

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

## **EXETER INTERVIEW DOCUMENT**

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This document is originated, published and maintained by the Board of Directors of the condominium association: **Terrace Park of Five Towns, No. 20, Inc.** The members of this association are the unit owners of the **Exeter Building**, a condominium in the development known as Terrace Park of Five Towns.

The Exeter Building is located at: 5973 Terrace Park Drive North  
St. Petersburg, FL 33709

The Board of Directors of Terrace Park of Five Towns No. 20, Inc, is the governing body responsible for the administration of the association. The Board is responsible for the management and operation of the condominium property.

This document is not to be reproduced or distributed by anyone or any entity other than the Board of Directors of Terrace Park of Five Towns, No. 20, Inc.

The purpose of this document is to serve as an aid in the interview process of prospective buyers of units in the Exeter Building. The Exeter Board of Directors will provide a copy of this document to prospective buyer(s) who will fill in the requested information and return the completed document to the President of the Board of Directors. Once received, the Board will set an agreed upon date and time with the prospective buyer(s) to conduct an interview, review the document and to decide on granting a Certificate of Approval, which is required before the sale of a unit takes place.

This document, along with the Declaration of Condominium, the Service and Maintenance Agreement, all applicable statutes of the State of Florida, and other relevant documents, serve this Board of Directors in the governance and administration of the association.

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

TERRACE PARK OF FIVE TOWNS NO. 20 INC.  
EXETER BUILDING

APPLICATION AND INTERVIEW INSTRUCTIONS

Please read and complete the following Application and **initial every page and date in the lower right hand corner by the page number** acknowledging that you have read and agree to all the House Rules and Regulations in this document and the Declaration of Condominium. If you have any questions about what information to provide, please contact any Board member. **All individuals who live in the unit, and/or are listed on the deed, must provide all the information requested.** Make a copy for yourself after completion.

**Return the entire application packet** to the Exeter Board of Directors, along with a copy of the Purchase Contract and legible copies of the Driver's Licenses of all owners of record and any other residents at least seven (7) days prior to your scheduled interview. Copies will be made of your application packet and returned to you at your Interview.

**In addition, we will need four (4) checks:**

**One for \$50.00 payable to Terrace Park of Five Towns No. 20** to cover paper work expenses;

**Two checks payable to DeSantis Property Management:**

**one for \$50 for account set up fee and**

**one for \$50 each per background check of each resident;**

**And a \$100.00 check payable to Terrace Park of Five Towns No. 20** to serve as a refundable security deposit against any damages resulting from move in. The security deposit check will be held by the Board until your move in process is completed and, if no damage is found, your check will be returned to you.

**If you have a pet, please attach a photograph of same.** You may have 1 cat or 1 dog under 25 pounds.

The sooner the Application is returned, the sooner we can schedule the interview with all parties involved. **When you come to the interview, please bring with you the Condo Document Book** you have received so we can review it with you.

After you have formally closed, and the Deed has been recorded, **a copy of the Deed needs to go to the Board** to be put in your condo file. **We will also need to retain a key to your unit in case of emergency events.** These keys are stored in a secure locked cabinet available only to Board officers.

Thank you!

The Exeter Board

Rev. 3/21/2023

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INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

TERRACE PARK OF FIVE TOWNS NO. 20, INC.

APPLICATION FOR SALE OR TRANSFER OF A UNIT

TO: BOARD OF DIRECTORS OF TERRACE PARK OF FIVE TOWNS NO. 20 INC.

THE UNDERSIGNED SUBMITS THIS APPLICATION FOR APPROVAL OF THE BOARD TO ACQUIRE TITLE TO UNIT # \_\_\_\_\_ TERRACE PARK NO. 20, INC. AND STATES THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT. (ANY INTENTIONAL MISREPRESENTATIONS SHALL BE A BASIS FOR AUTOMATIC DISAPPROVAL)

1. NAMES OF PROPOSED OWNER(S):

2. CURRENT STREET ADDRESS (WHERE YOU CURRENTLY LIVE)

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

3. DRIVER LICENSE NUMBER \_\_\_\_\_ EXPIRES \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ EXPIRES \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DOB: \_\_\_\_\_

4. NAMES AND AGES OF ALL PROPOSED UNIT OCCUPANTS:

NAME: \_\_\_\_\_ AGE \_\_\_\_\_

NAME: \_\_\_\_\_ AGE \_\_\_\_\_

NAME: \_\_\_\_\_ AGE \_\_\_\_\_

NAME: \_\_\_\_\_ AGE \_\_\_\_\_

5. PURPOSE OF PURCHASE (i.e. full-time resident, part-time resident, vacation home.....)

6. MOTOR VEHICLE MAKE AND MODEL: \_\_\_\_\_ \*

LICENSE PLATE NUMBER \_\_\_\_\_ STATE: \_\_\_\_\_

SEE PAGES 6 AND 7 RELATING TO MOTOR VEHICLES AND PARKING RULES. No trucks, motorcycles, campers, rv's or commercial vehicles are permitted.

