

Shadywoods Homeowners' Association, Inc.

4500 Shadywood Drive

Delray Beach, FL 33445

Office telephone: 561-495-0792

RULES & REGULATIONS (R&R)

**OTHER INFORMATION and APPROVED FORMS
Revised 05/02/2024**

COMMUNITY ASSOCIATION MANAGEMENT:

Seacrest Services Inc.

Website: <https://seacrestservices.com>

Customer Service Team Phone: 561-697-4990

2101 Centrepark W. Drive, Suite 110

West Palm Beach, FL 33409

NOTE: Be sure that you have submitted a Seacrest Electronic & Text Communication Disclosure Authorization Form. Available on Shadywoods website* under Page Seacrest.

*Link to Shady woods Website:

<https://www.shadywoodsdelray.org>

Seacrest customer service / work order system

If you have a community related concern, contact Seacrest using an option below:

Call Customer Service Team at **(561) 697-4990** to speak with a live Service Representative. Provide the representative with a detailed advisement of your request. You will be provided a confirmation number.

OR

Visit the Seacrest website <https://seacrestservices.com> and click on the Work Order Icon in the upper left corner and follow the required instruction. A confirmation email will be sent to the email address you provide.

IN ACCORDANCE WITH: **ARTICLE III, par. (h)**, of the **ARTICLES OF INCORPORATION, (AOI)**, the **DECLARATION OF COVENANTS AND RESTRICTIONS, *(DCR)**, and the **BY-LAWS, * (By-L), EFFECTIVE JULY 2016**, THE SHADYWOODS HOMEOWNERS ASSOCIATION, INC., BOARD OF DIRECTORS REPEALS ALL PREVIOUSLY ENACTED RULES AND REGULATIONS AND HEREBY APPROVES AND ADOPTS THE PROCEDURES, FORMS, RULES AND REGULATIONS, *(R&R), CONTAINED IN THIS PUBLICATION.

REVISED February 21, 2021, PAGES: 1, 2, 7, 9,10,11,13, 14, 16.

REVISED June 03, 2021, PAGES: 13. February 02 , 2022 Pages 10, 19

REVISED January 01, 2023, Page: 26

REVISED May 20, 2023, Pages: 19

REVISED May 02, 2024, PAGE: 20

DETAILS OF THE PROVISIONS CONTAINED HEREIN CAN BE FOUND IN THE OFFICIAL TEXTS AND DOCUMENTS OF THE DECLARATION OF COVENANTS AND RESTRICTIONS, THE ARTICLES OF INCORPORATION, BY-LAWS AND RELATED AMENDMENTS.

Enforcement of Rules*

In the event there is a violation of any of the Rules, the Board of Directors may elect to take legal action to enforce these rules. In accordance with the provisions of the Shadywoods Homeowners' Association documents, the cost of this legal action will be charged to the Owner involved in the violation. (DCR Art. X, 8 and Art. XI, 17)

*** References to "RULES" hereinafter mean the rules taken from the Declaration of Covenants and Restrictions, the Articles of Incorporation, and the By-Laws.**

- **References to "BOD" mean Board of Directors.**
- **References to "DCR" mean Declaration of Covenants and Restrictions**
- **References to "AOI" mean Articles of Incorporation**
- **References to "By-L" mean By-Laws**
- **References to "R & R" means Rules & Regulations**

Shadywoods Homeowners Association, Inc.

Restrictions Summary

Vehicle Parking Restrictions:

No trucks, (including pick-ups), boat, trailer, camper or motorcycle of any kind shall park or be parked, at any time, upon any portion of the sub-division property, unless it is a commercial vehicle in the process of undertaking performance of a trade within the sub-division, or is in a garage with a garage door closed, and is otherwise totally out of view.

Pet Restrictions:

Unit owners are permitted pets with the exception of the following prohibited dogs: Pit Bulls, Alaskan Malamutes, Chow Chows, Akitas, Rottweilers, Boxers, Doberman Pinschers, German Shepherds, Great Danes, Siberian Huskies, Perro de Presa Canarios, American Staffordshire Terriers, Wolf-hybrids or any dog that has any of the above breeds in their lineage.

Unit Sale Restrictions:

“For Sale” signs, or other signs, are **not permitted** on the home, lot or vehicles. Open Houses are permitted between the hours of 1 pm and 4 pm, and during that time only, a maximum of three (3) “Open House” signs may be posted strategically in the community, directing prospective buyers to your house. Please note that Dwelling units are restricted to residential use by a single family, or no more than two unrelated persons. No businesses are allowed. No external changes or additions to units are permitted without approval by the Board of Directors, Architectural Review Committee.

Leasing Restrictions:

Only entire lots may be leased. No sub-leases are permitted. Units are restricted to residential use only. No businesses are allowed. Unit owners of record are prohibited from leasing their property for a period of two (2) years from the date of purchase. The leasing period is limited to one rental in any calendar year and for a period of not more than 1-year. Renewals require BOD approval. Unit owners in arrears with any payment(s) due to the Association must pay all assessments, fines or penalties prior to leasing. If a unit owner seeks to sell, or otherwise convey the property, any existing lease must be terminated and the tenant(s) vacate the property, prior to closing. All lessees are deemed to be bound by all current terms and conditions contained in the Declaration, Articles of Incorporation, By-Laws and Rules and Regulations. The unit owner shall be jointly and severally liable to the Association along with the lessee, for any damages caused by the lessee.

Exterior Modifications:

No changes, additions or alterations are permitted to any part of a unit’s exterior or outside grounds without first obtaining approval by the Board of Directors, Architectural Review Committee and/or the Landscape / Beautification Committee.

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I. GENERAL

Homeowners should familiarize themselves with the Association's documents and rules and regulations. It is the responsibility of owners to inform their guests and lessees of all rules and/or make them available for reference.

The Board of Directors (BOD) is primarily responsible for the enforcement of all rules. However, any owner, as a "good neighbor," may respectfully call attention to a rule infraction, either to the person violating the rule or in a written, signed complaint addressed to the Board of Directors.

II. RULES ENFORCEMENT

A. OBSERVANCE:

The Board of Directors asks for full cooperation in the observance of the rules designed to make Shadywoods a pleasant place in which to live. All must recognize that the BOD has the legal responsibility to administer the affairs of the Association for the protection, safety and enjoyment of all homeowners and residents.

Observance of these rules by Owners, their Lessees, family, guests and employees is the responsibility of the owner. Violations will be called to the attention of the violating owner, or resident, via the BOD. Should the conduct be deemed in violation of the provisions of the Declaration, the Articles of Incorporation, the By-Laws, and/or the Rules and Regulations of the Shadywoods Homeowners' Association, Inc., the BOD, or its appointed agent, will notify and inform the owner/resident of the violation. Disagreement concerning violations will be presented to and adjudged by the Board of Directors for action. If the violation is not corrected as stipulated by the notification, then the Board of Directors has the right to enforce the provisions of the Association's documents, rules and regulations through the initiation of legal proceedings and/or the imposition of a fine. The owner of the unit shall pay all attorneys' fees, filing fees and other expenses incident to the enforcement of these rules. (DCR, Art. X. 8)

See Exhibit H for details outlining violation reporting/notification, and a partial list of potential infractions.

B. FINES:

Pursuant to Article XI, paragraph (17), of the Declaration of Covenants and Restrictions for Shadywoods, and as provided by Florida law, the Board of Directors is empowered to assess fines and penalties against a homeowner if the homeowner fails to comply with the terms and conditions of the Declaration of Covenants and Restrictions, Articles of Incorporation, By-Laws, or these Rules and Regulations. The imposition of fines or penalties, or suspensions, shall be in accordance with Chapter 720.305 of the Florida Statutes, which stipulates in part that reasonable fines may be levied, up to \$100 per day per continuing violation, and may not exceed \$1000 in the aggregate, unless otherwise provided in the governing documents. A fine of less than \$1000 however may not become a lien against a parcel.

Any hearing to which a member may be entitled regarding the imposition of a fine, penalty or suspension will also be in accordance with Chapter 720.305, Florida Statute, requiring at least a 14-day notice of the time and date at which the member shall be entitled to present evidence to the BOD with respect to the commission of the violation and the amount of the fine or penalty. See Chapter 720.305 of the Florida Statute for all terms and details.

The BOD shall be empowered to impose continuing fines or penalties for violations, which may have been found to exist, including any previous violations committed by the violator, and which have not been corrected.

