

# PARKWAY VILLAS CONDOMINIUM ASSOCIATION

## BUYER APPLICATION

Buyers Name \_\_\_\_\_ Buyers Name \_\_\_\_\_ Date: \_\_\_\_\_  
please print please print

The undersigned prospective buyer/s request/s your approval for the purchase of Unit No \_\_\_\_\_ Villa No \_\_\_\_\_

Street Address \_\_\_\_\_, in Parkway Villas Condominium Association.

### Personal References (not relatives)

1. \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

2. \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

3. \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Business References

1. \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

As a prospective buyer of a villa in Parkway Villas, it is hereby acknowledged that the Declaration of Condominium, Articles of Incorporation, By-laws and Rules of Parkway Villas Condominium Association, Incorporated have been fully examined, and it is understood that all provisions of said documents shall be construed to be covenants running with the land and with every part thereof and therein, and every villa owner and claimant of the land or any part thereof or interest and his heirs, successors, executors, administrators and assigns shall be bound by all the provisions of these documents.

Membership in the Association shall be established by delivery to the Association of a copy of a deed or other instrument properly recorded in the Public Records of Manatee County, Florida, establishing a title to a villa in the condominium, and also that the Association shall be advised of any pledge or mortgage of an owned condominium parcel with pertinent information related thereto.

As a prospective buyer of the above identified Villa, I acknowledge and understand that the Villa is/has been put into full compliance with the Condominium Documents, including the current rules.

If approved, buyer/s hereby agree/s to be available for personal orientation at the request of the Board of Directors Seven (7) to ten (10) days before the closing date. A non-refundable fee of \$100.00 is required, per application, for the requisite background check. This fee is payable at the time of the orientation.

Signed \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signed \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Received by: \_\_\_\_\_  
Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Member

**BEACON BACKGROUND SCREENING SERVICES, LLC**  
**TENANT SCREENING APPLICATION**



**APPLICANT:** Please print neatly. Information that is not legible will delay the process of this application.

Full Legal Name:	Maiden/Alias:
Current Street Address:	City: State: Zip:
Phone:	Check: Own Rent
Driver's License Number:	State:
Social Security Number:	Date of Birth:
Email Address:	

**SPOUSE:**

Full Legal Name:	Maiden/Alias:
Driver's License Number:	State:
Social Security Number:	Date of Birth:

**CURRENT LANDLORD:**

Name:	Phone:
How long have you lived at this address:	Current rent: Reason for move:
PREVIOUS ADDRESS IF LESS THAN 5 YEARS AT ABOVE ADDRESS:	
Street:	
City: State: Zip:	
Landlord's Name:	Phone: Reason for move:

**EMPLOYMENT:**

Employer:	Occupation:	Salary:
Address:	City: State: Zip:	
Supervisor:	Phone: Dates of Service:	
Spouse Employer:	Occupation:	Salary:
Address:	City: State: Zip:	
Supervisor:	Phone: Dates of Service:	

**IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS PLEASE EXPLAIN:**

Have you ever been evicted?
Have you filed bankruptcy in the last 7 years?
Have you ever been arrested or convicted of a misdemeanor or felony?

I understand that an investigative background inquiry is to be done, including but not limited to identity and prior address(es) verification, criminal history, credit history, employment verification, reason(s) for termination, work and other references. I understand that for the purpose of this inquiry, various sources will be contacted to provide information, including but not limited to various federal, state, municipal, corporate and private sources which may maintain records concerning my past activities relating to possible criminal conduct civil court litigation, driving history and credit performance as well as other information. I authorize without reservation, any company, agency, party or other source contacted to furnish the above information.

Applicant Signature:	Date:
Spouse or Co-Signer Signature:	Date:



# PARKWAY VILLAS CONDOMINIUM ASSOCIATION INC.

6000 CORAL WAY - BRADENTON, FL 34207 (941) 753-4697

Dear Resident:

For the safety and emergency care of our residents, we must keep our personal files up-to-date at times. Please complete this form and return to the Clubhouse Office by placing it in the Maintenance Box, next to the front door, mailing it, scanning and email it to a Board member. You may also call the office at 941-753-4697 and it will be picked up ASAP. If this information should change, be sure to obtain another form. It is very important that we have current information available at all times.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Villa Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell #: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Approximate date you go North each year: \_\_\_\_\_

Approximate date you return: \_\_\_\_\_

## EMERGENCY CONTACTS:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell# \_\_\_\_\_ Phone#: \_\_\_\_\_ Cell# \_\_\_\_\_

### Emergency Entry:

Is your current house key on file with the Association? YES \_\_\_\_\_ NO \_\_\_\_\_

If not, we cannot help you if you become locked out. For your safety and convenience, we suggest you give a copy of your key (s) to a Board member to keep in a lock box, in case of an emergency.

