

Introduction

Parkway Villas is a 55+ single family retirement and residential community, consisting of 221 villas. Owners comprise the membership of the Parkway Villas Condominium Association which is managed by an outside management company coordinated with the elected Board of Directors. Parkway Villas Condominium Association operates under Florida Statue 718 and the governing documents of the association, with a fiduciary responsibility to the owners.

This manual has been prepared to assist in maintaining a community of congenial residents, who are financially responsible and thus enable the condominium association to exist, to accomplish its purpose, and to protect the value of each unit. It sets forth general principles adopted by the Parkway Villas Condominium Association regarding the responsibilities of ownership, tenancy, and guests.

*The rules, policies, and procedures contained herein apply to all owners, tenants (renters) and guests, and are established for the good of the community. Our rules have been set in order to preserve the uniformity of appearance and maintain the property values that benefit all Parkway Villa owners. **All owners, tenants, (renters) and guests are expected to read and abide by the rules and procedures set forth in our Condominium Documents, in this Resource Guide and in postings on the condominium premises.***

If rules conflict, precedence is: (1) Declaration of Condominium (2) Articles of Incorporation, (3) By-Laws, and (4) Condominium Regulations. Florida statutes will take precedence when applicable.

This manual is adopted by the Board on April 23, 2026.

RULES AND REGULATIONS

(combined and revised on 4/23/26)

SWIMMING POOL

Use of the pool is restricted to PVCA owners and their guests. They are required to follow the posted pool rules:

1. **NO LIFEGUARD is ON DUTY. Swim at your own risk.**
2. Guests must sign in when using the pool.
3. Pool hours are DAWN to DUSK.
4. The pool safety rope must remain fastened except for lap swimming during the designated hours (Dawn until no later than 8 AM)
5. Sunscreens, but NO oils are permitted.
6. Rinse – shower off before entering the pool, avoid soap bathing or shampooing.
7. An adult should supervise visiting persons under the age of sixteen (16) of age.
8. Individuals wearing diapers or loose-fitting plastic/rubber pants are not permitted in the pool. Children who are not potty trained must wear an approved swim diaper. Individuals with communicable diseases, open wounds, or bandages are not permitted in the pool.
9. No running, diving, rough play, or excessive noise in or around the pool. Use of sound equipment for personal entertainment (blue-tooth speakers, etc.) needs to be subdued in volume and not bothering other pool attendees.
10. No **glass** containers are permitted in the pool area. Food and Drink are not allowed within ten feet of the pool but may be enjoyed at or near the food tables.
11. Towels should be used on chairs and lounges when using sunscreen. Furniture may not be removed from the pool areas.
12. Swim masks, snorkels, safety rings, air rings, noodles (occasionally replaced to prevent deterioration), noodle chairs/slides, and small exercise equipment are permitted. Floats, scuba, and large equipment are not permitted. Permitted items are considered personal and need to be removed from the pool area after use. Do not use equipment that has been used in the gulf waters to avoid any cross contamination.
13. If used, close a table umbrella before leaving the pool area and clean up and dispose of trash properly. Return loungers in the line-up position with backs up.
14. Individuals in wet swimsuits are not permitted in the clubhouse.
15. Pool gates must always remain closed, except during maintenance.
16. No smoking or vaping in the pool area and 10 feet beyond the fence. (11-16-15)

LAUNDRY ROOM

1. The use of the laundry facilities is for Villa Owners, renters, and guests only. You must abide by the rules posted.
2. The laundry room is closed Thursdays from 6:00 am to 10:00 am for cleaning.
3. The laundry rooms are managed by an outside vendor. Please follow the instructions located in the laundry room for who to contact if you are having issues.
4. Use no more than 2 units at a time.
5. Do not overload machines
6. No dying of clothes in the machines.
7. Do not use powdered detergents as they clog the drains.
8. Clean dryer filters after each use.
9. Leave washer lids open when finished.
10. Contact Property Management to report machine problems, notify Caldwell & Gregory (800) 917-9274 or contact the Director of Laundry.