7. PETS LIMITED TO ONE CAT OR ONE DOG, NOT TO EXCEED 25 LBS. AT MATURITY:  
ANY OTHER FORM OF PET, PLEASE INDICATE SO BELOW. ATTACH PHOTO OF PET.

KIND: \_\_\_\_\_ NAME: \_\_\_\_\_

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**8. REFERENCES: TWO NAMES AND ADDRESSES (NOT RELATED):**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**9. NAME, ADDRESS, E-MAIL AND TELEPHONE CONTACT OF REAL ESTATE BROKER/AGENT:**

\_\_\_\_\_  
\_\_\_\_\_

It is agreed that applicant will not rent or lease the unit or use for commercial purposes. Applicant agrees to supply Board of Directors with a copy of the sales contract and a copy of the title (Warranty Deed).

The undersigned agrees to provide any further information that may be reasonably requested by the Board. The undersigned has received a copy of the Declaration of Condominium and a copy of the Service and Maintenance Agreement and understands that its covenants impose responsibilities and restrictions on each unit owner of TERRACE PARK OF FIVE TOWNS NO. 20 INC.

Date \_\_\_\_\_

Printed name of Applicant(s):

Signature of Applicant(s):

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** If you have questions about completing the application or if you have not received a copy of the condominium documents, please contact the Board of Directors.

**INITIAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Terrace Park of Five Towns, No. 20, Inc.**  
**Exeter Building**

Please return to:      DeSantis Community Management, LLC  
2931 Macalpin Dr, Palm Harbor, FL 34684  
Phone/Fax 727.440.5225  
Email Info@DeSantisMgmt.com

Application is hereby made for approval of the Purchase of the below condominium unit:

Association: Exeter TP020                                  Unit #: \_\_\_\_\_                                  Parking Space #: \_\_\_\_\_

I/We represent that the following information is true and consent to your further inquiry concerning the information. Initials \_\_\_\_\_, \_\_\_\_\_.

(Note: blank spaces or lack of complete names and addresses could result in a delay in approval of your application and/or closing)

Applicant Name: \_\_\_\_\_                                  Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_                                  Phone Number: \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_                                  Email: \_\_\_\_\_

Spouse/Applicant #2 Name: \_\_\_\_\_                                  Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_                                  Phone Number: \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_                                  Email: \_\_\_\_\_

Number of persons to occupy unit: \_\_\_\_\_

Names and ages of all occupants:     \_\_\_\_\_ Age: \_\_\_\_\_  
    \_\_\_\_\_ Age: \_\_\_\_\_  
    \_\_\_\_\_ Age: \_\_\_\_\_

**This is a 55 and over adult community. A copy of picture ID for each occupant must be attached.**

**AUTHORIZATION OF RELEASE OF INFORMATION** – Applicant(s) represents that all of the above information and statements on the application for sale are true and complete, and hereby authorizes an investigative report, including but not limited to residential history (rental or mortgage), employment history, criminal history records and court records. This application must be signed before it can be processed by management. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this state. I/We hereby authorize the Association and/or their agent to conduct a background check including a criminal background check for prospective buyers. The results of the background check shall remain confidential. The Board of Directors and their agents will be held harmless from any action or claim by me in connection with the use of the information contained herein.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Printed Name

**TERRACE PARK OF FIVE TOWNS NO. 20, INC.  
SALE OR TRANSFER OF PROPERTY  
INTRODUCTION**

Welcome to the Exeter building. As a unit owner in the Exeter, you become a member in the Association (HOA) known as **Terrace Park of Five Towns No. 20, Inc.** Our HOA has a professional property manager (CAM), **DeSantis Property Management**, which is supported by our own Association Board of Officers and Directors to manage the Exeter building. Five Towns is a 55+ senior living community which is quiet and well-maintained and that is an important part of life at the Exeter building. All residents are expected to act responsibly and to be considerate of their neighbors. The grounds, roads, sidewalks and all recreational facilities are managed by **Vesta Property Services**, and maintains an office near the front entrance. At the closing of your unit, your realtor or seller should provide you with the keys to your front and back doors and a mail box key.