March 2021



**PARKWAY VILLAS CONDOMINIUM ASSOCIATION INC.**

6000 CORAL WAY - BRADENTON, FL 34207 (941) 753-4697

**AGE VERIFICATION**

**PARKWAY VILLAS CONDOMINIUM ASSOCIATION, INC.** is a residential community of adults age fifty-five (55) and older. To maintain this status, the Occupants of each Villa must, at all times, include one or more permanent resident(s) who is/are at least 55 years old (see Declaration of Condominium, Section 14.2). To establish an on-going file for this purpose, all residents are asked to submit documented proof of age for inspection.

DATE: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_ VILLA NUMBER: \_\_\_\_\_

VILLA ADDRESS: \_\_\_\_\_

RESIDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

RESIDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

VERIFICATION: (Choose 1)

Birth Certificate: \_\_\_\_\_

Voter Registration: \_\_\_\_\_

Driver's License: \_\_\_\_\_

School Record: \_\_\_\_\_

Other (Explain): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member's Assistant:

**CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE  
ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being all the Owners, or an eligible voter, for Villa No./Address \_\_\_\_\_, at **Parkway Villas, a Condominium, Unit \_\_\_\_\_** (fill in with either 1-6) pursuant to Florida Statutes, hereby consent(s) in writing to:

*(Please place a check mark or x in the box or boxes below for which you are giving consent. You may consent to electronic voting, receiving electronic notice or both).*

1. ☐ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by e-mail sent to the Association or the Unit Owner's completion of an online voting consent form), I/we consent to voting electronically at meetings and elections for **Parkway Villas Condominium Association, Inc.** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"), and release and waive any claim against the Association pertaining to such voting, including, but not limited to, the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like and any claim or challenge to such voting, including, but not limited to, situations where a Unit Owner vote was not received or counted by the Association due to no fault of the Board or management.

I/We designate the following e-mail address for electronic voting purposes, which e-mail address and other information (including personal identifying information) may be released to a third party that provides electronic voting services or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes:

(PRINT NEATLY) \_\_\_\_\_.

In the absence of the Board of Directors announcing a different deadline for consenting to electronic voting, the undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association at least **ten (10) days** prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advance of the first meeting where you will be using electronic voting. The Board shall have the authority to set cutoff times for registering with the electronic voting system and for electronic voting in connection with the notice of any meeting where electronic voting will be used. In the absence of the Board of Directors announcing a different cutoff time/date for registering and voting, the Unit Owners must register with the electronic voting system and cast any electronic votes no later than the start time of the meeting, or the start time of the reconvening of an adjourned meeting, at which time the ability to vote electronically shall be deemed closed for that meeting or election.

I/We further understand and agree that, in order to use a different e-mail address for casting votes electronically, I/we must notify the Association in writing of the change of e-mail address no later than **ten (10) days** prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2. ☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board, Committees, and Annual and Special Meetings of the Members of **Parkway Villas Condominium Association, Inc.** I/We designate the following e-mail address for electronic notice purposes:

*(You may write "same as above" or provide a different e-mail address for electronic notice purposes)* \_\_\_\_\_.

The undersigned understands that mailed/paper notice may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. **The undersigned also understands that if I/we have consented to receive electronic notice and have consented to vote electronically, we may not be provided with the election ballot and envelopes for voting in the election of Directors, as the Association will expect that my/our votes will be cast electronically.**

**Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.**

All Owners of the Unit or Eligible Voter Please Print Name, Affix Date and Sign Below:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Parkway Villas Condominium Association Inc.

