



12806 MADISON POINTE CIRCLE  
ORLANDO, FL, 32821  
(321) 422-1225  
DISPALMS@CIRAMAIL.COM

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We are glad you have chosen **Discovery Palms Condominium Association Inc** as your new home. The following community policies have been designed with your comfort and convenience in mind.

### **DEFINITIONS**

- For the purpose of these policies, a Resident is any person who possesses documentation showing ownership of the unit, or is obligated to the unit by a valid lease.
- An Occupant is any person listed as an occupant on the lease and entitled to occupy the unit.
- A suitable and responsible representative is defined as a person 18 years of age or older authorized by a parent, guardian, or legal custodian.

### **THINGS WE SHARE**

#### **Swimming Pool**

Please observe pool regulations established by Orange County and all of the rules posted at the pool. Pool hours are **daily, dawn to dusk**. Swim at your own risk. Any person(s) under the influence of alcohol are prohibited from using the facilities.

For health and safety reasons, persons **under the age of 12** must be accompanied and supervised by a parent, guardian or legal custodian, or a suitable and responsible representative thereof, at all times. To ensure space for all residents, we ask that you have no more than two guests per unit at the pool at any one time. Residents or occupants must accompany guests at all times. Residents' or Occupants' identification may be requested by management or courtesy patrol at any time to assure that only residents/occupants and their guests use the pool.

Please wear only swimwear in the pool. No cutoffs, the strings will clog the filter system. Pets or glass objects are not allowed in the pool or pool area. This provision does not apply to service or assistance animals. Please observe any policies posted in the pool area.

#### **Sports/Recreational Areas and Fitness Center**

The sports and recreational areas may be used by all residents. Persons **under the age of 16** must be accompanied and supervised by a parent, guardian, or legal custodian, or a suitable and responsible authorized representative thereof, at all times.

The resident acknowledges that upon use of the sport and recreational areas or fitness center, he or she recognizes that the use of these facilities is at the resident's own risk. It is expressly understood resident shall hold the Association and its agent harmless for any and all injuries, accidents, or loss suffered by resident while using facilities.

The Association makes no warranties concerning the equipment or facilities and resident agrees no representations are being made as to the safety, desirability or quality of said

equipment or facilities. Cost of any repair or service on equipment or facilities due to misuse by resident, occupant or guest will be charged to the resident.

#### **Facility Usage**

Please limit your time and use of these facilities so all residents can enjoy the facilities. Management reserves the right to limit the use of facilities. To ensure space for all residents, we ask that you have not more than two guests while using these facilities. Please observe any additional policies posted at the facility.

#### **Resident Business Center**

The resident business center is **open during regular business hours**. The business center is limited to Discovery Palms residents only. Persons under the age of 18 must be accompanied and supervised by the owner or resident. Computer usage is limited to one hour per session. Internet surfing on inappropriate or adult sites is prohibited and subject to permanent removal from the business center.

#### **Motor Vehicles and Parking**

When entering or leaving the community, you are requested to operate your vehicle at a speed **not to exceed twelve miles per hour**. All parking is unassigned, unless otherwise specified by Management. All vehicles obstructing the entrance or exit of any garage other than your own, fire lanes, unspecified parking areas, handicapped, double parked, and dumpster will be towed at owner's expense. It is your responsibility to notify guests of the towing policies.

The parking lots are to be used only for the parking of automobiles, motorcycles, vans or pick-up trucks belonging to or used by residents and occupants of the community. Cars without current registration stickers and license plates are subject to towing. The use of parking lots for any other purpose (such as parking or storage of commercial vehicles, taxi cabs, boats, trailers, large trucks, buses, motor homes) or repair of motor vehicles is expressly prohibited and will be towed at the owners expense.

City fire codes prohibit the parking of motorcycles under breezeways, on sidewalks, patios or inside your unit. Please do not park in designated fire lanes, handicapped spaces (unless authorized to do so) or block trash receptacles. Such action is a violation of city ordinances and the vehicle will be towed at owner's expense.

All abandoned and/or inoperable vehicles are subject to being towed. In addition, any vehicle with an alarm system that malfunctions, and/or sounds continuously for one hour, or intermittently for a period of three hours is subject to being towed. If you are going to be absent from your unit for a period of time, please make arrangements with management regarding a contact person in your absence.

Parking lots are not to be used as playgrounds.

#### **Excessive Noise**

Reports of excessive noise from neighbors are one of the most frequent complaints encountered in Condominium management and require reasonableness and patience by all parties concerned. No person shall make or permit any improper or excessive amount of noise or disturbance of any kind within the apartment or community. Resident shall be considerate

at all times of upstairs, downstairs, and adjacent neighbors, as excessive and unreasonable noise and sound will most likely affect the persons living immediately above, below, or next to a resident's apartment. Residents who violate this rule, are subject to fines, or legal action as per the Associations governing documents. Television sets and stereo systems must be kept at a reasonable volume level at all times. Residents and their guests are expected to reduce noise levels after 9:00 p.m. (until 7:00 a.m.) so that neighbors are not disturbed. At no time are televisions and stereos to be so loud as to become a nuisance. Complaints about excessive noise or disturbances should be reported promptly in writing to the management office.