Please furnish the HOA Board and management company with a copy of your **Deed**, which will be sent to you by the Court Clerk approximately 30 days after closing. We also ask that you provide a copy of your **front door key** to be fully secured in a lockbox in the HOA office in the event of an emergency when you may be away from premises.

Five Towns has two clubhouses, six swimming pools, tennis courts, shuffleboard courts, grills and picnic facilities and workout room that are available for use to all owners. Owners should register in the Vesta front office and obtain their Membership Passes. Their guests may also use these facilities after obtaining Guest Passes in the Vesta office. Please carry your Passes with you when you use the facilities and be cordial if requested to show your passes. Staff is just protecting your rights to use the facilities.

There are numerous social events such as lunches, dances, parties shows, concerts, outings and leisure time activities available. Information about activities is published in the monthly Five Towns Bulletin, on the Exeter and clubhouses bulletin boards, and on their website.

It is advisable to keep your car and condo windows and doors locked. There is night-time security patrolling the grounds but if you have a medical, fire or police emergency, dial 911 immediately.

There is an internal alarm in every unit that alerts an alarm board in the hallway opposite the mailboxes. That toggle switch is located in the hallway of your unit close to the floor. An alarm rings and lights up the appropriate unit number on the board to indicate that help is needed in your unit. However, you should always call 911 first in the event of an emergency.

Carports and open spaces are not owned by condo owners. They are designated in documents as limited common elements, owned by HOA and rights to use assigned to unit owners. HOA pays property taxes and insurance on those elements. They are not to be included in unit property deeds.

**INITIAL: \_\_\_\_\_ DATE \_\_\_\_\_**

## INTRODUCTION CONTINUED

Most units central air conditioners have a capped condensate drain line in the ac closet that requires monthly maintenance. It is recommended that you remove the cap and pour one cup of bleach or white vinegar down the pipe and replace the cap. It prevents the condensate line from becoming blocked with mold and mildew. If that occurs, drain water can back up in your ac unit and cause flooding in your hallway.

There is storeroom located opposite the mailboxes with a passcode lock. You may store 2 large plastic bins per unit. Plastic only, no cardboard boxes are allowed. Please label boxes with your unit number.

There are trash chutes on the 2<sup>nd</sup> and 3<sup>rd</sup> floors next to the elevator and on the first floor there is a door to enter the dumpster area. Just inside that door, there is a special container to deposit bagged pet stool. Glass containers should not be dropped down the chute from upper floors; please place them in bags and deposit in dumpster on first floor. All trash and garbage must be in tightly tied plastic bags and double bagging is recommended. Materials such as newspapers, magazines and mail must be securely bagged and not thrown loose into the dumpster. Recycling bins are located in the car wash area near the tennis courts.

Cardboard cartons are to be broken down and flattened, before being put into the dumpster.

**The Exeter's trash dumpsters are for household trash only.** They are not to be used by unit owners or home improvement contractors for demolition, renovation or construction debris. **Furniture, appliances,** sheetrock, flooring, kitchen and bath cabinets, sinks, mirrors, tile, fixtures, carpeting and all other materials, must be hauled away and unit owner must make arrangements at their own expense.

The Exeter Board of Directors:

President  
Vice President  
Secretary  
Treasurer  
Director  
Director

INITIAL: \_\_\_\_\_

DATE \_\_\_\_\_



**THE EXETER  
TERRACE PARK OF FIVE TOWNS NO. 20, INC.  
5973 TERRACE PARK DRIVE NORTH  
ST PETERSBURG, FLORIDA 33709  
December 21, 2023**