VEHICLES AND PARKING

1. No trucks, No motorcycles, No boats, No RV's, No camper vans or work vans are allowed overnight.
2. According to section 8.3.4, pg. 13, Automobile parking space is for private passenger automobile only. The privilege of using one assigned carport within the area designated on the plat for parking. All vehicles must be registered in the office. Vehicles must be properly registered in accordance with Federal and State requirements and must have a valid license plate (with year sticker) affixed. Vehicle is a four wheeled gasoline, diesel, or electric powered; personal use, non-commercial vehicle, such as an automobile, SUV, Cross-over, or minivan. No signage, work equipment or other business items may be displayed or attached on the motor vehicle.
3. Overnight parking is from Dusk to Dawn.
4. The vehicle must fit into the assigned parking area and may not impede motor vehicle movement for adjacent parking spaces, impede or create a safety hazard for pedestrian

and motor vehicle traffic on the adjacent roadway. We do have a few longer spaces for otherwise approved vehicles and several off-property locations to use. There's also an RV storage facility by Trailer Estates.

5. Electric vehicles and charging stations must be approved and follow the requirements and standards set forth by FL statute, insurance, and legal restrictions. To be adopted and revised when required by the Board.
6. Your vehicle must fit into the carport space provided by your villa. Wheels may not infringe on the apron when you're parked for the evening.
7. There is no parking on the grass. Please be mindful when parking on the street and when pulling out of your carport, that you do not park or drive over the underground sprinkling heads.
8. Mobility scooters are allowed, but must fit within the confines of the carport. It may not obstruct an entrance into the villa or intrude on the carport space of a neighbor.
9. All vehicles not in the carport must display a guest or second/third car parking tag if left over night. This is for our safety and security.
10. 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.
11. Currently, there are designated parking spaces at the following locations:
 - The parking spaces in front of the clubhouse laundry during laundry use
 - The two lots at the corner of Orange Blossom Lane and Coral Way for 2nd and 3rd car and visitor parking
 - The clubhouse parking lot during clubhouse use
12. Please be courteous about where you choose to park if your villa space is occupied. We each have a carport allowed for our vehicle. If you have a guest, you may wish to let them use your carport space and you use your parking tag and park elsewhere. We have ample spots available.
13. Parking on the street should be limited for brief pickup, deliveries only. We must not obstruct our roadways for general traffic, emergency vehicles, pedestrians, etc.
14. When a resident leaves for an extended period of time, the second car should be parked in one of our long parking lots. Please be courteous and do not restrict the use of our smaller spaces for the guests of others. Parking spaces are to be available to all.

15. Overnight parking on carport aprons is not permitted.

16. Visitor and Parking Tags -

Owners are to contact the Grounds Director to purchase a white second car parking tag. The cost is \$25 and \$100 for a third car (annually). A sticker noting the eligible year will be affixed to the tag. The tag is to be hung on your rearview mirror with the number facing outward when parking in the complex.

The yellow visitor parking tag permits are free of charge. Owners will give the tag to their visitors to be hung on the mirror while parked in the complex (overnight required). Don't forget to retrieve it when your visitor leaves.

17. PVCA Towing Policy (April 30, 2013)

We will make use of the yellow visitor tags to identify guest vehicles that are kept overnight. The yellow tag must match with the villa. Hang the yellow tag from the rearview mirror so that the number is visible through the windshield.

If the tag does not match, then a warning slip will be put on the vehicle. If the vehicle is not moved within 24 hours, the violation will be noted by one board member. That board member will contact 3 more board members, who may authorize the tow, at the owner's expense and may be barred from the premises. License, make, and model will be recorded with each occurrence. If you do not have a yellow visitor tag, please contact a board member.