### Residency and leasing restriction

In the Parkway Villas Condominium Association Inc, BUYERS APPLICATION, signed by \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_, prospective buyers of a villa in Parkway Villas, acknowledge that they have fully examined and understand all provisions of the By-Laws and rules of Parkway Villas Condominium Association, Inc. Specific attention is directed to Para 14 and 15 wherein villa occupancy restrictions are delineated and defined. (1) The permanent resident must be 55 years of age or over. (2) No occupancy is allowed without the presence of the permanent resident. Additionally, attention is directed to paragraph 16, amended, which states that villa owners may not lease their villas during the first two years of ownership.

These restrictions are fully understood and will be adhered to.

Signed \_\_\_\_\_

date \_\_\_\_\_

Signed \_\_\_\_\_

date \_\_\_\_\_

Witness \_\_\_\_\_

date \_\_\_\_\_

Board Member

Witness \_\_\_\_\_

date \_\_\_\_\_

Board Member



**PARKWAY VILLAS CONDOMINIUM ASSOCIATION INC.**

6000 CORAL WAY - BRADENTON, FL 34207 (941) 753-4697

**ORIENTATION AGREEMENT**

Buyer(s)

Date: \_\_\_\_\_

UNIT# \_\_\_\_\_ VILLA# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

As owners of Villa # \_\_\_\_\_ at Parkway Villas Condominium Association, Inc.. I/We Accept and agree to abide by the policies set forth in the Declaration of Condominium, the Articles of Incorporation, the By-Laws of the Association, as well as such rules and regulations as are duly adopted from time-to-time by the Board of Directors.

I/We understand; that the monthly maintenance assessments are due and payable on the first (1<sup>st</sup>) day of each month are considered delinquent the fifteenth (15<sup>th</sup>) of the month and, if late, may incur late fees and penalties. (Declaration of Condominium page 20 Section 10.2).(See Late Fee Resolution) Please make payment arrangements with the bookkeeper, Diane Forsell.

I / We understand that if Villa # \_\_\_\_\_ includes an appurtenant (structure such as enclosed patio, room or porch whether by screen, window or walls) which is NOT recorded in the Declaration of the Condominium as filed in the public records of Manatee County. This is a limited common element and I am/ we are solely responsible for the maintenance, repairs (including exterior walls, roof, gutters, down-spouts and awnings), as well as the insurance of this structure at all times during my /our ownership of said villa.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness: Board Member \_\_\_\_\_

Witness: Board Member \_\_\_\_\_

Witness: Board Member \_\_\_\_\_





# **PARKWAY VILLAS CONDOMINIUM ASSOCIATION, INC.**

6000 CORAL WAY ★ BRADENTON, FL 34207 ★ (941) 753-4697

## **VEHICLE IDENTIFICATION INFORMATION**

Please complete this form for any and all vehicles belonging to you here at Parkway Villas Condominium Assoc., Inc. If any of this information should change in the future, please obtain another "Vehicle Identification Form" to update the information. Thank you for your assistance.

### **Vehicle #1**

Date: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No: ( ) \_\_\_\_\_ Cell Phone No: ( ) \_\_\_\_\_

Car Year/Make: \_\_\_\_\_ Car Model: \_\_\_\_\_ Color: \_\_\_\_\_

State of License: \_\_\_\_\_ License No: \_\_\_\_\_

### **Vehicle #2**

Date: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No: ( ) \_\_\_\_\_ Cell Phone No: ( ) \_\_\_\_\_

Car Year/Make: \_\_\_\_\_ Car Model: \_\_\_\_\_ Color: \_\_\_\_\_

State of License: \_\_\_\_\_ License No: \_\_\_\_\_



## PARKWAY VILLAS CONDOMINIUM ASSOCIATION INC.

6000 CORAL WAY - BRADENTON, FL 34207 (941) 753-4697

### CONTACT INFORMATION FOR NEW RESIDENTS

Adjusting to your new home and surroundings can be a daunting task. This list of contact numbers may help make the transition easier.

**Remember:** Your monthly maintenance fee covers the costs involved in maintaining our common elements such as: Grounds, Road, Roofs, Clubhouse and Pool areas as well as Cable TV and Internet Service. **It does not cover:** Garbage/Recycling pickup (included in your Utilities payment, your Air Handling System, any add-ons that were added to the original villa, Maintenance/Repairs of Gutters, Patio, Plantings on the side or behind your villa, carport floor paint.

You must contact Utility Companies for connection. Utility bills and property tax bills come directly to you and are your sole responsibility.

