interior contents, including but not limited to, personal possessions, appliances, and fixtures. Unit Owners are also responsible for insuring Units wall coverings (Paper, paint, etc.), carpeting and flooring. Residents should consult with their own insurance agent for the proper Unit coverage.

Nothing shall be done or kept in any Unit or Common Element that will likely increase the rate of insurance, or result in the cancellation of insurance, on the Condominium Property or its contents.

8. DAMAGES

Unit owners are responsible for any damage to condominium property caused by his or her negligence or willful or wrongful acts. Unit owners will also be jointly and severally responsible for any damage to condominium property caused by the negligence or willful or wrongful acts of their guests, renters or anyone they invite onto condominium property.

9. ASSOCIATION UNIT REPAIR RESPONSIBILITIES

The Association shall maintain, repair and replace all items specified in paragraph 7.3 of the Declaration.

10. RECREATIONAL FACILITIES

The swimming pool, cabana, tennis court and playground areas are for the use of unit owners, tenants and their guests ONLY. All guests must be accompanied by the unit owner when using the recreation areas. Any person using the Recreation Areas and Facilities is subject to all posted regulations determined by the Board of Directors as necessary for the benefit, enjoyment and safety of the owners. All posted signs and rules must be followed by unit owners, renters and guests.

a) POOL RULES

A pool key is required to enter the pool area even when individuals are already at the pool. Please do not open the gate for people without a key who may not be residents or guests at Oxford Forest. The use of the pool is completely at the risk of the user. The following rules dictate pool usage;

- i. No lifeguard is provided. All persons who swim or otherwise use the pool at their own risk.

- ii. The pool is open from dawn to dusk, during daylight hours only.
- iii. Children under the age of 18 must be accompanied and supervised at all times by a parent or legal guardian.
- iv. Appropriate swimwear is required – no cut-off jeans are allowed.
- v. Diving is prohibited.
- vi. Headphones for an individual's enjoyment must accompany all music devices.
- vii. No glass is permitted around the pool area. Refreshments must be unbreakable containers.
- viii. No pets are permitted in or around the pool area and amenity areas.
- ix. Please shower before entering the pool
- x. No bicycles or riding toys, skateboards or roller blades are permitted in the pool area.
- xi. To the extent permitted by law, profanity, horseplay, and harassment of swimmers is not permitted.
- xii. For everyone's protection, please refrain from using the pool if you have a health condition, particularly conditions involving broken or abraded skin, cuts and communicable diseases.
- xiii. Under no circumstances may pool property be removed from the pool area.
- xiv. ABSOLUTELY NO DIAPERS OR INCONTINENCE APPAREL to be worn in the pool.

b) TENNIS COURT RULES

- i. Roller skates and skateboards are not allowed.
- ii. No activity is allowed which may damage the court surface or net.
- iii. Hours for use are limited to 8:30am until 8:30pm or dusk if earlier.

c) BASKETBALL COURT RULES

- i. Hours for use are limited to 8:30am until 8:30pm or dusk if earlier.

d) PLAYGROUND RULES

- i. Children under the age of 10 must be accompanied by an adult.
- ii. The playground equipment must only be used in a manner as intended. Climbing on top of the equipment is not allowed.
- iii. Hours for use are limited to 8:30am until 8:30pm or dusk if earlier.

11. GUESTS

All guests and invitees of residents or Unit Owners are responsible for complying with all Rules and Regulations of the Association while on property. To the extent permitted by law, Unit Owners are responsible for the actions and behavior of their guests, tenants, and invitees.

12. CHILDREN

Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated. All children under twelve (12) years of age must be accompanied by a responsible adult when entering and/or utilizing the recreational facilities, including, but not limited to the following specified areas: pool, tennis court, playground and basketball court.

13. PETS

Pets are welcome at Wilshire; however, the following rules apply:

- a) No dog or pet shall be allowed which is over 25lbs or is a juvenile with the potential to grow to over 25lbs.
- b) Pets must be walked on a leash at all times. Dogs shall be walked on leashes not to exceed six (6) feet in length.
- c) Pets must be brought away from buildings and to the perimeter of the property before the pet is permitted to stop and relieve itself.
- d) Residents are required to pick up, remove and properly dispose of the pet waste deposited by their pets on Condominium Property. Violators are subject to being fined.
- e) Pets shall not be allowed to relieve themselves on the unit back patio area or flower bed area; nor shall any such unauthorized waste be allowed to create an odor or be washed off into the surrounding ground.