The BOD's imposition of a fine or penalty shall be a cumulative remedy and in addition to any other remedy to which the Association is entitled pursuant to the terms and conditions of the Declaration of Covenants and Restrictions, Articles of Incorporation, and By-Laws of Shadywoods, and as provided by Florida law. (DCR IX, amended 10/90; DCR XI, amended 1/84) (AOI III, 1a, b, h, i)

III. DWELLING UNIT

1. A dwelling unit is restricted to residential use only by a single family. A single family is one or more persons related by blood, marriage or adoption, or no more than two unrelated persons living and cooking together. (DCR Art. XI, 1)

2. No commercial use shall be permitted by any resident in any portion of a unit. (DCR Art. XI, 2)

3. Unit owners shall insure their property against loss or damage of all kinds to the maximum insurable replacement value and all policies shall name the Shadywoods Homeowners' Association, Inc. as an additional insured. (This measure protects all owners from negligent owners suffering visible loss or damage by fires, etc.) (DCR Art. XIII, 1)

4. Maintenance assessment payments are due on the first day of each month and must be received at the location designated in Maintenance Coupon Book on or before the 10 day of each month or a late charge in the amount of \$25.00 shall be imposed.

Any monthly payment, or portion thereof, or late charge, fine or penalty that remains unpaid for ninety (90) days or more shall be referred to the Association's attorney for collection, including the preparation, filing and notice to the delinquent homeowner. All payments made to the Association shall be applied first to unpaid fines and late charges, second to accrued interest, and third to the then unpaid principal balance of the assessment due in the reverse chronological order in which each monthly payment became due.

The homeowner shall be responsible for reimbursing the Association for any attorney's fees and costs it incurs in the collection process and lien foreclosure action. In the event a demand letter is sent to the delinquent homeowner before a Claim of Lien is filed, the demand letter shall require payment of the unpaid monthly assessment(s), late charges, fines, attorney's fees, accrued interest, and collection costs on or before a date certain. In the event payment is not made by the date set forth in the demand letter, the remaining monthly Assessment(s), which will become due during the calendar year, shall be accelerated and become immediately due and payable, and payment of the accelerated balance shall also be secured by the Association's Claim of Lien.

(DCR VI,1; DCR IX,1,5,7; DCR X; DCR XI,15; AOI III,1b; By-L 4.5, 6.4, 6.5, 6.6, 6.7; 6.11)

IV. SALE OF UNIT GUIDELINES

1. The Seller (current owner) should provide the purchaser with a copy of all Association documents, these Rules and Regulations, and the key(s) to the clubhouse and recreational areas. If requested, the Association or its Management Company can provide the following for the related fee, which from time to time may be determined by the BOD:

- Current fee for set of Shadywoods documents: \$50. If mailing requested, plus \$10 for handling and postage.

-Current fee for additional copy of the Rules & Regulations booklet: \$20. Plus \$10 if mailing requested.

-Current fee for copy of key to Clubhouse/Recreational areas: \$100. Plus \$10 if mailing requested.

2. Purchaser will need to submit the Buyer's Notice of Purchase Form, (Form 3), which can be obtained from our Management Company, the Association, or the Shadywoods Website. Prior to move-in additional requirements need to be observed regarding unit sale and new owner orientation. See Exhibit K: Checklist for Sellers, Buyers & Realtors and fee for orientation.

Please note: The new homeowner is required to submit copy of the warranty deed within 30-days of title transfer to the Association BOD Secretary, the Orientation Committee or our Management

3. **“For Sale” or other signs are prohibited**, except for the posting of **“Open House”** For Sale signs. These are limited to the day of the open house and three in number: One at the entrance to Shadywoods, one at the turn, one at the house. Posting permitted only during the hours of 10AM to 4 PM and must be removed thereafter. Sellers and Realtors must make prospective buyers aware of parking restrictions while attending the open house. (DCR XI, 6.)

V. UNIT LEASING GUIDELINES

(DCR Art. XI.A)

1. The lease and use of a particular unit subjects both tenant and owner to all the rules/regulations contained in the Association’s documents, and which lease is limited to one (1) rental in any calendar year, for a period of not more than (1) one year, and only to a single family or two un-related persons as described in DCR Art. XI.1. No unit or portion of a unit can be sublet, utilized for time-sharing, or occupied by boarders. Additionally: **Unit owners of record are prohibited from leasing their property for a period of two (2) years from the date of purchase.**

2. Unit Owner must complete an Owner Leasing Application, (Form 5 in R&R Booklet), available on-line from the Shadywoods website, or from the Association, or Seacrest Services Inc. (CAM, Tel: 561-656-6310).

Note: - Vehicle restrictions apply regarding: Commercial vehicles (with/without logos), Trucks (pick-up or other), Vans, Boats, Trailers, Campers, RVs, Motorcycles/scooters.
- Pet prohibitions apply.

3. BOD approval of occupancy required. **Note:** City of Delray Beach requires a Landlord Permit

4. All **prospective lessees and occupants must arrange and attend an orientation with BOD committee, and, in addition to other forms, must complete a Lessee Rental Application, (Form 4)**, which is available on-line from the Shadywoods website, or from the Association, or CAM: Seacrest Services Inc.

Needed for orientation: Copy of the proposed lease, copy of our rules and regulations, Landlord Permit and payment in advance of **non-refundable application and orientation fees**, each made payable to Shadywoods HOA, Inc. Bank check or money order only.

Note: Leasing Rental Application fee: \$100. Background checks the responsibility of the Unit Owner. Orientation fee: \$100 per person, or per married couple with copy of marriage certificate.

5. Unit rentals without Association’s written approval, or where misinformation of a material nature is found to have been provided, subjects owner to penalties, fines, costs, and legal fees, including any resulting in the evicting of the purported renter.

6. Renewal or extension of an existing lease requires approval by the Board of Directors.

7. See Exhibits I and J Checklists: for Lessees/Renters & Realtors, and Owner Leasing.

VI. GUESTS

1. Guests are permitted to occupy an owner’s unit for a period not to exceed (3) three months in any one calendar year. (DCR Art. XI, 1)

2. Owners must inform their guests of the rules of the Association. (DCR Art. XI, 15)

VII. CHILDREN

1. Parents, grandparents, lessees and guests are responsible for the behavior of their children and/or grandchildren. Owners are financially responsible for damages caused by children.

[DCR Art. XI, 15 & AOI Art. III, (h), (i)]

2. Children under the age of (13) thirteen must be supervised by an adult when in recreation areas.

VIII. PETS

1. Certain common household pets (dogs, cats, birds) are allowed. (A Pet Registration Form, (Form 6), for your pet can be found at the back of this book. However, except for dogs registered with the Association as of June 01, 2008, or any **certified** as service animals, those mentioned below are **prohibited from being kept at Shadywoods**: Pit Bulls, Alaskan Malamutes, Chow Chows, Akitas, Rottweilers, Boxers, Doberman Pinschers, German Shepherds, Great Danes, Siberian Huskies, Perro de Presa Canarios, American Staffordshire Terriers, Wolf-hybrids, and any dog that has any of the above breeds in their lineage.

(DCR XI, 9)

2. All pets must be kept on a leash at all times when outside the unit. Under no circumstances are pets permitted in any of the recreation areas. To clarify, any dog beyond the confines of a unit owner's property shall be kept on a leash, under the control of the owner, walked only along the edge of the street, and not permitted to go beyond the swale, onto anyone's property or any recreation or greenbelt area.

City of Delray Beach Code, & AOI III, 1(a)]

3. Clean-up after one's pet is mandatory, whether on your property or not. (DCR XI, 9)

IX. MOTOR VEHICLES & PARKING

(DCR XI, 7, & AOI III, 1.a.)

1. Vehicle Restrictions apply: Unapproved vehicles of any kind, such as, (but not limited to): Trucks, (commercial, pick-up or other), Vans, Boats, Trailers, Campers or RVs, Motorcycles (licensed scooters are considered motorcycles), shall not park or be parked at any time upon any portion of Shadywoods unless it is a commercial vehicle in the process of undertaking performance of trade within Shadywoods, or is in a garage with the garage door closed and is otherwise totally out of view. However, if the unapproved vehicle is less than 2000 pounds in weight, it may be parked within Shadywoods, in parking areas (i.e. driveways or clubhouse parking lot), for periods not to exceed 4 consecutive hours on any given day, or for greater periods of time with prior approval from the BOD.

2. Over night Street Parking of Approved vehicles, (e.g. passenger cars, station wagons, SUVs, passenger vans) from 11 PM to 6 AM is discouraged and should otherwise be in driveways during those hours. Vehicles in excess of a resident's driveway capacity may be temporarily parked overnight in the clubhouse parking area for brief periods. However, overnight clubhouse parking, anticipated to extend beyond 5-days, requires approval from the BOD and the display of a Shadywoods' hanging tag on or above the car's dashboard. Overnight street parking may subject residents to violation enforcement procedures.

