



PLAZA DE LAS FUENTES
Condominium Association, Inc.
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COMMUNITY RULES & REGULATIONS

Dear Owner or Resident:

We are glad that you have chosen our community as your new home or investment and we welcome you. We are asking you that take some time to read, understand, and comply with this document. These **Rules and Regulations** must be followed to maintain peace and harmony among all residents. This also applies to visitors, who must be guided by the residents.

Registration Process: [At the end you will find the cost for services that must be paid by money order or manager's check] We do not accept cash payments.

- 1) Prior to the person visiting the Office, they must contact the property manager who is responsible for: (a) showing them the unit, (b) informing them the rental price, (c) pre-qualifying, and (d) emailing them the tenant kit to be completed with the required documents and payment when they visit the Office.
- 2) Before the person can move into our community, they must come to the office to begin the registration process, which includes reading and agreeing to these Community Rules and Regulations; authorization for background checks (financial, criminal, and evictions), among others. You will need to provide a current photo ID issued by the U.S. government. This registration process has no bearing on any agreed negotiation with the landlord and we are not involved in any of the terms agreed upon in your lease. Before you sign the lease and moving in, you must be approved by the Association's Board of Directors.
- 3) Any additional potential tenants who will be living in your unit must go through the same check-in process before moving in. If there are minors, they must be included in the application, but they will not need to go through background checks. If we find out that you have moved or you have people who have not gone through this process in your unit, we will contact the person in charge to comply with the process. If the person in charge does not take action, we will refer the case to attorneys for due process and all expenses will be charged to the unit's account.
- 4) Once the background check process has been completed, all contact information is kept confidential in the office; we will not give copies of the results to the person undergoing the process, the person in charge of the unit, or the owner. Once the process begins, the money will not be returned, regardless of the results. During this process, the Board of Directors has the authority to approve or disapprove the candidate without explanation as established in the Declaration of Condominiums.

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(Initials) (Initials)

Rev. February 2026

Vehicles and Parking:

- 5) All residents must have their vehicles registered with the office once they have been approved to move into the community. Any vehicle parked within the complex for more than 48 hours must be registered with the office. **The minimum lease period is 6 months**, vacation periods or month-to-month periods are not accepted. Vehicle parking permits are granted for a maximum of one year and must be renewed annually as soon as you renew your lease agreement.
- 6) For the parking permit: (a) you will need to bring your license, (b) copy of the updated lease agreement, (c) vehicle registration, (d) entrance access card, and (e) money order. If your landlord does not provide you with the entrance access card, you can purchase it at the Office. **No vehicle will be registered without the entrance access card**; it is forbidden to register two vehicles with the same access card. Temporary and visitor parking permits are free and are not granted in excess of 30 days.
- 7) It is forbidden to wait for another vehicle to open the gate to enter the complex or enter through the exit area. Residents with this practice will be fined with a minimum of \$100.00.
- 8) If the parking permit is expired for three (3) months or more, the resident must pay a late fee for vehicle registration of the same amount of the vehicle registration for the two vehicles per unit. In case of the third vehicle, the charge will be for the time not covered in the original registration plus an additional month of late fee will be charged.
- 9) The Condominium Declaration grants one parking per unit and the Board of Directors approves up to two vehicles per unit. If you need to park a third vehicle (which is the maximum allowed) you will have to pay an annual registration fee to be entitled to park it within the complex. Otherwise, the vehicle is not allowed on the property.
- 10) Each apartment has an assigned parking lot space which must be used. Vehicles not authorized for the assigned parking space will be removed; you have the right to call the towing company if someone has parked in your assigned parking space without your authorization.
- 11) Residents with a second vehicle must be parking it in lot identified as 2nd Car or behind Building N. The Board of Directors has the right to remove vehicles that are parked in parking spaces that are not assigned to them or vehicles that are not registered with the office.
- 12) Vehicles that identify themselves as residents will not be allowed to park at any time in areas assigned to visitors. If found in one of these areas, it will be removed immediately at the cost of the vehicle owner.
- 13) Commercial vehicles are not allowed overnight inside the complex. Also, is not allow have covered any type of motor vehicle in common or parking areas.
- 14) The speed limit within the resort is 5 miles per hour.
- 15) Any vehicle within the complex with an expired license plate, in poor condition or unable to move, leaking any type of fluid, with an empty tire, erected on towers or blocks, without glass, with an expired tag in excess of time allowed by law or under any mechanical work within the complex will be removed and the owner of the vehicle will pay the expenses.
- 16) Work on vehicles related to mechanics, installation of alarms or sound equipment, lights, washing, among others are totally prohibited in any area of the complex.

