

# MASTER RULES

CRESTHAVEN ASHLEY MASTER ASSOCIATION, INC.  
2885 ASHLEY DRIVE EAST  
WEST PALM BEACH, FL 33415

DATE: January 10, 2006

TO: Ashley Unit Owners  
Revised Rules and Regulations for 2006

Our Ashley Rules and Regulations have been revised by a Committee so appointed by the Master Board which has Approved the revision at our regular meeting on March 10, 2004. These changes supersede the previously issued Rules of 2001.

These rules will be effective immediately and will be Strictly and equitably enforced.

ALICE SIMCINA, President, CAMA

Authority:  
C.A.M.A.  
Articles of Incorporation  
Article Two, Section 4(e)  
By Laws, Section 6(j), Section 12  
Villas Nos. 107  
Bylaws as amended  
Article 111, Sec. 11(d)  
Article XV, Sec. 104

TO: NEW RESIDENTS

FROM: ALICE SIMCINA, PRESIDENT  
CRESTHAVEN ASHLEY MASTER ASSOCIATION, INC.

Welcome to Ashley! We hope that your stay will be pleasant. An understanding of our governing documents will help make it so. Here attached are our Rules and Regulations which you should read carefully. We have highlighted some of those rules that are of daily importance.

If you are the unit owner of record, we urge you to read and familiarize yourself also with the other Association documents; such as the Declaration of Condominium, the Articles of Incorporation of the individual villas 1-7; the By-Laws; and the Articles of Incorporation of the Cresthaven Ashley Master Association. As a unit owner of our Association, and therefore a member, we welcome you and hope you wish to help and participate in the administration of its needs. It requires the cooperative effort of all our members. If you have any questions regarding our rules, please call the president of your villa or phone the office at 965-3520.

## SUMMARY OF RULES AND REGULATIONS

1. All residents must sign in and have an I.D. and tags when using the pool.
2. Residents must park their passenger cars in their assigned parking spaces while their visitors park in the guest spots.
3. Trash must be placed in plastic bags and tied. Only those go into the trash bins. Boxes are folded and placed along side the trash bins.. All other items are deposited in the activities center trash area.
4. Abide by the washing machine schedule.
5. Dogs must be walked on a leash to the swale (see attached diagram) for defecation. The droppings must be removed in a plastic bag.
6. Check Channel No. 39 for Ashley activities, bulletin boards, and our Ashleaf publication. Keep informed.
7. Be considerate of other residents.
8. No children under twenty-one (21) years of age shall be permitted to reside in any of the units or rooms thereof in this condominium, except that children may be permitted to visit and temporarily reside for periods not to exceed three (3) consecutive weeks and not more than six (6) weeks cumulatively in any calendar year. (Article XIII – Use and Occupancy).

CRESTHAVEN BLVD.

SWALE

SIDEWALK

ACTIVITIES CENTER

ASHLEY DRIVE

SWALE

SIDEWALK

SIDEWALK

SWALE

ASHLEY DRIVE

SIDEWALK

SWALE

ASHLEY DRIVE

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## PREAMBLE

Your Cresthaven Ashley Board of Directors has agreed to contribute time and effort to the operation of the Ashley Condominium Villas. They recognize that some of these rules may not meet with the approval of all unit owners. The rules are drawn with the aim of providing the greatest good for the greatest number. Disapproval of any particular regulation by a unit owner does not give him/her the privilege of non-compliance. The Board does not wish, nor intends, to act as policeman and hopes and trusts it shall never be called upon to exercise its authority to invoke any remedial procedures open to it. The common goals can be achieved with the cooperation of all owners, renters and guests.

### ACTIVITIES CENTER

1. All owners and their guests and renters must abide by the **Activity Center regulations** and are under the control and jurisdiction of the C.A.M.A. board of directors, the property manager, and the on duty club house attendant.
2. Guest under 16 years of age must be supervised by an adult at all times. Minimum age for playing bingo is 18 years of age.
3. Guests using the activity center must be signed in by the unit owner or renters. Owners or renters who are unable to accompany their guest(s) to the clubhouse to sign them in must send a note to be presented to the office personnel or the attendant on duty, in order for their guest(s) to enjoy the privilege of using the facilities.
4. Absentee owners may extend guests privileges at the Activities Center when a guest is a resident in owner's unit with a letter of registration sent to the Activities Center office and which shall state the period of time the guest will be in residence.
5. Identification bracelets must be worn while in pool at all times. Black bracelets will be given to the owners. Red bracelets for guest(s) may be picked up at the office Monday through Friday 8:00 to 12:00AM and 1:00 to 3:00 PM. Attendants are authorized to issue bracelets after office hours or on weekends. A deposit will be charged for the guests bracelets, which will be refunded after they are returned.
6. Children of diaper age (usually 3 years of age or younger) must wear "Swimees" in the pool at all times. All others must wear proper swimming attire.
7. No inflatable toys or balls allowed in pool except life-saving devices attached to the body of a child. Noodles used for exercise are the only exception. Running, jumping into pool from poolside, or rough-housing will not permitted or tolerated in the enclosed pool area.
8. Use large towels on chaises and chairs to minimize oil or lotion stains on vinyl straps.
9. **DO NOT APPLY WATER TO DRY SAUNA HEATERS.** Close sauna door when not in use.
10. **NO PETS** are allowed in Clubhouse, the Pool Area or Shuffleboard area.
11. No food or glass containers permitted in Pool Area.
12. **Bicycles must be parked in bicycle racks.** They are not permitted inside pool area, hallways, or at the front entrance of the activity center.
13. All vehicles must be parked in the parking spaces on parking lot, not at the circular

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driveway in the front of the center.