3. Unapproved/unauthorized vehicles in clubhouse parking lot are subject to towing at the owner's expense.

4. No vehicle may be parked at any time in Shadywoods except those owned by residents, their guests, lessees, and/or servicing agents. Our streets are two-way, one lane each, and those vehicles not in a driveway should be parked **facing in the appropriate east/west/north south direction, with two (2) wheels in the swale and two (2) wheels on the street pavement**, and as stipulated in paragraphs 1 and 2 above. Compliance with all driving and parking laws is your responsibility. (DCR Art. XI, 7)

5. Parking on landscaped / grass areas is prohibited.

6. Please comply with the 25 MPH posted speed limit and observe all STOP signs.

X. EXTERIOR APPEARANCES

1. Any and all changes of a structural or physical nature made to the appearance of a unit's exterior, including but not limited to: doors, windows, planters, walkways, patios, atriums, driveways, any additions, painting, any screening, etc., require submission of an Architectural Improvement/Change Request Application, (Form 1), which plans must be reviewed and approved by the Architectural Committee, and the BOD, **prior to initiating work**.

Approval of the finished work will also be required. Upon completion, arrangements **must be** made with the ARB Committee for a final inspection of the project.

Please note: Along with possible removal/correction of the change initiated, a fine may also be imposed for failure either to submit an application and/or to obtain the necessary approvals. Exhibits A & B contain Guidelines and Procedures regarding architectural changes. (DCR Art. XI. 3. 11., & Art. XII,)

2. No unit owner shall in any way alter, modify or improve the lawns, shrubbery or trees resting on his individual lot without receiving prior written approval of the BOD. Unapproved plantings may be removed by the Association, without notice, which cost for any required removal or replanting will be assessed to the owner. Fruit bearing plants or trees are prohibited. (DCR VII, 1.c., 3.)

3. Written permission and a permit from the City of Delray Beach and from the BOD are required before any trees (live or dead) can be cut down. If permission is granted to remove a "live" tree, removal and replacement shall be at the owner's expense. (City of Delray Beach Ordinance & DCR VII 1.c., 3)
(See Exhibit G regarding our Policy on Tree Trimming/Removing/Planting by Lot Owners.)

4. No clotheslines or clothes poles are permitted nor may any enclosures, tents, structures or recreational equipment (fences, walls, swings, slides, pools, etc.) be erected without prior approval by the BOD.
(DCR XI. 4., & XII)
5. Owners are responsible for the maintenance of their driveways, outdoor lampposts and mailboxes. If not repaired or maintained by owner, the Association may arrange for repair and assess the cost to the owner.
(DCR VII 1. b., & 2. a, c.)
6. Outdoor cooking is restricted to rear of units. Barbecue grills must be screened or covered from view when not in use.
[(AOI III. (a)]
7. Roll-Away aluminum shutters, storm shutters and screens for garage doors are authorized with prior BOD approval. And, depending upon the particular style and location of a unit, atriiums, rear patios, or a roof over existing rafters may be installed in accordance with BOD adopted plans, but are subject to the process of architectural review and written approval. (DCR XI. 3, 11, & Art XII)
(See Exhibits C, D and E for Architectural Guidelines; and Form 1 for the application.)
8. Painting of the planter box is permitted, without prior approval, provided the color utilized over the entire area is same as the house wall or the house trim.
9. The planting of flowers (annuals, perennials), and small shrubs within 4-feet of the unit's foundation and in the developer-installed planter box is pre-approved. Artificial plants are unacceptable. Shrubs of any kind require BOD approval. The resident must maintain flowerbeds. If not properly maintained, the Association may clean flowerbeds and assess cost to the owner. Hedges approved by the Board that the homeowner wishes to plant in the back or side of their homes must not exceed 6 feet in height.
10. See Exhibit F for Acceptable/Unacceptable exterior wall, door, lawn ornaments and their locations.

XI. LANDSCAPE AND BEAUTIFICATION

The following trees/plantings are prohibited from being planted anywhere in Shadywoods: **Acacia Ficus, Australian Pine, Black Olive, Bischofia, Brazilian Pepper (Florida Holly), Carrotwood tree, Malaleuca, Norfolk Pine, all Fruit bearing plants or trees, and Vegetables (except those in pots).**

Review and approval by the Landscape/Beautification Committee, and the BOD, must be obtained **before** planting **ANY** tree, shrub or change in landscaping. Landscape/Beautification Work Request Application, (Form 2), is available on the clubhouse office door, or on-line from Shadywoods website. See Exhibit F for rules concerning requests for unit exterior landscape/beautification work. Please note that **approval** of the finished work will also be required. Upon completion, arrangements **must be** made with the L & B Committee for a final inspection of the project.

XII. RECREATION AREAS

1. Recreational areas are for the exclusive use of Shadywoods residents and their guests. A key is provided for entry into the clubhouse, pool area, tennis, shuffleboard and basketball courts, each of which is open daily for use from 8:00 AM to 10:00 PM.
(DCR VII, 1.a, & AOI III 1.a,d)
2. **NO GLASS or PLASTIC** containers **or** any type of **food** allowed in the screened pool area, or in the shuffleboard, basketball, tennis court areas. For your use, tables and chairs are provided on the patio lounge area outside and adjacent to the pool.
3. Everyone must shower before entering the pool.
4. Small flotation devices permitted.
5. Children are permitted in the pool under adult supervision providing children under three (3) years of age are to wear swim diapers.
6. No horseplay, running, diving, jumping in or near pool.
7. Pets are prohibited in **all** recreational areas, with the exception of certified service animals.

8. A telephone for emergency use can be found on the back wall of the clubhouse.
9. Ensure gates to the recreational areas and doors to the Clubhouse are locked after use, and that no bare feet or wet bathing suits allowed in the clubhouse with the exception of bathrooms.
10. Use of the Clubhouse is limited to Shadywoods residents and guests for their enjoyment. But, with advance arrangements, rental may be allowed. Details follow below in Section. XIII, Clubhouse_Rentals.
11. Please respect our rules by refraining from any activity that may disturb the peaceful enjoyment of our facilities, constitute a nuisance or be unlawful. (DCR XI, 13, 14, 15, & AOI, III (a), & By-L 7.1)

XIII. CLUBHOUSE RENTALS

The Shadywoods resident who rents the clubhouse must be in attendance during the function.

The Clubhouse may be rented by an association member for member-sponsored (non-business) events. Contact the Board's Social Director for details regarding responsibilities, requirements and conditions. Please check the calendar outside the office to reserve space in advance. The rental contract can be found on the office door. Please complete and submit it with appropriate fees to the appropriate Board member 10 days prior to the function at the Clubhouse. Rental Fee \$100 non-refundable. Deposit \$400 security/cleanup refundable after event and inspection.

XIV. GARBAGE Bulk trash put to the curb on days other than Monday evening for Tuesday pickup will be hauled away by a private hauler. The homeowner will be issued a violation, possible fine and the bill for the private hauler.

1. Garbage pick-up: Tuesday and Friday.

- **Bulk pickup: Tuesday ONLY** – (place items Monday night.)
- **Recyclables: Friday ONLY** – (Blue and Yellow bins)

• Collection areas at the ends of Shadywoods I and II are only for landscape cuttings and not a DUMP SITE for anything else. Respect your neighbors. Place bulk items at the curb on the designated day.

2. **Prior to pick-up days**, all garbage must be bagged or wrapped, screened from view, and placed inside a covered container or the City-provided green container. (DCR XI, 5)

3. **A) Garbage Containers, or Bulk**, should be placed at the street curb, not on the street or next to the mailbox if possible, and no earlier or sooner than 5:00 PM on the previous day, i.e. Monday (also for bulk items), or Thursday (also recycle). Plastic garbage bags at the curb outside of the container are not permitted.

B) Please remove empty garbage and recycle containers the same day. Not doing so is a violation and an automatic fine of \$100.

C) Not screening the trash and recycle containers is a violation and automatic fine of \$100. (DCR XI, 5)

4. **Recycling** containers should be placed at the curb on Thursday, after 5:00 PM.

- **Blue Bin**: aluminum cans, foil, pie plates, glass bottles and jars, plastic containers #s 1 to 7.
- **Yellow Bin**: newspapers, magazines, catalogues, telephone books, paper grocery bags and cardboard.


5. **Landscape cuttings** are to be reduced to no longer than 6-feet in length, bundled or put in a container and placed at the curb, (not in the street), after 5:00 PM on the evening before collection for maintenance pickup the next day Monday through Friday morning.

XV. LAWN SERVICE

Lawns are cut twice monthly from October to May, during the summer months the lawns are cut three times per month and edged. The lawn service also fertilizes and applies weed and fire ant control as needed. Please do not leave chairs, tables or hoses on the lawn. Remove them or you may be subject to a fine for interfering with landscape maintenance. *IF YOU DO NOT WANT YOUR PERSONAL PLANTS/SHRUBS TRIMMED*, obtain a red reflector from Home Depot for placement in or at those areas you want untouched.