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(Initials) (Initials)

Rev. February 2024

- 17) Motorized vehicles of any kind (trucks, motorcycles, mopeds, Jet Sky, tow trucks, etc.) are not allowed in front of the apartments, in the green zone or in the common areas, unless was authorized by the office.
- 18) It is forbidden to have any two-or three-wheeled motor vehicle inside the apartment (except the electrics), in the green area, common area or any other area other than the road, or to drive on the sidewalks or hallways.
- 19) It is forbidden to have any type of vehicle with loud music inside the complex, or with excessive noises that disturb the peace of the residents, or to travel above the speed limit which is 5 miles per hour.
- 20) Vehicles parked behind Building N must leave at least 15 feet clear from the fence to do not obstruct or block the movement of vehicles in the area. If the vehicle obstructs the free access, it will be removed by the tow truck and the costs are under owner of the vehicle.
- 21) Please follow the recommendations of the Orange County Sheriff's Office to lock your vehicle properly and do not leave items or packages inside the vehicle that would call the attention of people who want to vandalize the vehicle to carry your belongings.
- 22) Please comply with these rules because the towing company also has a copy of these rules and if you do not comply with them, they will tow your vehicle.

Trash, Debris and Other Items:

- 23) It is forbidden to have any type of grocery carts within the resort area, or near the gate or at the main entrance. The person with this behavior will be fined with a minimum of \$100.00 and we will proceed to call the company to which the item belongs so that they can do due process with the relevant agencies.
- 24) It is forbidden to have pots, trash cans or bags, tables, chairs, toys, bicycles, mops, buckets, hoses, supermarket carts, appliances, among others items on the balcony. It is not allowed to hang any kind of clothes, towels, rugs, sheets, curtains or other objects on the balcony of the apartment or on the railings of the stairs.
- 25) It is not allowed to leave trash outside of the apartment or in surrounding areas. Residents who maintain this practice will be fined with a minimum of \$100.00.
- 26) All trash should be placed in trash bags and deposited in trash bins, not drop trash bags in the mailbox area. Empty cardboard boxes must be collapsed, crushed, or broken before put in the dumpster. If you see that the bins are full and have the lids down, please place your trash bag next to the bins, against the wall; not in front to do not obstruct the pick-up service.
- 27) It is not allowed to throw any kind of debris, appliances, beds, furniture or garbage in bulk inside the containers, among other things. It is only allowed to place it on the left side of the containers on the **first Thursday of each month**, which is the allowed day. Anyone who does this out of date will be automatically fined with a minimum of \$100.00 plus the service fee that the Association has to be pay for disposing of the items.
- 28) Any remodeling work on the condominium unit that generates debris, the person in charge of the work has to provide a dumpster for your trash. You cannot put it in our dumpsters.
- 29) It is forbidden to throw cigarette butts, lids or cans of beer, soft drinks, juices or water, candy wrappers or other type of trash in any area of the complex. Dispose of your trash in your trash can or in the dumpsters.

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General:

- 30) It is forbidden to have loud music or noises that can be heard outside of the apartment disturbing the peace of the residents. **Please moderate your voice tone when using the phone outside of your unit.** Please be courteous to your neighbors, we have residents who work different shifts.
- 31) The unit's entrance door must be kept closed.
- 32) It is forbidden to wash the balconies of the apartments. If you need to wash it, ask for this service at the Office.
- 33) It is forbidden to vandalize or destroy anything within the complex such as plants, flowers, gates, triggering fire alarms as false alarm (non-emergency), etc. You will be charged the cost of repairing and/or replacing the item, plus a minimum fine of \$100.00 for the violation.
- 34) It is forbidden for people to jump the fence or any gate of the complex. We will call the police because this action can lead to a crime of trespassing on private property without authorization and you will be asked to move out of the complex.
- 35) Alcoholic beverages are not allowed outside of your apartment, pool, or any common area.
- 36) It is forbidden to have any type of advertising or promotion in any area of the condominium; including doors or windows outside or can see thru outside of the apartment (this includes flags or trophies of any country, among other things).
- 37) It is forbidden to walk in the green areas. It is also forbidden to walk outside the pool area or common areas without a shirt or in a bathing suit.
- 38) It is strictly forbidden to cut hair or groom pets in any common area or outside the apartment. It is also forbidden to bathe people or animals outside the apartment.
- 39) Children or minors are not allowed outside of condo units after 9:30 p.m. They cannot be in the common area without adult supervision, including the pool area. If you are recurrent with this behavior, we will report it to the Department of Children and Families so they can take the appropriate action. Visitors must be accompanied by the resident.
- 40) Moving (in or out) before 8:00 a.m. and after 9:00 p.m. is prohibited. On Sundays it is not allowed. Moves must be reported to the office.
- 41) Anyone wishing to request cable or antenna TV or internet services should only go to authorized carriers such as Spectrum or AT&T Telecommunications. The resident may not allow the cable to be installed outside of the original installation, no drilling or installing any cable outside of the unit is permitted. In the event that the company has not followed the procedure, we will remove the cable service and the resident will have to pay for the necessary repairs.
- 42) It is not allowed to have any type of antenna inside or outside of the apartment, only the existing ones.
- 43) It is forbidden to use nails or drill holes in exterior walls to hang decorations such as numbers, lamps, or ornaments of any kind. The only decoration allowed is at Christmas time and as soon as the season passes (immediately after January 6th) you have to remove all the decorations. Other times or seasons are not allowed.
- 44) For any necessary work outside of the condo unit, you should use a tarp cover to protect the floor and exterior walls. You have to take care of the exterior paint, the sidewalk and the green areas.