**2024 BOARD OF DIRECTORS**

**MELISSA GONZALEZ  
UNIT 311  
914-462-6692  
E-MAIL: [Cambrelen@live.com](mailto:Cambrelen@live.com)**

**PRESIDENT**

**GREG RALEIGH  
UNIT 308  
906-251-8929  
E-MAIL: [Graleigh@timfg.com](mailto:Graleigh@timfg.com)**

**TREASURER-SECRETARY**

**PAMELA ASKIN  
UNIT 109  
727-686-7869  
EMAIL: [Askin.exeter@gmail.com](mailto:Askin.exeter@gmail.com)**

**DIRECTOR AT LARGE**

**BRUCE GREENING  
UNIT 304  
313-303-3934  
E-MAIL: [Bcgreening@comcast.net](mailto:Bcgreening@comcast.net)**

**DIRECTOR AT LARGE**

**RICH KING  
UNIT 205  
727-804-4954  
E-MAIL: [Rking1954@gmail.com](mailto:Rking1954@gmail.com)**

**DIRECTOR AT LARGE**

**KATE SPANGENBURG  
UNIT 207  
727-452-1994  
EMAIL: [Katespangenburg@yahoo.com](mailto:Katespangenburg@yahoo.com)**

**DIRECTOR AT LARGE**

**THIS PROPERTY MANAGED BY:  
DeSANTIS PROPERTY MANAGEMENT  
MR. LOUIS DeSANTIS  
727-440-5225**

## PARKING SPACES/CARPORT NOTIFICATION

Carports and open parking spaces are not owned by condo owners. They are designated in documents as limited common elements, owned by HOA and rights to use assigned to unit owners; HOA pays property taxes and insurance on those elements. They are not to be included in unit property deeds.

By signing below, I acknowledge that:

- there is only ONE ASSIGNED PARKING SPACE OR CARPORT PER UNIT allotted at the Exeter.
- If I do own a second car, it is my responsibility to make my own arrangements for parking elsewhere, unless otherwise indicated below.
- Trucks are not allowed to be parked in resident spaces. Only short term service vehicles are allowed to be parked in guest or service spaces.
- Exeter Visitor /Guest/ or Service spaces are not to be used for second car parking.
- If I make a private arrangement with another resident of the Exeter to use their parking space or carport, I will provide the Board with a written agreement stating the space or carport number and the terms of the agreement signed and dated by both parties.
- Automobile maintenance and repairs in the parking lot are prohibited.

NOTES:

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\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**GUEST PARKING SPACE REGULATIONS**

1. It is the responsibility of the Resident(s) to inform their guest/visitors of the parking rules and regulations.
2. The guest/visitor parking spaces are for Exeter guests/visitors only.
3. The "Service" space is for service/contractor/delivery vehicles only.
4. Parking for guest/visitors is based on first come/first-serve basis.
5. If a resident's guest/visitor vehicle is going to occupy a space longer than 24 hours without being moved, the vehicle must have a sign in the dashboard stating what unit the vehicles owners are visiting and the dates the vehicle will be there.

It is the responsibility of the resident(s) to be sure that the appropriate notification is placed in the guest/visitor's car dashboard where it can be seen.

If there is no sign in the dashboard and the vehicle has not been moved in 24 hours, we will assume the vehicle does not belong on the property and the vehicle will be towed at the owner's expense.

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**EMERGENCY UNIT ENTRY ACKNOWLEDGEMENT**

Section 718.111 (5), Florida Statutes (FCL), states that the Association has the reasonable right to access to each unit during reasonable hours, when necessary, for the maintenance, repair or replacement of any common elements or for making emergency repairs necessary to prevent damage to the common elements or to another unit or units.

If a key for emergency entry is NOT available to the Association, THE UNIT OWNER SHALL REIMBURSE THE ASSOCIATION FOR ANY EXPENSE INCURRED TO GAIN FORCEFUL ENTRY IF NECESSARY.

If an emergency entry is necessary, it is the requirement of the Board that a minimum of two (2) Board Members be present upon entry.

I acknowledge and **AGREE** to the conditions above. As part of this agreement, I will provide the Board with a key to my unit within seven (7) days of date signed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I acknowledge **but DISAGREE** to the conditions above. As part of this disagreement, I refuse to provide the Board with a key to my unit and assume all responsibility thereof.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**NEXT OF KIN**

**Party or parties to be notified in case of emergency (local resident if possible):**

**(1)**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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

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

**Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**(2)**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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

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

**Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**VOTER AUTHORIZATION CERTIFICATE**

We, the undersigned being all of the owners of Unit # \_\_\_\_\_ do hereby certify that the following named one of us is the authorized voter for the foregoing unit, and shall remain such designated voter until this certificate is revoked by subsequent certificate.