18. Moving pods and trailers used for remodeling projects must have Board approval. Weight and size restrictions, length of time will apply.

19. The speed limit in Parkway Villas is 15 mph.

20. Noisy motor vehicles constitute a nuisance and are prohibited. No major repairs, painting, or maintenance of motor vehicles, shall be done in the carports, off-street parking, or clubhouse parking areas.

21. If you receive a Warning/Violation Notice on your vehicle, you must correct the infraction immediately. If you feel that it is in error, contact a Board Member or property manager for further discussion.

CARPORT, PATIO, COMMON GROUND

Carport and patio spaces are limited common property. Our uniformity clause (section 9.3, pg. 15) requires the preservation of appearance. At Parkway Villas, past and present Boards have agreed to some individual choices by owners, but with approved limitations. If items don't fit or are not allowed, they must be removed. If the appearance is cluttered, not maintained or clean, it must be brought up to our standards.

CARPORTS

1. Any owner may display one portable American flag in a respectful way, and on Armed Forces Day, Memorial Day, Flag Day, Patriot Day, Independence Day, and Veterans Day. A flag, up to 3x5 fits best. The owner should submit a work/service request and the Association will install the flagpole bracket which is supplied by the Villa owner. (Florida Statute 720.304 2024). It's proper etiquette to illuminate the United States flag at night or take it down at night and display during the daytime.
A sports team flag may be displayed only on game day.
2. An automobile must be parked with ALL the wheels in the carport.
3. Mobility scooters are allowed, but must fit within the confines of the carport. It may not obstruct an entrance into the villa or intrude on the carport space of a neighbor.
4. The wall mounted fire extinguisher must always be visible and accessible.
5. Items permitted in the carport include:
 - A maximum of two bicycles or tricycles, a mobility scooter.
 - A storage cabinet requires written board approval. Resin or wooden storage units are allowed but must be in the color white and meet our approved specifications.
 - A maximum of two outdoor patio furniture chairs is allowed. (Approximately 22 x 20) No upholstered "indoor" furniture is allowed.
 - One circular or square table is allowed. Approximately 15 x 15 inches.
 - Garbage/Recycling bins are to be kept in the carport.
 - Seasonal wreaths, in good condition, may be displayed but the maximum allowed size is 24 inches in diameter and 2.5 inches deep.
 - No decorative flags should be hung up in the carport area. One decorative garden flag may be displayed in the 3-4' foot limited common area of your villa.
 - A small thermometer is allowed. Carport wall décor must not exceed a 3'X3' combined space. No more than 3 items.
6. No string lights in carport, except during Christmas holiday decoration timeframe.
7. No ceiling fans or stationary speakers in carport area.

8. Winter holiday decorations are to be removed by the end of the second week in January. All others within a week following the holiday.
9. Grills are not allowed to be used in carports
10. No vaping or smoking in the carport area.
11. Laundry/clothing may not be displayed in the carports, on open patios, or anywhere outside of a villa.
12. Painting of carport floors is the responsibility of the owner. You must have both adjoining carports painted at the same time and coordinate the same color. Board approval is required. Special color and sheen are required.

PATIOS

1. You must have written Board approval before construction.
2. Laundry and clothing articles may not be displayed.
3. Be considerate of neighbors and refrain from noise that could be disturbing to others.
4. Any cabinets must be fastened down and need written Board approval, or able to be brought inside when villa is not occupied or in case of storm warnings.
5. Cabinets must be neat and well maintained.
6. Umbrellas, table and chairs, cookers/grills, etc. must be brought inside when villa is not occupied or in case of storm warnings.
7. Surrounding plantings must be trimmed to a height no greater than 5 feet and extend no more than 1 ½' into common area.
8. Individuals using patio must be properly dressed.
9. Grills are permitted no less than 3 ft from the building (2/11/19). Be aware of the proximity to walls and plants and do not leave unattended. Follow area fire danger restrictions.
10. Removable A/C screens, white, vinyl, and no higher than 48" can be approved as a privacy screen in patio areas. (2/11/20)
11. No more than 5 potted plants on patio. No clutter. All planters must be moved to the interior when there's an alert for a dangerous storm.