#### WATER & SEWER

**MCUD (Manatee County Utilities Department)**  
P.O. Box 25010, Bradenton, FL 34206-5010  
Phone: 941-792-8811. [www.mymanatee.org](http://www.mymanatee.org)

#### ELECTRICITY

**FLORIDA POWER & LIGHT (FPL)**  
General Mailing Facility, Miami, FL 33188-0001  
Phone: 941-917-0708  
Report Power Outage: 800-468-8243

#### CABLE & INTERNET

**SPECTRUM**  
5413 State Road 64 East, Bradenton, FL 34208  
Phone: 877-314-4138  
**Ask for Parkway Villas (Bundle) Deal**

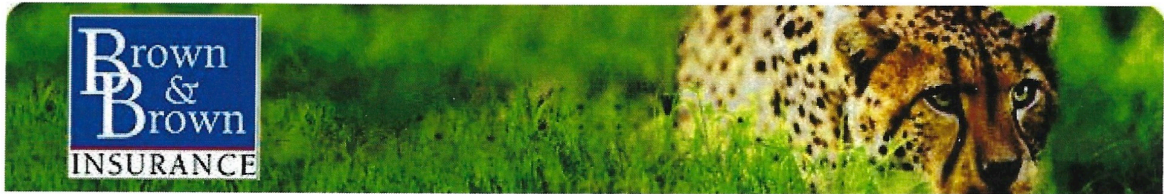
#### PROPERTY TAXES

**KEN BURTON, TAX COLLECTOR**  
819 301 Boulevard West, Bradenton, FL 34206  
Phone: 941-741-4800

Brown & Brown Insurance Inc.  
1819 Main Street  
Sarasota, FL 34236

941-893-2200





## Condominium & Unit Owner **Hazard** Insurance Responsibilities

Building Component	Unit Owner Responsibility	Association Responsibility
Concrete Footings		✓
Foundation Walls		✓
Floor Framing System		✓
Exterior Wall Framing		✓
Interior Wall Framing		✓
Exterior Insulation		✓
Interior Insulation		✓
Exterior Siding		✓
Roofing		✓
Windows		✓
Entry Doors & Skylights		✓
Base, Door, Window, & Crown-Trim Molding	✓	
Upgraded Trim Moldings	✓	
Wall & Ceiling Texture	✓	
Built-in Cabinets & Countertops	✓	
Medicine Cabinets	✓	
Drywall-Perimeter Walls		✓
Drywall-Interior Load Bearing Walls		✓
Drywall-Interior Non Load Bearing Walls		✓
Drywall-Separation Fire Walls		✓
Exterior Electric Fixtures, Fans, & Light Fixtures		✓
Interior Electric Fixtures, Fans, & Light Fixtures	✓	
Unit Electric Wiring		✓
Building Distribution Wiring		✓
Flooring-unfinished		✓
Floor Finish [staining, pickling, etc]	✓	
Vinyl & Ceramic Tile Flooring	✓	
Carpeting & Wood Flooring	✓	
AC & Heating Units		✓
AC & Heating –Distribution Duct Work		✓
AC & Heating-Diffusers		✓
AC & Heating- Condensing Units		✓
Plumbing Roughing		✓
Water Filters	✓	
Water Heaters	✓	
Plumbing Fixtures	✓	
Appliances	✓	
Window Treatments, Curtains, Drapes, & Blinds	✓	
Personal Property – Contents	✓	
Wallpaper	✓	
Interior Painting - Primer Coat	✓	
Interior Painting - Finish Coat	✓	
Exterior Painting		✓
Hurricane Shutters-Association Installed		✓
Hurricane Shutters – Unit Owner Installed	✓	
Staircases-Interior Structural		✓
Staircases-Unit Owner Installed	✓	

## ***Parkway Villas Condominium Association***

### **Policies, Rules, and Procedures**

*Our rules have been set in order to preserve the uniformity of appearance and maintain the property values that benefit all Parkway Villa owners. It is the responsibility of each villa owner to read and adhere to the **Condominium Documents (blue book) and the Policies, Rules, and Procedures.** The **Policies, Rules and Regulations** in this publication were set by the Board of Directors and approved in 2016. Any new rule supersedes all existing rules passed at various times by previous Boards unless so indicated. **All persons living in Parkway Villas, including renters and lessees, must abide by the same set of rules.***