NAME OF AUTHORIZED VOTER: \_\_\_\_\_

DATE THIS FORM COMPLETED: \_\_\_\_\_

*SELECT THE CATEGORY BELOW WHICH DESCRIBES YOUR FORM OF OWNERSHIP  
AND SIGN IN THE APPROPRIATE PLACES.*

**A. We are all natural persons who are owners of the above described unit:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

**B. We are the President or Vice President, and Secretary of the Corporation which owns the above described unit.**

\_\_\_\_\_  
PRESIDENT OR VICE PRESIDENT

\_\_\_\_\_  
SECRETARY

**C. I am a General Partner of the general or limited partnership which owns the above described unit.**

\_\_\_\_\_  
GENERAL PARTNER

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**WAIVER - FOR DELIVERY**

To save postage for the Association and to expedite the delivery of and the response of various notices that are circulated by the Board of Directors, we are requesting that you approve the waivers noted below.

This action will in no way effect the coverage, purpose, authority or legality of the notice but will provide a more rapid response to the purpose of the notice.

A comprehensive record will be maintained by the Board of Directors of the individual owners and how their notices were delivered. These records will be open for inspection by any owner or their true and lawful representative at any reasonable time.

When **in residence**, I waive my right to receive all notices by **mail** and I will accept delivery by **hand delivery**. Authority: 718.112,2(d)2, 718.112,2(d) 4.

The above waivers are to remain in effect until changed by me in writing.

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

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NAME OF REGISTERED VOTING PERSON

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET**

Q. What are my voting rights in the Condominium Association?

A. Each unit is entitled to one vote by the member designated by the owner or owners of record. Except for the election of members of the Board of Directors, voting may be done in person or by limited proxy at any unit owner meeting.

Voting for members of the Board of Directors, must be by secret ballot either in person or in absentia. Election of Directors is by simple majority without regard to a quorum.

Any unit owner is entitled to be placed upon the ballot for the election of members of the Board of Directors. The procedures for this are governed by statute.

Q. What restrictions exist on my right to use my unit?

A. Declaration of Condominium Par. 20 -- Obligation of members including March 6, 1989 Amendment to add Par. 28.

The condominium unit shall be used only as a single-family residence and shall be maintained by the unit owner in a clean and sanitary manner.

At least one person fifty-five (55) years of age or older must be an occupant of each unit while any person occupies said unit. Persons under the age of fifty-five and more than sixteen (16) years of age may occupy and reside in a unit as long as one of the occupants is fifty-five years of age or older. No person under the age of sixteen shall be allowed to permanently reside in or occupy a residence for more than 30 days per year.

Common elements shall not be obstructed, littered, defaced or misused in any manner.

No structural changes or alterations to a unit shall be made except upon approval of the Board of Directors.

Parking space may be used as assigned for automobile, up to seven (7) passenger minivan or station wagon parking only.

Owners of dogs or cats shall only use the areas so designated for walking their pets.

Q. What restrictions exist on the leasing of my unit?

A. Paragraph 18b Declaration of Condominium states:

A condominium shall not be leased or rented without the prior written approval of the Association and the terms of said lease are subject to the approval of the Board of Directors of the Association, which has the right to require that a substantially uniform form of lease be used.

Units may not be leased for less than 6 consecutive months in any one year period.

INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_



**THE EXETER – TERRACE PARK OF FIVE TOWNS NO. 20, INC.**

**Q: How much are the building assessment fees for my unit type and when are they due?**

A: The HOA, Terrace Park of Five Towns No. 20, Inc, as required by Florida Statutes, prepares an annual budget and you as a unit owner will be assessed a proportionate share of the monies to fund the budget to manage the building. The Budget is adopted at the November meeting and dues assessments are due no later than January 31<sup>st</sup>. The Budget Year is January 1<sup>st</sup> to December 31<sup>st</sup>. Past due assessments are subject to monthly late fees and interest charges. A copy of the budget and dues structure for the current year will be provided to you by your realtor.

**Q: How much are my Community Management fees to Five Towns LLC and when are they due?**

A: Five Towns LLC owns and maintains all the recreational facilities including club houses, exercise rooms, swimming pools, tennis and pickle ball courts, shuffleboard, roads and lakes. It also provides cleaning, maintenance and security services to all the HOA's in Five Towns. The Exeter Association's Service and Maintenance Contract with Five Towns LLC is renewed on a 6 year basis. Dues are paid monthly by unit owners directly to Five Towns LLC, located at 8141 54<sup>th</sup> Avenue N, St Petersburg, FL 33709. Maintenance fees are increased in controlled increments provided in contract.