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Rev. February 2024

Also, if you are going to do a job that requires shutting off the water service that affects your three surrounding neighbors, please let them know before shutting off the service.

- 45) Cooking is not permitted on balconies, terraces, or common areas outside of the pool area that was designated for that purpose.

Pool:

- 46) Pool hours are from 9:00 a.m. to 9:00 p.m., with the exception of certain pre-arranged activities.
- 47) It is forbidden to eat or drink inside the pool.
- 48) Any child under the age of three should wear diapers specifically designed to be in the water. If we notice that you are wearing normal diapers, we will ask you to remove the child from the pool.
- 49) It is forbidden to have pets, bicycles, skates among others in the pool.
- 50) Anyone invited to the pool area or community must be accompanied at all times by the resident. Otherwise, you will be asked to leave from the complex.
- 51) Entrance gates to the Complex or pool area should always be kept closed. Anyone caught blocking them will be fined a minimum of \$100.00.
- 52) Every resident who want to use the pool must have the access card to the area. Residents who are enjoying in the pool area are not allowed to provide access to strangers; you can only give access to people who living with you in your unit or to your visitor. Please guide minors about this situation to avoid risks and fines.

Pet:

- 53) It is forbidden to bring pets into the Condominium.
- 54) Anyone who has a service pet must follow these rules.
- a) The service pet must be registered as a service animal under federal law and must be registered with the Office with all relevant documents. They must be fully vaccinated.
 - b) The owner must pick up any pet droppings and deposit them in the pet trash bin located near the fence behind building N in a sealed bag. That is the designated area for pets.
 - c) All pets within the complex must always be on a leash, they cannot walk freely being a risk to the community. Pets found loose in the condominium will be removed by the appropriate Orange County authorities.
 - d) According to the federal law, the resident must indicate what the service animal is trained to do, that is, how the help of their service is useful to the resident.
- 55) The Association is not responsible for any incident that may be caused by the service animal, or any other animal that may be in the condominium unit. The responsible person is the resident who was authorized by federal law to keep the service animal or the resident in charge of the animal.
- 56) It is not allowed to feed animals that appear in the community. This is a risk because we don't know if those animals are vaccinated or what disease they can transmit and they are a risk to the community. Also, leaving food outside of the unit attracts other animals too.

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Fines:

All of these rules are valid from the day the person begins to move into our community. Those who fail to comply will be fined as follows:

- **First violation or violation** - a written warning and a request for the situation to be corrected will be sent within 48 hours.
- **Second Violation or Infraction** – If the person commits another violation or has failed to correct a violation within the established time, the person will be penalized with a fine of a minimum of \$100.00 per day. If you disagree with the fine, you can contact the Office and request a meeting with the Fines Committee to which you can express your allegations and show your evidence so that the Committee can decide whether or not the fine applies.
- **Third Violation or Infraction** – You are a recurring tenant with the rule violations, so we will proceed to contact the person in charge of the condo unit to do the due process of law.

These rules are designed to maintain this community as a community of respect and harmony; we must all comply with them.

We also ask that if you see someone breaking the rules, report them. Reporting is anonymous and is the only way to preserve our rights. If you notice unusual behavior or something unusual occurring, you can contact the Office or send us an email to take the appropriate action.

We appreciate you taking the time to read our rules and recommend that you have them accessible for future reference in case you run into any issues.

Cordially,

Board of Directors

Certify that I have read and understood all the rules and regulations that are written on these pages and I agree to follow and implement them; otherwise, accept any penalties or decisions made against me for violating these rules.

Application completed for the unit _____ owner or resident

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

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Cost of services: All payments are by money order or manager.

Registration Process (Required for all: buyers or residents 18 years of age or older)	\$40.00 U.S. citizens. For the international process, the cost depends of the country of origin, as established by the vendor that is in charge of the process. All documents must be up to date.
Access Card (Required for each vehicle)o)	\$20.00 It provides access to all the gates: main, pedestrian and swimming pool.
First and second vehicle registration	\$10.00 per vehicle. \$10.00 late fee for 3 or more months late for each vehicle.
Third vehicle registration	\$365.00 annual + \$20.00 if the resident has not the main gate access card. \$30.00 Late fee + additional time not covered in the original payment.
Phone Access Code	\$5.00

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