XVI. COMMUNITY ASSOCIATION MANAGEMENT (CAM)

1. Voicemail messages may be left at the Shadywoods (SW) Office by residents in need of sprinkler repair, lawn maintenance or other grounds related problems. Telephone: 561-495-0792, or report to Seacrest Services Inc, (CAM), Telephone: 561-656-6310 or Visit the website <https://seacrestservices.com> and click on the Work Order Icon in the upper left corner.

Note: All Shadywoods (SW) Official Documents, Rules & Regulations (R&R) and Forms are on the SW website. Pages with a padlock icon  are only available to registered users.

XVII. GENERAL CONDUCT AND BEHAVIOR

1. All activities which are a nuisance to neighbors are prohibited and subject to penalties.
(DCR XI,13,14,15) (By-L 4.2)

2. Private and unauthorized use or removal of Association's personal property is prohibited.

3. Be a "Good Neighbor." Respect our rules and others to refrain from any activity that may disturb the peaceful enjoyment of our facilities or constitute a nuisance or be unlawful. Please Pick-up after your pet. Respect your own and the property of others. If you see your neighbor's newspapers, flyers, etc., piling up on his/her driveway during an absence, remove them to discourage potential thieves.
(DCR XI, 13, 14, 15, & AOI, III (a), & By-L 7.1)

XVIII. NEWSLETTER

The Association publishes the Shadywoods "Echo", a monthly newsletter, accessible from our Website and a quantity in print located in our Clubhouse. If you would like to place any appropriate information in an issue of the "Echo", please contact the editor.

XIX. LIBRARY

A collection of books, magazines and video tapes, found in the Club House, are for the enjoyment of our residents and use is by the honor system. Please return item(s) when finished.

XX. BULLETIN BOARDS

1. Bulletin Board located outside the Clubhouse shall be restricted to notices concerning Association business and community events.

2. Bulletin Board inside the Clubhouse may be used by residents to post personal notices of interest for a reasonable time. Notices of "Sale by Owner" are permitted. Commercial notices by business firms, even if they are agents of residents, or residents themselves, are prohibited. (AOI III, 1.a)

XXI. CITIZENS EMERGENCY RESPONSE TEAM (CERT)

Community Disaster Assistance by volunteers. Delray Beach CERT, for further information please contact Stacy Diaz (954-552-6211). Shady woods resident CERT Team Leader is Ken Thompson (561-865-0094).

XXII. WEBSITE

For access to everything on the Shadywoods website, any and all Association members may register accordingly by going to: <https://www.shadywoodsdelray.org/> to arrange for a user ID and password. The site features various details, e.g. your account info, (once established), architectural forms and information, names of the Board of Directors, the Echo Newsletter, properties for sale or for lease, social details, and more.

XXIII. USEFUL TELEPHONE NUMBERS

| | | |
|---------------------------|--------------|---|
| Non Emergency police----- | 561-243-7800 | <u>City of Delray Beach:</u> |
| Police dept ----- | 561-243-7888 | Sanitation: New garbage bins ----- 561-243-7219 |
| Fire Dept ----- | 561-243-7400 | |
| City Clerk----- | 561-243-7050 | <u>Solid Waste Authority (SWA):</u> |

| | | | |
|-------------------------------|--------------|--------------------|--------------|
| Utility Billing ----- | 561-243-7100 | Recycle Bins ----- | 561-697-2700 |
| Water/Sewer Maintenance ----- | 561-243-7100 | Bulk Pick-Up ----- | 561-202-2463 |
| Animal Control ----- | 561-243-7330 | | |
| Parks & Recreation ----- | 561-243-7250 | | |

XXIV FEES:

A. Shadywoods Documents / Key(s):

For each set of Shadywoods official or unofficial documents: \$50. If mailing requested, add \$10 each for handling and postage.

For copy of the Approved Rules & Regulations booklet: \$20. If mailing requested, add \$10 for handling and postage.

For copy of Key to Clubhouse & Recreational areas: \$100. If mailing requested, add \$10 for handling and postage.

B. Clubhouse:

Rental Fees due at time of contract:

- \$100.00 clubhouse rental fee (non refundable)
- \$400.00 security/cleanup deposit (refundable after event and inspection)

C. Application / Orientation:

NOTE: All following fees are **non-refundable** regardless if sale/rental is completed.
All occupying adults must be oriented.

New Owner Orientation fee: \$100.00 per person, or per married couple with copy of marriage certificate.

Lessee/Renter Application fee: \$75.00

Lessee/Renter Orientation fee: \$100.00 per person, or per married couple with copy of marriage certificate.

XXV. LIST OF EXHIBITS:

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Exhibit A: Architectural Improvement / Change Request Guidelines Revised 06/03/2021

See Form 1 for illustration of the **Architectural Improvement / Change Request Application** required for any exterior changes or improvements. Forms are available at the Clubhouse, or the Shadywoods website.

1. Roofs:

- a) Replacement shingles must conform to Shadywoods approved Shingle Type/Color*.
Note: If you install an unauthorized shingle type you will have to remove and replace at your expense.
- b) Drip edge flashing colors must be (Dark Brown or the House Trim color).
- c) *Contact the Architectural Committee for specifics.

2. Garage Doors:

- a) Replacement type must conform to Delray City Code requirements.
- b) Color must conform to Shadywoods scheme, matching the house trim color.
- c) Replacement door material must be metal, 4 sections, and 16 embossed panels.

3. Front Doors:

- a) Replacement must conform to Delray Beach Code. Note your height and width. Usually 36X80 inches.
- b) Installed Color must conform to Shadywoods scheme, matching the house stucco or trim color.
- c) **NOTE:** All doors are to be Out-swing, Left or Right Hand depending on existing configuration.
- d) Four Door Types Permitted (Metal or Fiberglass), general names below. To find Sellers Google names:
Names:
 - 1) 6-panel Out-Swing Door, no window
 - 2) Jeld-Wen Fan-Lite Out-Swing Door
 - 3) Feather River Denton Out-Swing Door
 - 4) Masonite Sequence Full Lite Out-Swing Door



4. Front Door Sidelight replacement requires BOD architectural approval **PRIOR TO INSTALLATION** and review of specifications and designs, which must be separate from and not part of any door replacement specifications. However, the doors mentioned and described above, pending pre-approval, may be replaced with a comparable door with the same specifications as shown.

5. Windows:

- a) Replacement type must conform to Delray City Code requirements.
- b) Finish: Benjamin Moore Low Lustre Metal & Wood Enamel Color **Deep Bronze** C163 62 or equivalent.
Any other color finish requires BOD architectural approval.

6. Walks:

- a) Describe walk and material (concrete, pavers, blocks, etc.)
- b) Schematic diagram showing location, length, and width.
- c) Color(s) of finish.

7. Wood Trim:

- a) May be removed from the unit after BOD approval.
- b) Wall repair must match existing exterior stucco appearance.

c) Repaired wall(s) must match existing house color.

8. Other Exterior Changes Contact The Board Architectural Committee:

For example Trellises.

Exhibit B:

Architectural Review Board Approval

NOTE: Homeowners will be fined for completing an external home improvement without filing an ARB form. Any project completed with variations from the approved ARB form will result in a violation, a fine, and possible removal or redo of the project.

1. **Any and all changes / modifications / additions / alterations**, that involve the outside component of your unit, (extensions, wood trim, doors, windows, walks, patios, driveways, atriums, roofs, gutters, screen enclosures, etc.), unless pre-authorized, **require prior approval** and application to and review by the Architectural Review committee and BOD.

Note: **Approval of the finished work will also be required**. Therefore, upon completion, arrangements **must be** made with the ARB Committee for a final inspection of the project.

2. **Forms:** See **Form 1** for illustration of **Architectural Improvement / Change Request Application**, which is available for Association members at the Clubhouse office or on-line from the Shadywoods website.

3. Form must be completed in its entirety, including the attachment of appropriate design drawings, specifications, lot survey and any other needed documentation, to support the change requested, (e.g. roof mate/neighbor agreement, if applicable).

4. Applications and attachments, with the appropriate number of copies, are to be submitted to the BOD's ARB Director, and no later than the 3rd Monday of the month, who will review it for completeness. If found complete, the application will be logged, dated and noted as received "Complete," at which time the 30-day time limit will begin to run. The appropriate form copy will be given to the unit owner.

5. Applications found "Incomplete" will be logged in as received, but then subsequently returned to the unit owner for further information. Review and return of incomplete applications may take up to 10-days.

6. Architectural Change Request applications may require on-site inspection, which will be undertaken by the ARB committee for recommendations regarding approval or disapproval to the ARB Director, who will then notify the unit owner accordingly. The ARB Committee generally meets during the first week of the month.