COMMON GROUND

1. Exterior antennas or aerials are forbidden.
2. No firepits or open flame receptacles, including candles, are allowed in common areas.
3. Sandbags, when not used for storm protection, need to be removed from sight.
4. Residents are permitted to decorate for the holidays. Do not place ornaments/decorations on the common ground. Please be careful with electrical cords.
5. Winter holiday decorations are to be removed by the end of the second week of January.
6. Refrain from noise that could be disturbing (e.g., loud talking, door slamming, high audio volume, windchimes, etc.) (Refer to section 14.3 under Nuisance)
7. Do not feed any animals or wildlife. Birdfeeders, birdhouses, and /or birdbaths are not allowed.
8. Please limit the number of ornamental objects to 3-4 in your landscaping area. Too many are not allowed.

LANDSCAPING

1. Any potted plants must be easily movable by the villa owner and need to be stored inside the unit in the event of a hurricane or dangerous storm. As a general rule, all plants should be within 4 feet of the villa and a minimum of 1 ½ feet from the building. Plants should not brush up against the building. Plants and trees are not to be planted into the common area without Board approval.
2. Keep your landscape alive – remove dead bushes and plants. Our lawncare company does our trimming and general maintenance.
3. If a villa owner wishes to plant bushes and/or trees in addition to the ones provided by the association, contact the board member who handles the grounds. You will be asked to provide a landscaping plan that will include the types of plants/trees along with a diagram for review. The owner will assume all costs of maintaining the appearance and care of the items proposed. The plan needs to be approved by 4 Board members prior to starting the project.

4. Any borders are to be approved by the Board prior to installation. Cement curbing, brick pavers, black/flexible border edging is allowed. Border rings around the common ground palmtrees require Board permission. The distance between unit landscaping borders needs to be a minimum of 65" for lawncare equipment and our maintenance golfcart.
5. Solar lights and landscape lights are only allowed in flowerbeds. White lights only. No wrapping of trees in the common ground areas. Solar charging panels are not allowed in grass areas.
6. Walkways are not allowed unless prior permission was given.
7. Residents are permitted to decorate for the holidays. Do not place ornaments/decorations on the common ground that impedes lawncare. Please be careful of electric cords. Winter holiday decorations are to be removed by the end of the second week in January. All others within a week following the holiday.

WINDOWS - STRUCTURE AND MAINTENANCE POLICIES

1. Signs, to include decals, may NOT be displayed in your windows. Please restrict objects and/or obstructions in your villa windows or on your window sills. Open house signs during open house hours and security signs are permitted. Common window treatments such as interior shutters, shades, curtains are allowed.
2. Window air conditioners are not allowed in villa windows (excluding an owner's lanai).
3. Each villa owner is responsible for their own awnings, gutters, and downspouts. They are to be properly maintained-which includes painting, repair and secured properly. If not in compliance, they may be removed by the association, at the owner's expense.
4. Your windows must be in good shape (no cracks, breaks, deteriorating shade film – which you must remove). Board approval is required for any window changes.
5. Villa owners wishing to replace windows must obtain written Board Approval, signed by 4 board members. The new windows must meet Manatee County Building Code Standards and must be installed by a licensed contractor.
6. The window frames must be white and have a cross-member.
7. 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.

8. Owners, who make changes to the external structure without Board Approval, 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.
9. The new process for service requests and compliance concerns will be to bring them to the attention of the Management Company first. A Board member is always willing to help, but we now have another first contact source that will document and monitor the information. In case of an emergency, do not hesitate to contact the management company first and then the appropriate Board member. Villa owners must submit to the management company a written service order for maintenance and lawn work. Work will not get done, except in emergency situations, unless a written service order has been submitted. If it is a broken water pipe or any other plumbing work, you must first contact the Management Company and then the Board Director for Buildings. Do not call a plumbing company before you contact the Management Company and the appropriate board member.