- f) No noisy or nuisance pets are allowed on the property. Unit occupants are responsible for the immediate removal of any such nuisance pets.
- g) Only four (4) pets (cats or dogs) total are allowed per unit.
- h) Cats must be inside cats only. Any outside cats will be removed by animal control or some other agency.
- i) Pets shall not create a nuisance, annoyance and/or disturbance to other Residents by any behavior including but not limited to, continuous and repeated barking, whining, crying or other disturbance.
- j) Kitty litter must be placed in a tightly sealed bag before being disposed of. Kitty litter may NOT be flushed down the toilet.
- k) No animals shall be raised, bred or kept in any Unit except for dogs and cats, and animals that are typically kept in cages or containers in the home such as small birds, fish, turtles, hamsters, provided such animals are of a breed or variety commonly kept as household pets, are not kept or bred for any commercial purpose, and are kept in strict accordance with the rules and regulations outlined in this policy and in accordance with applicable law. Wild animals, exotic animals, farm animals, poisonous creatures, and tarantulas are not allowed. Specifically prohibited are any variety of pig and ferrets.
- l) Feeding of stray, loose or wild animals on condo property is prohibited at night. Animal and human food (including water bowls) shall not be made accessible to such animals from dusk till dawn. Violators are subject to being fined.
- m) **Breed Restrictions:** The following breeds and types of dogs are prohibited on the grounds:
Rottweiler, Pit Bull.

Any Pet Owner who violates the Rules and Regulations set forth herein shall be subject to any and all remedies available to the Board under the Condominium Declaration and the Act, including, without limitation, the levying of a fine which can be found in EXHIBIT A of the Rules and Regulations.

14. VEHICLES

- a) No vehicle repairs or maintenance are allowed. This includes (but is not limited to) the changing of oil, spark plugs, or any other maintenance. The only exceptions to these vehicle rules is normal fluid checks (weekly max) or an emergency situation in which a new battery needs to be installed or a flat tire needs to be changed. Such emergency work must be concluded in a timely manner of a few hours at the most.

TOWABLE VIOLATIONS AFTER 24 HOURS:

- b) Vehicles in violation of the following rules in this sub paragraph 14(b) are subject to being towed after a 24 hour notice is posted on the vehicle in addition to a fine(s).
 - i. No disabled or inoperative vehicles shall be parked on the premises at any time.
 - ii. All flat tires shall be repaired or replaced within twenty four (24) hours.
 - iii. No more than one vehicle may occupy a single parking space.
 - iv. Vehicles with more than 4 wheels are not permitted.
 - v. Watercraft, jet skis, RVs, camping trailers, trucks commonly referred to as box trucks or straight jobs, or any commercial vehicle with a gross vehicle weight limit of 6,000 pounds or more are prohibited.
 - vi. No vehicle (including motorcycles) shall be parked in the grass area or on sidewalks. Vehicles shall be parked only in the areas provided for parking. (Class A Violation)
 - vii. No vehicle or parking space shall include any of the following: Vehicle supported by a jack or block type object, vehicle parts, wheel-stop, tools, work mats (cardboard, carpet, etc.), vehicle with the hood up or partially popped/released in connection to repairs, or any other evidence of ongoing vehicle repairs or maintenance.

TOWABLE VIOLATIONS AFTER 14 DAYS:

- c) Vehicles in violation of the following rules in this sub paragraph 14(c) are subject to being towed after a 14 day notice is posted on the vehicle and delivered to any known unit owner in addition to a fine(s).
 - i. No vehicles shall be permitted to park on the premises, which is lacking a valid governmentally issued tag, or which displays an expired tag.