Timely payment of all Association HOA Building fees and Community Management fees is of the essence. The Association is intolerant of persons who do not pay their fees promptly and is prepared to take legal recourse against those persons and their property, including interest and late fees, should it become necessary.

**Q: Do I have to be a member of any other Association?**

A, No. As a member in good standing of the Association, you are entitled to full privileges in the use of all recreational facilities managed by Five Towns LLC. Use of the auditorium, card rooms, gazebo picnic areas and kitchen must be made in advance of their use with Five Towns LLC.

**Q: Is the Associaton involved in any court cases in which it may face liability in excess of \$100,000.00?**

A. No.

The above information are only summary in nature. Prospective purchasers should refer to the original Declaration of Condominium Documents and their Amendments. Copies of these documents should be provided by the unit owners or the Association.

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**OVERVIEW OF HOUSE RULES**

The following is an overview of the House Rules which are found in the Declaration of Condominium.

**1. RENTAL/LEASE OF A UNIT:**

**A. Rental/Lease Agreement:**

- 1) The current fee from the Lessor must accompany the copy of the rental/lease agreement received by the Board to cover the Association's expenditures and services in regard thereto.
- 2) All leases must be approved by the Board of Directors, and the Board shall be furnished a signed copy of the executed rental/lease agreement at least thirty (30) days prior to its effective date for written approval.
  - a. The Board, upon receiving a copy of the rental/lease agreement, must within ten (10) days render a decision of the approval or non-approval. The Secretary shall notify the owner by regular mail of the decision of the Board. A copy of this letter and the received copy of the rental/lease agreement shall be retained for the Association file.
- 3) The rental/lease agreement shall conform to the following limitations:
  - a. **FURNISHED UNIT** – a minimum rental/lease of six (6) months.
  - b. **UNFURNISHED UNIT** – a minimum rental/lease of one (1) year.
- B. The tenant(s) shall consist of not more than one (1) family, one of whom must be over 55 years of age.
  - 1) A single family is defined as one (1) or more persons related by blood, marriage or adoption or no more than two (2) unrelated persons living and cooking together as a single house-keeping unit.
- C. Sub-letting of a unit is prohibited.
- D. The unit owner is responsible for the control of insects in the unit at all times.
- E. Unit owners shall be responsible for any damage to the common areas by the tenant.
- F. Tenants may obtain identification badges for use of the recreational facilities from the Five Towns LC office as required.
- G. Pets are prohibited.

**2. UNIT RESALE APPROVAL FEE:**

A Fifty dollar (\$50) fee from the buyer must be supplied to the Board to cover the Association's expenses and services. Other fees from associated services may apply.

**3. DISTRIBUTION OF BY-LAWS:**

The Board of Directors shall furnish to all tenants and owners a copy of approved future revised By-Laws as they occur.

**4. CORPORATE OWNERSHIP:**

Proposed corporation Owners must set forth the occupant(s) who are to occupy the unit and the ownership of a unit by a corporation does not give the title holder greater occupancy privileges that those enjoyed by individual owners.

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
**Sale or Transfer of a Unit**

**5. EMERGENCY UNIT ENTRY:**

Section 718.111 (5), Florida Statutes (Florida Condominium Law), states that the Association has the reasonable right to access to each unit during reasonable hours, when necessary, for the maintenance, repair or replacement of any common elements or for making emergency repairs necessary to prevent damage to the common elements or to another unit or units. If a key for emergency entry is not available to the Association, the unit owner shall reimburse the Association for any expenses incurred to gain forceful entry if necessary.

**6. ANNUAL MEETING NOTICE:**

To reduce the large cost of certified mail, notice of Budget and Annual Meetings shall be by regular mail to all Owners.

**7. LAWNS AND SHRUBBERY:**

To prevent damage, use the connecting sidewalks provided between the building parking lot and the walkways. No one is permitted to dig, plant or place anything on the lawns, shrubs or backyard areas without the approval of the Board of Directors.

**8. USE OF A UNIT:**

The Condominium Unit is for residential use only and commercial activities are prohibited.

**9. COMMON AREAS:**

Common areas of the building shall not be obstructed, littered, defaced or misused in any manner, including, but not limited to notices, bulletin board, walkways, laundry rooms and storage rooms. No one is permitted to make any changes to any of the common areas. The common areas are maintained by the Board of Directors.