#### **GENERAL RULES**

- 1. At least one person 55 years of age or older MUST be a permanent occupant of that Villa while any other person occupies said Villa. Persons under the age of 21 may occupy a Villa on a temporary basis for a maximum of 60 days per year. (Refer to Declaration of Condominium document pg 29 section 14.**
- 2. Any villa owner wishing to sell or lease his/her villa MUST first notify the Board of Directors and abide by current sell/lease regulations. (Refer to page 34 sections 17.3.1 in the Declaration of Condominium document.)**
- 3. Villa owners MUST obtain written Board approval before constructing add-ons, patios, or making any alterations to the common element. (Refer to pg. 14 section 9 of the Declaration of Condominium Document for allowable outside and inside structural modifications.)**
- 4. Written Board approval means that a “Board approval form” signed by at least 4 Board members has been provided to the Villa Owner.**
- 5. All complaints of rule violations must be submitted in writing, dated, and signed by a Villa resident, then submitted to the Board of Directors. Please try to settle any problems with your neighbor before submitting to the Board.**
- 6. Residents violating rules and regulations will be subject to the Compliance Process and possible fines. (Details and process on Assoc. bulletin board in Clubhouse).**



7. **Signs, objects, and/or obstructions are not allowed on common ground or in your Villa windows.** Open house signs during open house hours and security company signs are permitted.
8. **Each villa owner is responsible for their own awnings, gutters, and downspouts.**
9. **Please be considerate of your neighbors and refrain from noise that could be disturbing (e.g. loud talking, door slamming, high audio volume, windchimes, etc.)**
10. **One flag, up to 3 feet by 5 feet in size is allowed.** If a Villa owner wishes to display a flag, he/she should submit a work order and the association will install the flagpole bracket which is supplied by the Villa owner.
11. **Do not feed any animals or wildlife. Birdfeeders and/or birdbaths are not allowed.**
12. **There is NO parking on the grass.**
13. **Laundry/clothing may not be displayed in carports, on open patios, or anywhere outside of a Villa.**
14. **No pets are allowed, except for a small caged domestic bird.** (Refer to Declaration of Condominium pg 29 section 14.4)
15. **Exterior antennas or aerials are forbidden.**
16. **No trucks, motorcycles, boats, RV's are allowed overnight.**
17. **No smoking is allowed in the pool area and 10' beyond the fence. (11/16/15)**

#### **18. POOL**

- **Use of pool is restricted to PVCA members and their guests.** They are required to follow the posted pool rules.
- **Pool hours are from dawn to 11:00 PM.\***
- **No lifeguard on duty.**
- **Shower before entering the pool.\***
- **No running.**
- **No diving.**

- No rafts.
- No wet bathing suits in Clubhouse
- For health and safety reasons, all persons must refrain from using the pool while it is being cleaned.
- When using cream lotions, etc. PLEASE COVER CHAIRS AND LOUNGES WITH TOWELS. Do not enter pool with bandages, skin disease, any kind of open sore, or diapers. No metal pins, clips, rollers, etc. should be worn in the pool.
- All children must be accompanied at all times by an adult when they are within the fenced area of the pool.
- Children MUST be potty trained and at least three (3) years old to use the pool.
- Guests must sign in when using the pool.
- Food and drink are not allowed within ten feet of the pool, but may be enjoyed at or near the tables. Food and beverage containers must NOT be made of glass or breakable material.
- No smoking is allowed in the pool area and 10' beyond the fence. (11/16/15)

#### 19. LAUNDRY ROOM

- The use of the laundry facilities is for Villa owners, renters, and guests only.\*
- You must abide by the rules posted.

#### 20. VEHICLES

- No trucks, motorcycles, boats, RV's are allowed overnight.\*
- Resident parking is limited to valid licensed automobiles.
- Overnight parking on carport aprons is not permitted.
- Additional licensed automobiles belonging to villa residents must be parked in the designated area and not in guest parking spaces.
- Parking in vacant carports is prohibited without the written approval of the owner. Post the permission note (forms are on the clubhouse bulletin board) on the clubhouse bulletin board.
- **PVCA Towing Policy** (April 30, 2013)
  - a. We will make use of the "yellow visitor tags" to identify guests.
  - b. If a vehicle and villa do not match, then a warning slip will be put on vehicle.
  - c. If the vehicle is not moved after 24 hours, the violation will be noted by 1 Brd. member.