- ii. No parking spaces or other common areas shall be used for the storage of boats, cars, trucks, motorcycles or inoperative vehicles. A vehicle shall be considered as being stored on the property if it is not used on a weekly basis.
 - iii. No vehicle shall be parked on the property which is in significant disrepair missing a bumper, fender or other significant large body part, or excessively dirty.
 - iv. No commercial vehicles, such as taxis or vehicles containing ladders and equipment shall be parked on the premises other than for drop off purposes or temporarily during the day, with prior Association approval, or during brief periods of repair and maintenance. / Recreation vehicles, commercial work vehicles, vehicles with advertising signs or lettering, (permanent or temporary), boats, trailers, motor homes, pop-up campers and all vehicles in excess of twenty (20) feet in length may not park on any portion of Wilshire property.
- d) No "for sale" signs or advertisement signs shall be permitted on any vehicle parked on the premises.
- e) No vehicle shall be washed on the property.
- f) Oil leaks, gas leaks, and radiator boil over will eat into asphalt and must be cleaned up immediately.
- g) All units have two (2) assigned parking spaces. Parking in unmarked visitor spaces is "first come, first serve"; however, you are asked to only park in visitor parking after your assigned spaces are full. Visitor parking spaces are not for continual parking of a third vehicle (or more). Unit occupants who own more than two vehicles on the property shall park the additional vehicle(s) at the pool parking area. Having more than four (4) vehicles parked on the property daily or on a continual basis is prohibited.
- h) Within 30 days of receipt of a written request, the Board of Directors may approve (or disapprove) travel trailers, motor homes, boats, or trailers owned by guests of unit owners to be parked on Wilshire property for a period not exceeding seven (7) days.

SPEED LIMIT:

- i) The speed limit on the property is 15 MPH.

15. CONSTRUCTION

- a) Contractors shall be permitted to perform work that is noise producing in a Unit only between the hours of 8:00 am and 5:30 pm on Monday through Saturday.
- b) No noise producing work shall be permitted on Sundays or holidays.
- c) Noise from construction or repair activities, etc. must not be of an unreasonable nature or for an unreasonable duration in the opinion of the Board Director responding to any complaint.
- d) Unit owners must make their own arrangements to dispose of all construction materials and debris. Contractors may not store any materials within the Common Elements of the Building or other Units and are to haul all debris and leftover materials from the Building in covered containers. Construction materials may not be disposed of on the property, at any time. The hauling charge for any bulk items left on common property in violation of this rule will be assessed to the responsible Unit Owner.

16. CONDUCT: NOISE, NUISANCE, ODOR, DISTURBANCE, ETC.

No loud or offensive noise and/or activity, noxious odor, annoyance, nuisance, or disturbance may be conducted in any Unit or on the Common Elements by any owner or the servants, employees, pets, agents, visitors or lessees of owner, nor shall any noise or conduct interfere with the rights, comforts, or conveniences of other Unit Owners or occupants. No Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a stereo, television, radio or sound amplifier in his/her Unit in such a manner as to disturb or annoy other residents. The Board and/or Manager shall determine, in their sole discretion, whether certain sounds, sights, smells and or activities have the characteristics or qualities described in the preceding sentences.

All Residents are required to comply with the request by Association personnel to cease disturbing any complaining Resident(s). A Resident will be given an opportunity to correct the problem. If the disturbance continues unabated thereafter, it shall be declared a nuisance and, thus, a violation of this rule.

17. GARBAGE PICK-UP

Garbage will be picked up weekly on Monday from the sidewalk in front of the buildings.

- a) Garbage shall be placed in front of units after 5:00 p.m. on Sunday evening.
- b) All garbage must be placed on the sidewalk in front of each unit in either heavy-duty plastic bags or garbage containers with tight fitting lids.
- c) Units are limited to a maximum of two cubic yards of garbage per week.
- d) No items, including but not limited to garbage, furniture, appliances, construction material or TV's may be discarded, stored, placed or left outside any unit or in any common area other than specifically allowed herein.

18. VIOLATION ENFORCEMENT

Every applicable Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time.

Failure of an Owner, guest or occupant to so comply shall be grounds for action, which may include, without limitation: fine(s), an action to recover sums due for damages, injunctive relief, or any combination thereof. Residents/Owners may report violations in writing and the recipient of a violation will not know the source of the complaint.