NEW PATIO CONSTRUCTION

1. A plan view of the proposed patio showing location, dimensions, and adjacent Add-on or patios, must be submitted for written Board approval. Fences will not be allowed on the perimeter of the patio.
2. All expenses related to or caused by the patio area are the sole responsibility of the villa owner. For example, should the patio blocks require lifting and replacing for any reason such as new sprinkler systems, water pipe repairs, etc., this extra cost shall be borne by the villa owner.
3. Specifications for the patio – (approved 4/14/08)
13. Patio blocks only, no poured concrete slabs or loose decorative stones.
14. The patio block size shall be at least 2 inches thick and a maximum of 24" x 24".
15. Patio shall not extend farther than 10 feet from the original villa wall.
16. The patio must not encroach into the area outside of the adjacent villa.
17. Proper grade away from the villa 2" per 10 feet.
18. Patio must have a minimum sand bed of 4" for proper drainage and must not interfere with area drainage.

19. The owner must agree to assume all costs of maintaining the appearance and integrity of the patio.

NEW ADD-ON CONSTRUCTION (approved 4/14/08)

1. A copy of the plans for the proposed Add-On showing location, dimensions, and adjacent structures must be submitted for written Board approval prior to the required application for a Building permit.
2. The ground involved must have any piping and conduit rerouted if required and the soil treated for termites before concrete is poured.
3. Gable roofs are preferred and should have the same slope as the main roof and integrated into the main roof.
4. Shingles should be as identical as possible to those on the main roof.
5. Maximum dimensions of the Add-On parallel to the main building wall is 16'. Maximum dimension perpendicular to the main building is 10'.
6. Wall construction must be cement block with a Spray Crete finish matching the main wall.
7. Floor elevation of the Add-On must be high enough to prevent ingress of storm water.
8. The owner is responsible for all costs of maintaining the appearance and integrity of the Add-On as well as any insurance coverage needed for its reconstruction.
9. Villa owners **MUST** obtain written Board approval with 4 signatures before constructing add-ons, patios, or any alterations to the common element. Refer to the Declaration of Condominium Document page 14 Section 9 for allowable outside and inside structural modifications. A unit owner shall not do anything within his or her villa or on the common elements which would adversely affect the safety or soundness of the common elements or any portion of the association property or condominium property which is to be maintained by the association. Written Board approval means that a "Board Approval form" has been submitted to the management company and signed by 4 board members and a copy has been provided to the Villa Owner.

AWNINGS (approved 4/14/08)

1. A request for the proposed awning must be submitted for written Board approval.
2. The awnings must be white, must extend outside the shutters, must be at least 6 feet above the ground and cannot be attached directly to the lentils. All awnings when lowered must be able to lock against the wall and support arms secured to the sides.
3. The owner is responsible for all costs of maintaining the appearance and integrity of the awning.

ADDITIONAL GENERAL RULES/PROCEDURES

1. Any villa owner wishing to sell or lease his/her villa MUST first notify the Management Company and contact the appropriate board member who handles Sales/Leasing, to obtain the proper forms.
2. No pets are allowed, except for a small caged domestic bird. (Refer to the Declaration of Condominium page 29 section 14.4) Residents seeking an accommodation for a service or Emotional Support Animal must get Board Approval and adhere to requirements before bringing a pet to the villa (available on the website and in the office).
3. Residents violating rules and regulations will be notified by the Management Company or a designated Board Member. If the violation continues, a formal letter will be issued by the Association, and the issue will be turned over to the Compliance Committee for a Hearing. A fine, restriction of amenities, and/or further legal action may be recommended to the Board. Refer to the Resolution for Fining/Suspension Procedures adopted 1/24/17.