**10. PARKING:**

- A. Each unit is assigned one (1) numbered parking space.
  - 1) Permanent parking by a Resident in a numbered space other than his own may be arranged between the two (2) parties involved, with due notice to the Board of Directors.
- B. Permanent parking is limited to passenger vehicles only.
- C. No trucks or commercial vehicles shall be parked in any parking space, except such temporary parking spaces provided for the purpose (marked "VISITOR") as may be necessary to effectuate deliveries or repairs to the Condominium, the Association, Unit Owners or Residents.
  - 1) DEFINITION OF TRUCK is a vehicle designed and equipped for cargo, tools or industrial supplies.
  - 2) DEFINITION OF COMMERCIAL VEHICLE is a vehicle with advertising, signs or other business insignia and/or logo.
- D. Commercial vehicles, trucks, recreation vans, motorcycles, boats, campers, etc. are only permitted to park in the area near the tennis courts reserved for this purpose.
- E. VISITOR parking spaces are for use by visitors, house guests and service people.

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**Sale or Transfer of a Unit**

**11. DELINQUENT ASSESSMENTS:**

See the "PROCEDURES FOR COLLECTION OF DELINQUENT ASSESSMENTS" from the Board of Directors.

**12. VISITORS:**

- A. It is the responsibility of the Unit Owner/Lessee to notify their visitors and/or guests of the rules relating to attire, parking, identification badges, use of the recreational facilities, etc.
- B. All Unit Owners/Lessees shall be fiscally and morally responsible for the conduct of their guests.
- C. Children under the age of fourteen (16) may visit a unit owner for not more than sixty (60) days a year and not more than thirty (30) consecutive days.

**13. PETS:**

- A. Each unit owner is permitted one dog or cat, weighing 25 pounds or less when fully mature.
- B. Unit owners are permitted to replace their pet after it has departed from the premises.
- C. Walked pets must be on a leash and taken to the designated areas for animals to eliminate.

**14. NOISE:**

- A. To show consideration for your neighbors, keep the sound of radios, T.V.s, stereos, etc. to a minimum, i.e. turn down the volume.
- B. Noise is to be kept to a minimum after 11:00 PM.

**15. COMPLAINTS:**

- A. All complaints, suggestions, etc., must be in writing, signed and dated and put into the suggestion box.
  - 1) If this procedure is not followed, the complaint, suggestion, etc. will not be acted on.
- B. If complaints are not satisfactorily handled, consult ARTICLE V of the Bylaws for procedures to remedy the alleged grievance.
- C. Personal differences between individual unit owners that do not affect the entire condominium association must be settled without involving the Board of Directors.

**16. LAUNDRY ROOM:**

- A. If clothes are left unattended in either the washers or dryers and the cycle is completed, clothes may be removed from the machine by the person needing to use the machine.
  - 1) It is the responsibility of the user to ensure that they do not infringe on the rights of others to use the machines when they depart from the laundry room area.
  - 2) The Association is not responsible for any clothes left unattended in the laundry room.
- B. The folding table is not to be used as a drying rack.
- C. Drip drying is prohibited.
- D. Pets and the washing of pets in the laundry room are prohibited.
- E. Each user is responsible for leaving a clean machine.
- F. Laundry Room hours are from 8:00 AM to 10:00 PM – use at any other time is prohibited.

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Terrace Park of Five Towns No. 20, Inc.**  
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**17. STORAGE ROOMS:**

- A. The storage shelf space allows for (2) two plastic bins per unit
- B. Storage by Unit Owners/Lessees shall be restricted to the use of shelf space only.
  - 1) Floors and open areas are to be kept free and clear at all times.
  - 2) There are no exceptions to this regulation.
- C. Storage room doors must be kept locked at all times.
- D. The Association is not responsible for lost or stolen items.
  - 1) All Stored items are at the Owner's risk

**18. ALARM SYSTEM:**

- A. An emergency alarm system toggle switch is installed in each unit.
  - 1) If the outside alarm sounds, go immediately to mailbox area.
  - 2) Note the unit number light on the alarm panel.
  - 3) Proceed to the unit and render whatever assistance is possible.
- B. Call 9-1-1 in the event of a police, fire or medical emergency.