7. **Work not to begin prior to receiving the appropriate approvals.** If not observed, unit owner may be subject to fines, penalties and possible removal or correction of such work started or completed.

8. Applicants whose request was disapproved may appeal to the BOD.

9. Approval by the BOD is intended to reflect conformance with Shadywoods' requirements, but not those of the City, County or State requirements. It is the applicant's responsibility to ascertain and secure any necessary City/County/State permits or approvals.

10. All requested outdoor changes that may require alteration of sprinklers, sprinkler lines, any related electrical/cable lines, landscaping, and/or landscaped areas, etc., will be at the sole cost of the homeowner. Staff employees, if hired, cannot perform any such work during regular duty hours.

11. Forms should indicate expected start / completion dates for the work planned, which is also subject to further follow-up verification and approvals that finished work in accordance with Request details.

Exhibit C:

Outdoor Patios

1. Patio material must be decorative and consist only of: patio blocks, pavers, brick, tile or concrete.
2. Dimensions:
 - a. Maximum length from Rear of the common wall: 5-feet; but not closer than 6-feet from the edge of Greenbelt.
 - b. No closer than 2-feet from Side of the common wall.
 - c. Maximum width: No farther than end of unit's outer wall.
3. No plants/shrubs at, or extending beyond, rear of patio.
4. Roof mate's written agreement required.
5. Completion of Architectural Improvement / Change Request Application (Form 1) specifying all details including an attached schematic, on graph paper, showing full layout, dimensions, distances, etc.

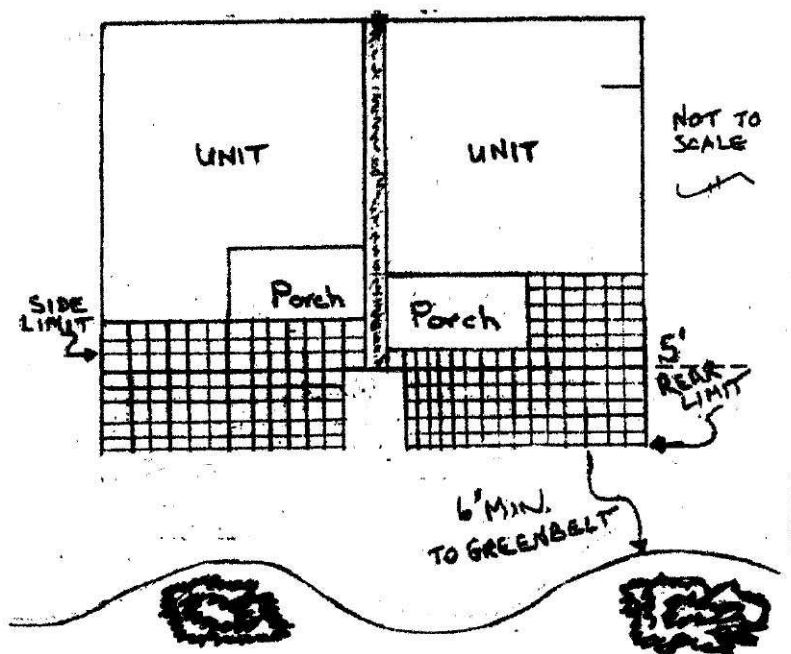


Exhibit D:

Guidelines for Building, Retrofitting or Rebuilding an Atrium

Completion of Architectural Improvement / Change Request Application (Form 1) specifying all details and with an attached schematic, on graph paper, showing full layout, dimensions, distances, etc.

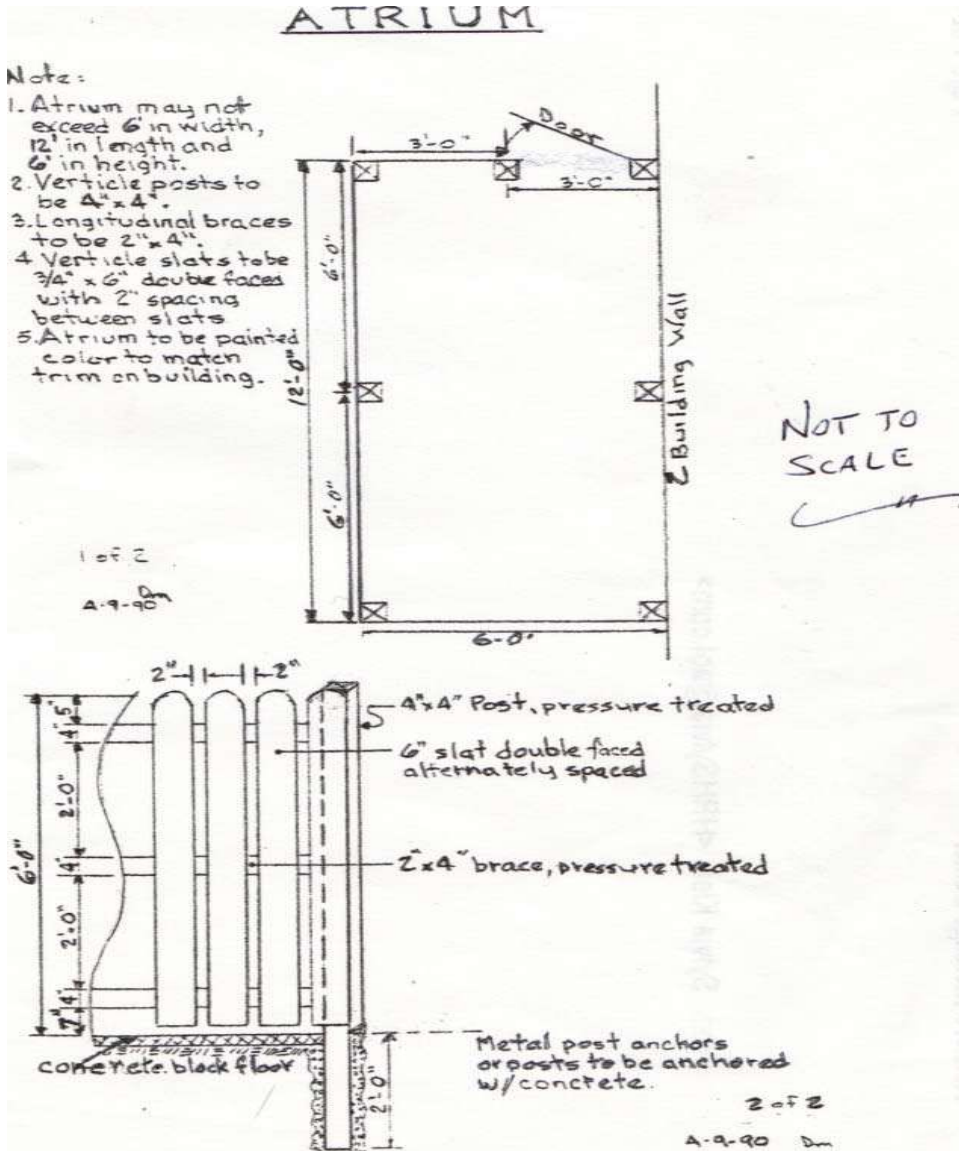


Exhibit E:

Constructing a Roof over Existing Rafters

Completion of Architectural Improvement / Change Request Application (Form 1) specifying all details and with an attached schematic, on graph paper, showing full layout, dimensions, distances, etc.