- d. That Board member will contact 3 more Brd. members, who will then authorize the tow. License, make, and model will be recorded with each occurrence.
- **Automobiles belonging to overnight guests must display a “visitor vehicle tag” and be parked in a space marked for guests.** Hang the tag from the rear view mirror so that the number is visible through the windshield.
- **The speed limit in Parkway Villas is 15 mph.**

## **21. CARPORTS**

- Carports are limited common property and are intended to shelter our automobiles.
- An automobile has to be parked with ALL wheels in the carport.
- The wall mounted fire extinguisher must be visible and accessible at all times.
- Items permitted in a carport include:
  - a maximum of two bicycles or tricycles
  - a. a cabinet with written Board approval
  - b. a maximum of two chairs (approx. 22” x 20”)
  - c. one table (approx. 15” x 15”) or circular (approx. 15” in diameter)
  - d. a maximum of three natural or artificial plants
  - e. up to two recycling bins which must be stored within the carport
  - f. seasonal wreaths in good condition
  - g. a small thermometer
  - h. a name or welcome plaque (approx. 15”x15”)
  - i. one wall art (maximum 30” diagonal)
- All items in the carport must be maintained in an acceptable and clean appearance.
- Board approval needed before painting your carport floor. Some restrictions.

## **22. RULES FOR ASSISTANCE ANIMALS**

- The owner and specific animal must be approved by the board, recognizing the authority of Federal Government.
- The animal must maintain appropriate immunization.
- Proof of liability insurance for the animal is required.
- The owner has the responsibility to pick up the animal waste. All common areas must be kept clean.
- The animal must be leashed at all times when outside of owner’s villa.

- **Touching, petting, and feeding are specifically prohibited when the animal is in harness.**
- **Assistance animals may not be within 10' of the pool.**
- **No animal may be left alone outside of an owner's Villa at any time.**
- **No animal may be a nuisance to any other Villa owner. This includes, but is not limited to, barking, biting, aggressive behavior, and touching.**
- **Owner must have a written plan for animal care in case of owner emergency. Owner must supply copy of this plan to the Board.**
- **Any violation of the above rules will require the removal of the animal within 7 days.**

### **23. PLANTINGS**

- **Any potted plants must be easily movable by the villa owner. If a villa owner wishes to plant bushes and/or trees in addition to the Association provided ones, board approval is required. Ask for a list of acceptable plants.**
- **As a guideline, all plants should be within 3 feet of the villa and a minimum of 1 ½ feet from the building. Plants are not to be planted into the common ground area.**

### **24. WINDOW STRUCTURE AND MAINTENANCE POLICIES**

- **Villa owners wishing to replace windows must obtain written Board approval. New windows must meet Manatee County Building Code Standards and must be installed by a licensed contractor.**
- **The window frames must be of white vinyl, and the outside appearance must be such that the horizontal and vertical bars now appearing on existing windows is retained.**
- **Villa owners are prohibited to alter the external structure of the villa in any manner. The only exception to this is the construction of add-ons, which requires Board approval, a county Building Permit, and work done by a licensed contractor.**
- **Owners, who make changes to the external structure without Board knowledge, will be asked to return the building to as close to its pre-changed condition as possible. Failure to do so will result in legal action under Florida Law.**
- **Residents must submit a written work order for maintenance and lawn work. Work will not get done, except in emergency situations, unless a written work order has been submitted.**

## 25. WHEN LEAVING

- **When leaving your villa unoccupied for more than a week, you are responsible for securing your possessions. You must have an emergency contact person listed on record and notified in case of a storm. If you are leaving for an extended period of time, you must:**
  - a. **Leave nothing outside on your patio and carport.** ALL furniture, non-attached cabinets and other items (including potted plants) **MUST** be brought inside, except for propane tanks, which must be placed into the in-ground containers.
  - b. **Turn off the water at the shutoff valve, which is located somewhere between the watermeter and the rear of your villa.** Make sure that water does not flow after it is shut off.
  - c. **Leave all awnings in a closed and secured position.**
  - d. **Prior to a storm, the Board has the right to contract and remove all items left behind. An owner may be assessed a fee for this removal.**

***Our goal is to maintain the uniformity, quality of appearance, and the property value of Parkway Villas while still allowing for some individuality. Thank you for your cooperation!***