**19. COOKING OUTSIDE:**

- A. Outside cooking on the back porches, front walkways and in the common areas is prohibited.
- B. Gazebos at the swimming pools are provided for this purpose.

**20. TRASH DISPOSAL:**

- A. All trash must be in a closed bag or container before disposal to control insects and rodents.
- B. Use of the chute for trash disposal before 7:00 AM and after 11:00 PM is prohibited
- C.

**21. PROPER ATTIRE:**

- A. Sun bathing in abbreviated attire in the building area is prohibited.
- B. Tops must be worn by all people when outside the unit.

**22. PLUMBING SYSTEM:**

- A. To prevent sewer blockage, do not pour grease or coffee grounds down the sink or garbage disposal grinder.
- B. The plumbing system is common to the units above and below each other, therefore, the buildup of deposits in the drain piping can cause blockage affecting the three (3) units.
- C. Each unit owner is responsible for maintaining the plumbing within their unit.

**INITIAL:** \_\_\_\_\_

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**23. LAUNDRY AND CLOTHING:**

- A. The airing and drying of rugs, clothing, towels and laundry on the walkways and on the back porches, visible from the outside, is prohibited.

**24. MEETINGS:**

- A. All members have the right and responsibility to attend any meeting.
- B. Subjects to be discussed are limited to agenda items or emergency items not listed on the agenda.
  - 1) If a Unit Owner wishes to add to the agenda, consult either the President or Secretary at least twenty-four (24) hours prior to the scheduled meeting.
  - 2) Unit Owners are not permitted to vote at Board of Directors meetings, only at Unit Owners meetings.
- C. In any meeting, every unit owner will be permitted to speak for up to three (3) minutes on the agenda items(s) only.
- D. Anyone not adhering to these rules, after one (1) warning, will be requested to leave the meeting.

**25. BICYCLES:**

- A. No bicycles or tricycles are to be left unattended on the common areas except in the designated areas for bicycles which are either the indoor or outdoor bicycle rack.
- B. No bicycles, skates or skateboards are to be used in any lobby area or walkway.

**26. CHILDREN:**

- A. Small children visiting in the building must have adult supervision while on the common area of the Condominium to prevent damage, injury or litter.
- B. Unit Owners will be held responsible for any damage caused by visiting children.

**27. MOVING COMPANIES:**

- A. Moving Companies hired by Unit Owners/Residents must have the moving company provide a copy of their liability insurance to the Board of Directors.
- B. Unit Owners/Residents must obtain approval by the Board of the proposed moving company prior to the actual move.
- C. Unit Owners/Residents are responsible for any damage caused by their moving company. Unit Owners/Residents are held accountable for damages caused by a moving company.

**INITIAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Insurance Responsibilities Breakdown

<u>Insurance Responsibilities</u>	<u>Insurable Losses Only</u>			
	<u>Hazard Policy (State)</u>		<u>Flood Policy (Federal)</u>	
	<u>Association</u>	<u>Unit Owners</u>	<u>Association</u>	<u>Unit Owners</u>
<b><u>Building Components</u></b>				
<i>Building, brick, stucco, insulation, to include interior walls (unfinished drywall). All units and common areas structural floor, ceiling, walls &amp; windows. Coverage extends for the roof and its' coverings</i>	Yes	No	Yes	No
<i>Common Areas - Building to include finishes paint, floor covering, fans &amp; interior furnishing if coverage is requested.</i>	Yes	No	Yes	No
<b><u>Unit Components</u></b>				
Air Conditioning & Heating Systems	Yes	No	Yes	No
Floor, Wall and Ceiling Coverings	No	Yes	Yes	No
Electrical Fixtures	No	Yes	Yes	No
Appliances - Refrigerator, Range, Built in Dishwasher, Washers & Dryers and Microwave	No	Yes	Yes	No
Hot Water Heaters & Water Filter	No	Yes	Yes	No
Built-in Cabinets and Countertops	No	Yes	Yes	No
Window Treatments	No	Yes	Yes	No
Personal Belongings -- Clothing, Furniture, etc.	No	Yes	No	Yes
*Enclosed porches/screened enclosures that were <b>not</b> originally installed	(No)	Yes	(Yes)	No

CAR PORTS

YES      NO

\*Please note per Florida Statute (Hazard Policy): "All portions of the condominium property as originally installed or replacement of like kind and quality, in accordance with the original plans and specifications."

Please note this is a brief outline for illustrative purposes only, please refer to policy and statute for exact language.