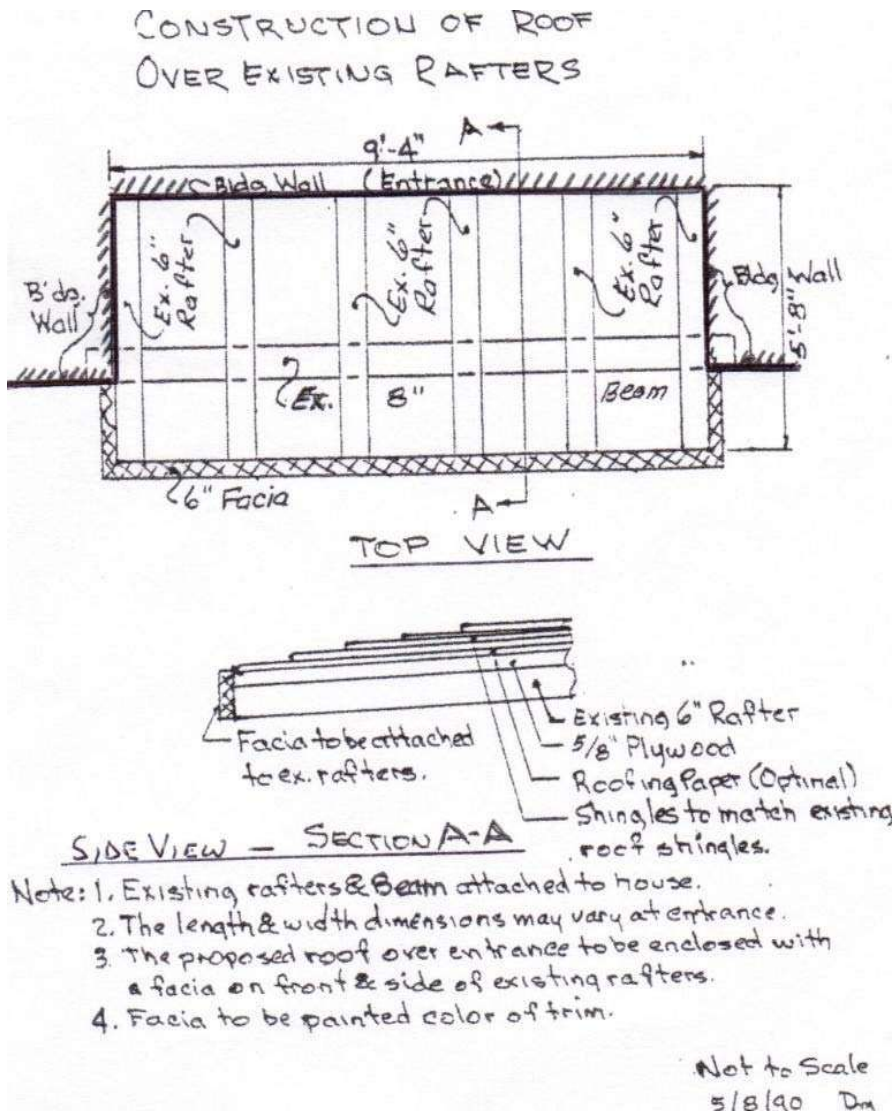


Exhibit F:

UNIT EXTERIOR BEAUTIFICATION RULES (BOD approved Feb 2021)

Landscape work requests of any kind that involve the grounds and/or landscaping around your unit require application to and review by the Landscape/Beautification Committee and the BOD, which requests require approval before planting or removing **ANY** tree, or beginning any change in landscaping. Approval of the finished work will also be required. Therefore, upon completion, arrangements **must be** made with the L & B Committee for a final inspection of the project. If not observed, and approvals not obtained, unit owner may be subject to fines, penalties and possible removal or correction of such work started or completed. **Hedges** approved by the Board that the homeowner wishes to plant in the back or side of their homes **must not exceed 6 feet in height**.

Landscape/Beautification Work Request Application, (Form 2), is available on the clubhouse office door, or on-line from Shadywoods website. According to R & R, Art. X, par. 7, the planting of flowers (annuals, perennials), and **small** shrubs within 4-feet of the unit's foundation and/or in the developer-installed planter box is pre-approved. But, artificial plants are unacceptable, and other shrub plantings require BOD approval. The resident must maintain flowerbeds. If not properly maintained, the Association may clean flowerbeds and assess cost to the owner.

All requested outdoor work that may also require alteration of sprinklers, sprinkler lines, any related electrical/cable lines, landscaping, and/or landscaped areas, etc., will be at the sole cost of the homeowner. Staff employees, if hired, cannot perform any such work during regular duty hours. Forms should indicate expected start / completion dates for the work requested and will be subject to further follow-up verification that work performed according to Request details.

Decorative Pots – Must contain live plants and are permitted anywhere around the unit, (but only) WITHIN 2 FT OF THE FRONT PLANTER. However, during hurricanes or any extended absence from the unit, such decorative pots must be removed.

Hanging Plants – No more than two (2) hanging plants on front eaves and/or on the lamppost for a maximum of four (4). All plants must be maintained by resident and otherwise be removed during hurricanes and/or when leaving for a season or extended period of time. No other plants shall be on the exterior of the house.

Wind Chimes – None in front or at the side of the house.

Planters (below front windows) – Must contain only live plants and be properly maintained by the resident.

Wreaths – Permitted only on the front entrance door.

Door Knockers – Permitted

Ceramic House Numbers – Permitted provided numbers, or number plate, is not larger than 4 x 2 inches.

Trellises – Allowed with restrictions. No taller than 5 ft high and 3 ft wide. Homeowners will be responsible for removal of trellises when the community is being painted. Failure to remove trellises for painting will result in the Association removing the trellis and the cost will be passed on to the homeowner. Violations, fines, removal will result if trellises not properly maintained. Landscape/Beautification form Required for approval.

Plaques, Clocks, Thermometers, etc. – Permitted to be hung only on Rear Walls.

Lawn Ornaments – Not permitted in front or at the side yard. Any ornaments placed in the rear yard area must not interfere with the landscaping operation, nor be obtrusive and may be subject to removal, at owner's expense.

Seasonal Displays – Permitted. But all displays, including lighting whether on or off the unit, must be removed no later than 2-weeks following the observance.

Flags, Banners – Not permitted on or off the unit.

American Flag - Permitted.

(Non-observance of any of the above restrictions may result in the imposition of fines and/or penalties.)

Exhibit G:

GUIDELINES FOR TREE TRIMMING, REMOVING, PLANTING BY LOT OWNERS:

Florida Statute 163.045 Tree pruning, trimming, or removal on residential property. Statutes & Constitution :View Statutes : Online Sunshine (state.fl.us)

NOTE: Statute Over Rules All Ordinances*

Trimming, Removing and/or Planting of trees by Lot Owners may require submission to and approval by the BOD before performing any work. See below for conditions and the need for completing a Landscape/Beautification (L&B) Request application. (Form 2)

Tree Trimming:

- A. The Association has general responsibility for trimming, pruning and/or spraying of trees.
- B. Individual unit owners however at their discretion may trim or prune trees located on their particular lot provided that:
1. Such trimming or pruning is minor, can be reached by ladder from the ground, and does not substantially alter the trees so trimmed or pruned.
 2. For higher or major trimming, the BOD must receive, and approve in advance, written notification of when, of who the licensed and insured contractor will be, and of his conformance to the City of Delray Beach tree trimming regulations. Hat racking is always prohibited.
 3. Hired trimmers are expected to respect and be responsible for damage to all property used or needed in the performance of their work.
 4. All debris must be removed from work site. Minor cuttings by Lot Owners may be deposited at the community collection points. But, all cuttings by a hired trimmer must be removed entirely from Shadywoods.

Tree Removal:

- A. The Association will consider removal from an individual's lot any obviously dead tree and grind the stump. Please submit an L&B Work Request application.
- B. Removal of any live tree from an individual's lot, unless otherwise deemed necessary by the Association, will remain the discretion of the Lot Owner, with the following conditions:
1. The Lot Owner bears all responsibility, (legal, municipal, etc,) for any tree removal. .
 2. Small non-indigenous or non-native trees, less than 6-inches in diameter, may be removed at the Lot Owner's discretion and who will be responsible for removing the remaining stump.
 3. If removal by a hired contractor, the Lot Owner must provide the BOD with an L&B application and receive approval in advance of what, when and by whom tree removal will be performed, which contractor must be licensed and insured, and be in conformance to City of Delray Beach regulations, including tree replacement details.
 3. Hired contractors are expected to respect all property used or needed in the performance of their work, accepting responsibility for any resulting damage.
 4. All debris must be removed from the work site. Small cuttings by Lot Owners may be deposited at the community collection points. But, all cuttings by a hired trimmer must be removed from Shadywoods.
 5. Any trees receiving **Major trimming**, cut, or removed without an approved L&B is subject to a \$1,000 immediate fine per tree as well as any additional costs incurred.

Tree Planting:

A completed Landscape / Beautification Work Request application must be submitted to the BOD for approval stating all appropriate details, e.g. type, size, location, etc. Prohibited trees are unacceptable and if planted will be subject to removal and possible penalty. These are:

Acacia Ficus, Australian Pine, Black Olive, Bischofia, Brazilian Pepper (Florida Holly), Carrotwood tree, Malaleuca, Norfolk Pine, all Fruit bearing plants or trees, and Vegetables (except those in pots).

Exhibit H

REPORTING VIOLATIONS

The reporting of a violation or particular complaint to the Association can only be officially accepted by means of a written and signed letter to determine what if any action may be needed by the BOD.

The Compliance Committee is responsible for notifying residents of community violations. To report a violation, please send an email to board@shadywoodsdelray.org . If it is a valid violation, a letter will be sent to the homeowner. If it is a violation that needs discussion with the Board, it will be presented to the Board. Violations not corrected will be submitted to the fining committee. Alternatively, you can write a signed handwritten note to the Community Association Manager, and bring it to the office in the clubhouse. See SW Website for present CAM name. The person who submits a violation is never identified to the violator.

The levying of fines is dictated by Florida HOA Statute 720.305. The Website Link is under Page Governing Documents.