14. Resident owners may use the Activity Center for private parties with permission of the Master Association and will be responsible for cleanup of clubhouse facilities used. A one hundred Dollar (\$100.00) deposit will be charged for this use, to be refunded, if the property is left in original condition. The unit owner or lessee must be present at the facilities while in use. All request for use of the hall must be submitted to the board in writing. Request must include reason for use of the facility. Unit owner or lessee will be billed for damages, if they should exceed the 100 dollar (\$100.00) deposit. Alcohol may be served but not sold. If alcohol is to be served this must be stated in request for use. **The unit owner or renter are responsible for all children that attend their events.**
15. **Owners who rent their units give up their right to the use the activity center facilities.**

#### VEHICLES:

1. All vehicles must belong to Ashley owners, renters or their guests. Residents must park in their assigned spaces with guests occupying GUEST spaces on a first come basis.
2. You are not permitted to use a guest space, leaving your assigned space unoccupied.
3. No more than two (2) cars per family may be parked in the courtyard.
4. Residents who leave for an extended period of time, must park the second car at the clubhouse, not in a guest space. Keys and contact telephone numbers must be left in office when cars are left for extended periods of time.
5. All vehicles must park with the front of the car facing the buildings in the courtyard areas.
6. Pick up trucks, recreation vehicles, boats, Delivery, Utility, or Cargo vans and passenger vans over seventy-eight (78) inches in height are not permitted to park in courtyards, except when loading and unloading. Pick-up Trucks and Vans can park in the activity center parking lot. No commercial lettering is allowed on any unit owners or renters vehicles. Motor homes, trailers and boats are permitted to park in the clubhouse area up to 72 hours only, within each 30 day period. They must be parked on the west end of the maintenance building by the wood working shop area. You must register your vehicle with the clubhouse attendant in writing. If the length and width of a vehicle exceeds parking space lines it must be parked in the clubhouse area, except when being loaded or unloaded. EXCEPTIONS: A resident confined to a wheelchair or a **certified** handicapped resident, owning a van or pickup, may park in his/her parking space. Service vehicles may park in a courtyard while performing maintenance and repairs to units.
7. Any vehicle which is inoperative or not bearing current Dept. of Motor Vehicle registration may not be parked anywhere in Ashley.
8. No repairing of vehicles permitted in courtyards except for roadside type emergency repairs such as flat tire changing. Oil changes and radiator flushing will not be permitted in Ashley. Residents may be liable for damage by oil or radiator spills or by other means.

9. Please drive slowly and observe directional arrows. This is very important to insure the safety of our residents.

#### BUILDINGS AND COMMON AREAS

1. No owner or resident may attach anything to the exterior of the building with the following exceptions:
  - Garden hose holders
  - Flag pole holdersApproval and specification from office must be obtained prior to installation.
2. No unit owner or resident may place anything on the common area with the following exceptions:
  - Two small chairs and/or one small table on front porch space permitting.
  - Two potted plants on front porchThe Master Board retains the right to remove these items for reasons of neglect or safety. Items on front porch must be removed when unit owners are leaving for extended periods of time. Loose items can become projectiles in heavy winds.
3. No planting of trees, shrubs or flowers will be permitted on the common areas with out written permission from the Master Board.
4. Item such as tables, umbrellas, brooms, fishing poles, barbecue grills, buckets or similar items cannot be stored on the common elements, unit entryway or the air conditioning slab, except when being used. When not in use, they must be stored within the unit. Clothes lines and TV antennas and satellite dishes are not permitted on the common elements.
5. Bicycles must be parked only in the area of the assigned parking space.
6. Fiber glass hurricane panels that clip on the windows and the clear acrylic plastic panels that attach to the building are allowed. Specification require approval from the office prior to first time installation. They may be attached temporarily or permanently irrespective of weather conditions.
7. Metal or wood panels may be installed during hurricane season only, but the owner does have the option to install them during any severe weather condition, such as high winds or tornados. Panels must be painted white. Specification approval is required from the office prior to first time installation.
8. Accordion material shutters will be a white aluminum. The shutters themselves and the associated hard ware can be installed permanently, but must match the existing exterior. Specifications must be approved by the office prior to first time installation.
9. Certain types of security lights on the front porches are allowed. See property manager for specifications prior to installation.
10. Only green or gray indoor/outdoor carpeting or gray non-skid paint may be placed on the front entrances and must meet Association specifications. Color information is available at the Association office. Carpeting must be secured at the corners.
11. Holiday ornamentation of any type that defaces the building, including Christmas

- decorations, are prohibited when permanently attached in any manner to the exterior of residential buildings. Christmas lights will be permitted beginning the day after Thanksgiving and removed on or before January 8<sup>th</sup>.
12. The American flag may be displayed if properly done.
  13. Foil or newspapers must not be used in windows in place of drapes or shades.