- a) **FINES:** In addition to all other remedies, a fine or fines may be imposed upon an Owner for failure of an Owner, or such Owner's family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provided the following procedures, in accordance with Florida Statute 718.303, are adhered to:
 - i. **NOTICE:** The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days and said notice shall include: (a) a statement of the provisions of the declaration, association bylaws, or association rules which have allegedly been violated; and (b) a short and plain statement of the matters asserted by the association.
 - ii. **HEARING:** The non-compliance shall be presented to a fine committee of other Unit Owners, who shall hear reasons why penalties should not be imposed. The party against whom the fine may be levied shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the committee. A written decision of the committee shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the hearing.
- b) **FINE AMOUNTS:** Fine amounts are stated in schedule A.
- c) **SUSPENSION OF OWNER'S RIGHTS TO USE:** As allowed under F.S.718.303(3)(a), the Association may suspend, for a reasonable period of time, the rights of any owner, their guests or lessees, to use any amenities due to violation(s) of these Rules and Regulations.

19. FEES, PAYMENTS & COLLECTIONS

Collection of past due assessments, collection charges, late fees, interest, fines, special assessments, maintenance charges, or any other fee associated with a Unit's account will be conducted in accordance with Florida Statute 718.116.

a) MAINTENANCE FEES

Maintenance fees are to be paid monthly by the first of each month. Fees are late by the 10th of the month. Mailed fees must be postmarked by the 10th or they are considered late. There is a \$25 late charge for a late maintenance fee.

b) SUSPENSION OF USE & VOTING RIGHTS; DENIAL OF LEASES

The Association may suspend the right of any Owner, their guests and lessees, to use the amenities, under F.S.718.303(4), and may revoke the Owner's voting rights under F.S.718.303(5), without notice for any monetary obligation over 90 days past due. Owners may be denied approval of leases under Florida Statute 718.116(11) due to being delinquent.

c) COLLECTION OF RENTS

All monetary obligations due to the Association which are more than 90 days past due are subject to the Association collecting rents as prescribed in Florida Statutes 718.116(11).

d) COLLECTION COSTS

If any owner refuses to pay any levied fines or to correct the violation, the owner will be responsible for the payment of any attorney fees, court costs or any other costs incurred by the collection process.

20. MEETINGS

- a) To the maximum extent practical, the posted Board or Committee meeting agenda for each meeting shall list the substance of the matters and actions to be considered by the Board/Committee.
- b) Robert's Rules of Order Newly Revised (latest edition) shall govern the conduct of the meeting when not in conflict with the Declaration of Condominium, the Articles of Incorporation, the By-laws or the Condominium Act.
- c) Procedures for Owner participation in meetings is outlined in Exhibit B.
- d) To include any item on the Agenda for the next Board meeting, contact the Secretary of the Board at least seven (7) days before the next scheduled meeting.

21. COMMUNICATION**a) COMPLAINTS & SUGGESTIONS**

Formal requests, complaints or suggestions regarding your residency/ownership at Oxford Forest should be referred, in written form, to the President of the Board.

b) REPAIR & MAINTENANCE REQUESTS

Any request for service, repairs or maintenance of the condominium building or any recreational area must be made to the Board of Directors in writing using the Work Order Request form provided in the attachments section hereto.

c) AUTHORIZATIONS FROM THE BOARD

The Association Declaration and By-Laws are superior to any contrary authorization given to an Owner by the Association or the board. Any unlawful authorization by the Association or its board is non-binding and void. Every Owner should be due diligent in knowing what their legal property rights are under said Declaration and By-Laws by seeking independent legal guidance.

22. AMENDMENTS

Amendments, revisions or additions to these Rules and Regulations and Exhibits require a 14 day written notice to the members as prescribed in Florida Statute 718.112(2)(c).

Attachments hereto are provided for informational purposes only and do not require notice under F.S. 718.112(2)(c) before an alteration but shall not be altered without the majority vote of the board. Removal of an attachment shall only occur when such information is no longer applicable to the association.

THANK YOU

The Board of Directors appreciates those living in the Wilshire Community (Oxford Forest Condominium Association, Inc.) for following these Rules and Regulations which are designed to improve the beauty, continuity, safety and enjoyment of our property.