A partial list of potential violations:

- Violating community pet rules i.e. unleashed dogs, day or night; allowing pet(s) to relieve itself anywhere without picking-up any droppings, and/or allowing a pet to wander beyond the swale onto another's property, or the Greenbelt, the recreation area, or the golf course.
- Overnight parking of an unauthorized vehicle in a driveway, on the street, or at the Clubhouse.
- Parking in the wrong direction or with 4-wheels on any grass area.
- Planting shrubs or trees beyond the 4-foot allotted area or in the Greenbelt without prior approval.
- Nonobservance of pool use rules.
- Non-observance of garbage/trash pick-up rules.
- Signs in yards, unit and in automobile windows.
- Insufficiently maintained building or property.
- Improper / excessive / obtrusive/ decorative wall or lawn ornaments.
- For others see the Declaration of Covenants and Restrictions, the Articles of Incorporation, the By-Laws, the Rules and Regulations.

Exhibit I:

CHECKLIST FOR: LESSEES / RENTERS & REALTORS

I. **Realtors:** Must convey to potential Renters that Shadywoods governing documents contain restrictions and prohibitions, particularly regarding vehicles and pets.

• **Vehicle Restrictions:** “No truck, (pick-ups included), boat, trailer, camper, or motorcycle/scooter of any kind shall park or be parked at any time upon any portion of the SUBDIVISION property unless it is a commercial vehicle in the process of undertaking performance of a trade within the SUBDIVISION or is in a garage with the garage door closed and is otherwise totally out of view.” More details at: DCR Art. XI. 7.

• **Pets:** Certain breeds are prohibited.

• **Rentals:** All units in Shadywoods are restricted to residential use by a single family, or no more than two unrelated persons. Commercial businesses requiring pedestrian traffic, or unauthorized persons, are not permitted.

II. **Prospective Lessees / Renters:**

1. The lease and use of a particular unit subjects both tenant and owner to all the rules/regulations contained in the Association’s documents, and is limited to one (1) rental in any calendar year; for a period of not more than (1) one year, and only to a single family or no more than two un-related persons as described in DCR Art. XI.1. No unit or portion of a unit can be sublet, utilized for time-sharing, or occupied by boarders.

2. Approval of occupancy is required by BOD. Note: Landlord Permit required by the City of Delray Beach.

3. All prospective lessees and occupants must arrange and attend an orientation with BOD committee, and in addition to any other, must complete and submit a Shadywoods Lessee Rental Application form, attached and also available separately from either the Association or from Seacrest Services Inc. (CAM).

Needed for Orientation: A Copy of the proposed lease, Lessee Rental application, government-issued photo ID, a copy of our rules and a payment in advance of non-refundable application and orientation fees made payable to Shadywoods HOA, Inc.. A Bank check or money order only.

- Application fee: \$100. Background checks are the sole responsibility of the Unit Owner
- Orientation fee: \$100 per person, or per married couple with copy of marriage certificate.

4. Unit rentals without Association’s written approval, or where misinformation of a material nature is found to have been provided, may result in eviction of the purported renter.

5. Renewal or extension of an existing lease requires approval by the Board of Directors.

6. Provide telephone numbers of landlords, renters and realtors.

PRIOR to move-in: To re-cap, the Prospective Tenant, or his agent, must submit to the Shadywoods HOA or CAM, a completed **Lessee Rental Application, (Form 4)**, and pay the application and orientation fees. Allow 15-days before occupancy to conduct the necessary application and review process.

Tenant must also contact the HOA Orientation Committee to arrange a mutually convenient time to meet with the tenant-occupant(s) to review and sign the required documentation. The tenant(s) signs the signature page acknowledging that the documents have been received and are understood. The new resident(s) (are) is welcomed to the community and following the meeting is given the following:

1. Receipt for fees collected.
2. Copy of HOA Lessee Rental Application signed by HOA-BOD representative.
3. Copy of Rules and Regulations booklet.

HOA-BOD representative leaves meeting with the following:

The signed Leasing Agreement, the signed HOA Owner Leasing Application, (Form 5), the signed Lessee Rental Application, (Form 4), copy of Landlord permit, if provided, the signed (Form 7) page acknowledging

receipt and understanding of the Rules and Regulations booklet, and the required paid fees, all of which to be submitted to the CAM for filing.

Exhibit J

CHECKLIST FOR: OWNER LEASING

Leasing Procedure:

1. The lease and use of a particular unit subjects both tenant and owner to all the rules/regulations contained in the Association's documents, and which lease is limited to one (1) rental in any calendar year, for a period of not more than (1) one year, and only to a single family or no more than two un-related persons as described in DCR Art. XI.1. No unit or portion of a unit can be sublet, utilized for time-sharing, or occupied by boarders.

Additionally, per the Amendment approved December 2009: Unit owners of record are prohibited from leasing their property for a period of two (2) years from the date of purchase.

- Background checks are the sole responsibility of the Unit Owner

2. Before occupancy the Unit Owner must complete and submit to the BOD the **Owner Leasing Application, (Form 5)**, also alerting Lessee about all requirements stated in Exhibit I with particular attention pertaining to:

- Vehicle restrictions applicable to pick-ups / motorcycles / others, and,
- Pet prohibitions of certain breeds.

3. Approval of occupancy is required by BOD. Note: Landlord Permit required by the City of Delray Beach.

4. Unit rentals without Association's written approval, or where misinformation of a material nature is found to have been provided, subjects owner to penalties, fines, costs, and legal fees, including any resulting in the evicting of the purported renter.

5. Renewal or extension of an existing lease requires approval by the Board of Directors.

6. Prior to move-in of any tenant, the Prospective Landlord, (Association unit owner), or his agent, must provide copy of the documents listed in paragraph 7 below, **and must not owe payment to the Association of any assessments, fines or penalties.**

Kindly note: Rental Application and Orientation fees, payable to Shadywoods HOA, Inc., are non-refundable, And must be Bank checks or money orders only.

See Exhibit I Checklist for fee information.

7. CAM collects applicable fees and prepares package for HOA BOD to include the following:

- a. Applicable fees.
- b. Copy of Lease agreement.
- c. Copy of the City Landlord permit.
- d. Copy of signed HOA Owner Leasing Application, (Form 5).
- e. Copy of Lessee Rental Application, (Form 4)

Exhibit K:

CHECKLIST FOR: SELLERS, BUYERS & REALTORS

I. **Realtors:**

Any contract or agreement for sale shall refer to and incorporate the disclosure required by Florida State Statute Title XL Real and Personal Property, Chapter 720 Homeowners' Associations, (SS 720.401)**. The disclosure is on the Shadywoods website Page Realtors or Estoppels, 'Shadywoods-HOA-Disclosure.pdf'. Be sure to read the stipulations in the disclosure file. You are advised to acquaint yourself with the Shadywoods Rules and Regulations paying particular attention to Restrictions.

On the day of an open house, during the hours of 10AM to 4 PM, a maximum of only three "Open House" signs may be posted strategically in the community directing potential buyers to the house for sale.

Realtors must convey to potential Buyers that Shadywoods governing documents contain restrictions and prohibitions, particularly regarding vehicles, pets, and rentals:

- **Vehicle Restrictions:** "No truck, (pick-ups included), boat, trailer, camper, or motorcycle/scooter of any kind shall park or be parked at any time upon any portion of the SUBDIVISION property unless it is a commercial vehicle in the process of undertaking performance of a trade within the SUBDIVISION or is in a garage with the garage door closed and is otherwise totally out of view." More details at: DCR Art. XI. 7.

- **Pets:** Certain breeds are prohibited.

- **Rentals:** All units in Shadywoods are restricted to residential use by a single family, or no more than two unrelated persons. Commercial businesses requiring pedestrian traffic, or unauthorized persons, are not permitted. Additionally, no lot owner may lease his or her Lot until the Owner has been a record owner of the Lot for a period of two (2) consecutive years.

All prospective buyers must arrange, pay fees and attend an orientation with BOD committee, and in addition to any other, complete and submit a Shadywoods Buyer's Notice of Purchase Form, (Form 3 page-26), On Shady woods website or available through the Association or Seacrest Services Inc. CAM. See Page-12 XXIV For Fees: Orientation/ Application Forms

II. **Sellers:**

Need to provide the Buyer with all documents relating to Shadywoods' rules and regulations, and keys to access the pool, clubhouse and tennis court. Cost for replacement key, or additional key, will be \$100.00.

Buyer should be advised to contact the Association directly or property management at Seacrest Services Inc. CAM (Tel No: 561-656-6310) to arrange for all forms and provide necessary details that will be important in getting needed information to him, or his agent, as quickly as possible, so closing can be expedited.