#### TRASH

1. All trash disposal in dumpsters must be in twist-tied plastic bags.
2. All cartons and boxes must be broken down. Broken down boxes should be placed in or along the side of recycle bins. **They should not be put in dumpsters.**
3. All recyclable items must be placed in proper recycle bin. See instructions on bins.
4. No dumping of furniture, appliances, bedding, carpeting or other large items in trash rooms.
5. Large items such as furniture may be put behind fence in the back of the maintenance building. This area can only be used by residents of Ashley. It is not to be used by contractors. Unit owners are responsible to insure contractor haul away all scrap materials that were used in the contracted work. No refrigerators or AC compressors are allowed to be dumped on Ashley property.

#### LAUNDRY FACILITIES

1. **Use laundry rooms and drying yards as per posted schedule.** Owners may switch their schedules with another unit owner, however, if owner moves from their unit, the original schedule shall take effect. **Do not infringe on other persons time.**
2. Drying yards are made to accommodate two (2) families. Do not occupy cloths lines beyond the time it take your clothes to dry.
3. No cloths dyeing and pet or personnel shampooing is allowed in laundry rooms or laundry tubs.
4. **The laundry facilities are for use of Ashley residents only.**
5. Please keep laundry rooms clean for next user.
6. **Pets are not allowed in laundry rooms or drying yards.**
7. Canadian coins cannot be used in the washer or dryers. They will jam the coin box.

#### ANIMALS

1. Ashley residents have a right to own a pet; however, the resident has the responsibility of keeping the pet (dog or cat) on a leash and **under control** at all times for the safety of all concerned. The leashed pet must be taken to the swale (the grassy area between the sidewalk and Ashley Drive) for urination and defecation. For health and aesthetic reasons the excrement must be removed and disposed of in tightly tied plastic bags.
2. When disposing of bird cage cleaning, please use tightly tied plastic bags.
3. Please be considerate of your neighbors and their rights. **Do not let your dog or cat run wild.**
4. Animals are not to be left unattended or tied on the outside of the units where they can cause a disturbance.

5. Pet owners are responsible for the health and welfare of there pets.  
**They are also totally responsible for the behavior of their pets.**
6. Feeding wild animals, including ducks and birds, is prohibited.
7. C.A.M.A. reserves the right to remove any pet that becomes a nuisance.

#### PATIO SCREENING

1. Rear patio screening must be kept in good condition at all times at the expense of the unit owner and should conform in appearance to the original style.
2. Installation of aluminum panels on screened patio is permitted. Aluminum panels must be painted gray. Specifications must be approved by office prior to installation.
3. Installation of acrylic or plexus glass windows on screen in patios is allowed. Specifications must be approved by office prior to installation.

#### CONSIDERATION OF A FELLOW OWNER

1. Operate televisions and stereos at sound levels that do not disturb adjoining residents. Subdue sound levels between 11:00 PM and 7:00AM.
2. Minimize loud conversation when pet walking or returning from activity at early or late hours.
3. **Operate all vehicles in courtyards without gunning of engine or blowing of horns.**

#### RENTALS

1. Rentals to be limited to one (1) per 12 month peroid and for not less than three (3) months duration.
2. No owner may own more than two (2) units in the Cresthaven complex
3. Units may not be used as rentals for a minimum of one year from the date of purchase. The only exception is on units that are inherited.

#### MISCELLANEOUS

1. Unit owners are allowed to ride in a golf only if accompanied by the manager or his assignee. C.A.M.A. board members are allowed to use golf carts for association business only. Permission is still required from office.
2. If a unit owner wishes to speak at a C.A.M.A. board meeting, they should stand and wait to be recognized by the chairman. Once recognized they should proceed to the podium, state name and villa number. A unit owner may speak no more than ONCE per agenda item and no more than three (3) minutes, unless the Chairperson allows additional time.
4. Inquiries by certified mail. The C.A.M.A. Board is only obligated to respond to one (1) written inquiry per unit in any given three day (3) period. Any additional inquiry or inquiries must be responded to in the subsequent thirty day (30) period or periods as applicable.
5. The Master Board must protect the common elements, the recreational facilities and the unit owner's use of them by enforcing these rules and regulations. Legal costs incurred in this effort may be charged to the unit owner.
6. The Master Board may also rescind the right of the person using recreational

facilities if his/her conduct endangers other or if his/her actions might tend to expose the Association to legal liability.

The cooperation of all persons in the enforcement of the above stated rules and regulations will be appreciated by the Master Board and its appointed officials. No damage or act of an unsafe nature is permitted in the Ashley Center.