III. **Buyers:** In addition to any other forms, Buyer needs to complete our **(Form 3, Rev. 10/2020)**, **Buyer's Notice of Purchase Page-26**, and also attend an Orientation with the Shadywoods committee. Applicable fees and instructions are listed on **Form-3**. Buyer should notify us about the closing date so the required orientation can be scheduled. Mail form & payment to: Seacrest Services Inc., 2101 Centrepark W Drive, Suite 110, West Palm Beach, FL 33409, Call: 561-656-6310 for orientation arrangements.

Buyer should obtain from the seller all documents relating to Shadywoods' rules and regulations, and key(s) to access the pool, clubhouse and tennis court.

Regarding our rules, all prospective buyers should be aware that the Shadywoods governing documents contain restrictions and prohibitions particularly pertaining to vehicles, pets and rentals, and which are described above under Section I, Realtors. The new homeowner is required to submit copy of the warranty deed within 30-days of title transfer to the Association BOD Secretary, the Orientation Committee or our Community Association Management Company CAM).

Form 1

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.
4500 Shadywood Drive
Delray Beach, FL 33445-5747
Office 561-495-0792

ARCHITECTURAL IMPROVEMENT / CHANGE REQUEST APPLICATION

UNIT OWNER _____

Address of Unit _____

Telephone # _____ Email _____ Date _____

Nature of Improvement _____

Location of Change (Front, back, etc.) _____

Dimensions _____

----- PLEASE ATTACH SCHEMATIC DIAGRAM -----

Specifications _____

Construction material / color _____

THE ABOVE PROPOSED STRUCTURAL CHANGES ARE SUBJECT TO THE FOLLOWING:

1. You will be responsible for obtaining any and all necessary government permits and approvals.
2. You will be responsible for the removal and replacement of sod and landscaping that may exist within the proposed area, and any damage that may be done by you or your Contractor during the construction of the proposed change. All requested outdoor changes that involve the alteration of sprinklers, sprinkler lines, any related electrical/cable lines, landscaping, and/or landscaped areas, etc., will be at the sole cost of the homeowner. Staff employees, if hired, cannot perform any such work during regular duty hours.
3. You will be responsible for removal of all construction debris from the confines of Shadywoods I and II.

Est. Dates to Start / Complete: _____ / _____

UNIT OWNER SIGNATURE: _____

INSPECTED BY: _____ Date _____

RECOMMENDATION: APPROVAL _____ DISAPPROVAL _____

(Put any comments on back of form)

BOARD OF DIRECTORS ACTION:

Approved _____ Disapproved _____

(REASON)

Secretary signature _____ Date _____

Date Re-Inspected: _____ Work per request: _____ By: _____

3 copies: 1) File 2) Committee 3) Unit Owner

Form 2

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC
4500 Shadywood Drive
Delray Beach, FL 33445-5747
Office 561-495-0792

LANDSCAPE / BEAUTIFICATION WORK REQUEST APPLICATION

Please PRINT all entries and sign this form:

UNIT OWNER _____

Address of Unit _____

Telephone # _____ Email _____ Date _____

____ I hereby request approval of the following landscape work, around my UNIT, at my expense.

OR, ____ I request the described landscape work around my UNIT be performed by the Maintenance staff.

(Please attach a drawing or plan of the proposed work.)

Unless work is to be handled by the Association, approval of your request will be subject to the following conditions:

1. You will be responsible for all costs and for obtaining any and all necessary government permits and approvals.
2. You will be responsible for the removal and replacement of sod and landscaping that may exist within the proposed area, and any damage that may be done by you or your Contractor during the construction of the proposed change. All requested outdoor changes that involve the alteration of sprinklers, sprinkler lines, any related electrical/cable lines, landscaping, and/or landscaped areas, etc., will be at the sole cost of the homeowner. Staff employees, if hired, cannot perform any such work during regular duty hours.
3. You will be responsible for removal of all construction debris from the confines of Shadywoods I and II.
4. The Association shall not be responsible for any damage to your plantings.
5. Maintenance of your plantings is your responsibility.

Est. Dates to: Start / Complete: _____ / _____

HOMEOWNER'S SIGNATURE _____

APPROVED: (Work by Owner) _____ (Work by Maint.) _____ DATE _____

DISAPPROVED:
- (Work by Owner) _____ / _____
- (Work by Maint.) _____ (REASON) _____ (DATE)

BOD SIGNATURE _____ DATE _____

Date Re-Inspected: _____ Work per request: _____ By: _____

Please submit 3 copies of your request

Form 3

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.
c/o Seacrest Services, Inc. 2101 Centrepark W. Drive, Suite 110 West Palm Beach, FL 33409
Telephone: 561-697-4990/Fax: 561-697-4779

BUYER'S NOTICE OF PURCHASE

This Form has been updated to a new separate document consisting of eight pages including the Shady woods HOA Disclosure Form.

Applicable fees and instructions are listed on the form.

Available to all visitors on the Shadywoods website* under Page Forms.

File name: ' **Shadywoods Sales 2023.pdf** '.

Also through the Association or CAM Seacrest Services Inc.

*Link to Shady woods Website:

<https://www.shadywoodsdelray.org>

Form 4

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.

c/o Seacrest Services, Inc. 2101 Centrepark W. Drive, Suite 110 West Palm Beach, FL 33409

Telephone: 561-697-4990/Fax: 561-697-4779

Lessee Rental Application

This Form has been updated to a new separate document ' Rental Application ' consisting of eighteen pages.

Applicable fees and instructions are listed on the form.

Available to all visitors on the Shadywoods website* under Page Forms.

File name ' **Shadywoods Lease.pdf** '.

Also available through the Association or CAM Seacrest Services Inc.

*Link to Shady woods Website:

<https://www.shadywoodsdelray.org>

Form 5

Shadywoods Homeowners' Association, Inc.
c/o Seacrest Services, Inc. 2101 Centrepark W. Drive, Suite 110 West Palm Beach, FL 33409
Telephone: 561-697-4990/Fax: 561-697-4779
Owner Leasing Application

This Form has been updated to a new separate document ' Rental Application ' consisting of eighteen pages.

Applicable fees and instructions are listed on the form.

Available to all visitors on the Shadywoods website* under Page Forms.

File name: ' **Shadywoods Lease.pdf** '.

Also available through the Association or CAM Seacrest Services Inc.

*Link to Shady woods Website:

<https://www.shadywoodsdelray.org>

Form 6

SHADYWOODS HOMEOWNERS ASSOCIATION, INC.

c/o Seacrest Services, Inc. 2101 Centrepark W. Drive, Suite 110 West Palm Beach, FL 33409
Telephone: 561-697-4990/Fax: 561-697-4779

PETS

This Form has been updated and included in the 'Shadywoods Sales 2021.pdf' and the 'Shadywoods Lease.pdf' forms. They are available for download on the Shadywoods website under Page Forms.

Applicable fees and instructions are listed on the form.

Also available through the Association or CAM Seacrest Services Inc.

*Link to Shady woods Website:

<https://www.shadywoodsdelray.org>

Form 7

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.
4500 Shadywood Drive
Delray Beach, FL 33445-5747
Office: 561-495-0792

RULES & REGULATIONS AGREEMENT

I have read and understand the Rules and Regulations of the Shadywoods Homeowners' Association and hereby agree to comply with all Rules and Regulations while a resident of the community. Furthermore, I understand that all full and part time residents at this address, as well as guests are required to comply with the aforementioned Rules and Regulations.

IF LESSEE, ATTACH COPY OF THE LEASE AND THE DELRAY BEACH LANDLORD PERMIT.

Please print responses

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

SHADYWOODS ADDRESS: _____

SHADYWOODS TELEPHONE: _____

EMAIL ADDRESS: _____

IF LESSEE, INCLUDE BELOW, CURRENT UNIT OWNER ADDRESS:

ADDRESS: _____

TELEPHONE: _____

INTERVIEWED BY:

1) _____ DATE: _____

2) _____ DATE: _____

3) _____ DATE: _____

Association Copy

Form 7

SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.
4500 Shadywood Drive
Delray Beach, FL 33445-5747
Office: 561-495-0792

RULES & REGULATIONS AGREEMENT

I have read and understand the Rules and Regulations of the Shadywoods Homeowners' Association and hereby agree to comply with all Rules and Regulations while a resident of the community. Furthermore, I understand that all full and part time residents at this address, as well as guests are required to comply with the aforementioned Rules and Regulations.

IF LESSEE, ATTACH COPY OF THE LEASE AND THE DELRAY BEACH LANDLORD PERMIT.

Please print responses

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

SHADYWOODS ADDRESS: _____

SHADYWOODS TELEPHONE: _____

EMAIL ADDRESS: _____

IF LESSEE, INCLUDE BELOW CURRENT UNIT OWNER ADDRESS:

ADDRESS: _____

TELEPHONE: _____

INTERVIEWED BY:

1) _____ DATE: _____

2) _____ DATE: _____

3) _____ DATE: _____

Booklet Copy