## **YOUR HOME**

### **Decorating**

It is permissible for you to hang pictures, mirrors, etc. on the walls, but please use bull-dog picture hangers. Please use a cutting board rather than chopping and cutting on the kitchen countertops. Waterbeds are allowed in downstairs units only. In order to keep your home its most attractive, we also ask that any window treatment be approved by your Community manager. Windows must show white to the outside--aluminum foil or colored window treatments are not allowed. Utilize only telephone outlets already installed in your unit. Any additional wiring must be approved by management. Exceptions may be provided under any applicable Federal, State or Municipal Statute, Law or Ordinance relating to the accessibility of the community to persons with disabilities or handicaps, no modification of unit walls, shelves or closets may be made without prior approval of the manager.

### **Patio and Balconies**

Please keep your sliding door and windows closed and locked during your absence to protect against rain damage and fight against humidity. So that each of us can be proud of the appearance of our buildings, we ask that you keep your patio, balcony, or entryway uncluttered and free of trash. Clotheslines or clothes hanging over balconies are not permitted. Hanging clothes and towels out to dry or use of the patio or balcony as a general storage area is not permitted. Seasonal and holiday decorations are allowed. Seasonal and holiday decorations must be reasonable, must not interfere with or disturb other residents' quiet enjoyment of their premises, and must be promptly removed within a reasonable time after the holiday. In addition, do not leave pets unattended on patios or balconies at any time, and due to local fire codes, grilling or barbecuing is not permitted on balconies or patios.

### **Keys**

In case of emergency it is necessary for management to have a key to any additional or replacement lock that was not originally provided upon move in. There will be a charge per key for replacement of lost door and mailbox keys.

### **Guests**

Visitation period for guests and family of any age is limited to **two weeks**. Any special situations such as temporary custody should be referred to management and will be dealt with on an individual basis. Residents are responsible for the actions and conduct of their family members and guests at all times. Residents and Owners have the right to ask Resident's guests or visitors to leave the community if they violate any Association rule or city/state law. Resident shall not permit any person who has been given a notice prohibiting trespass from visiting or living in the unit as a guest or occupant.

### **Appliances and Fixtures**

Please do not overload your dishwasher and only use detergents made for automatic dishwashers. Turn on hot water before starting your disposal. To keep your disposal in good working order, do not grind bones, rinds, or stringy foods. If your disposal stops, check the reset button on the outside of the disposal.

In case of power failure, check your circuit breaker inside your unit before reporting to the office.

Due to their flammable nature, we strongly discourage the use of halogen floor lamps. If you choose to do so, please use with caution and do not leave them burning for long periods of time or while you are not home.

Do not put paper towels, sanitary napkins, tampons, disposable diapers or Q-tips in the toilets.

Cost of any repair or service from damages caused by resident, occupant and or guest misuse will be charged to resident.

### **Televisions, Stereos, Radios, Etc.**

Please respect the privacy of your neighbors by controlling the volume of your televisions, stereos, radios, and parties. Satellite dishes may not be attached to any part of the building. Help us keep our buildings and roofs uncluttered by not erecting CB base stations or radio/television aerials and wires on any part of the premises.

### **MAINTENANCE TIPS**

#### **Air Conditioning Filters**

Your air conditioning filter should be changed on a regular schedule to insure proper performance of your heating and air conditioning units.

### **General Maintenance**

Please report any needed repairs to the office in writing immediately. For maximum efficiency, report repairs in the morning whenever possible. Emergency maintenance is provided 24 hours a day. After offices hours, call **(866)-473-2573** for emergency service requests.

### **Access To Your Unit**

Any change of locks must be approved by the management. It is imperative that we have access to your unit in order to handle emergency situations; therefore, it is necessary for your manager to have any and all keys to your apartment. Whenever Association personnel or exterminators enter your unit to perform work, notification will be provided in advance and left at your unit to let you know what work was performed.

### **FOR YOUR PEACE OF MIND**

#### **Every Resident Should**

Immediately report any suspicious persons, strange vehicles or unusual activity to the police using **911**. Then contact the Management Office or 24 hour answering service. The number to call is **(321) 422-1225**

Notify the manager, in writing, of any burned out exterior or hallway lights, faulty locks, lost keys, etc.

Residents must provide management with written permission in order for management to allow anyone into resident's unit. This includes servicemen, moving van representatives, out-of-town

guests and relatives. Prior to allowing entry into your unit, demand credentials from all maintenance personnel.

### **COMMON AREAS**

All common areas, including but not limited to parking lots, stairwells, breezeways, jogging trails, laundry rooms, courtyard areas, clubrooms, sport courts, creeks, lakes and pools must be kept clear at all times of any trash, refuse and any other obstructions. All items left unattended in the common areas may be removed and disposed of by Association management personnel without notification to owner.

Common areas are for the use and enjoyment of all residents at the community. Any owner, resident, occupant and/or guests conducting themselves in an unreasonable, illegal and/or offensive manner shall be subject to being removed from the common areas and such conduct shall further constitute a breach of the rules and regulations. Please note, for the comfort and well-being of all residents, the following activities are prohibited:

- Possessing a weapon prohibited by local ordinance or to discharge a firearm within the community, display or possess a gun, knife or other weapon in the common areas in a way that may alarm others, or engage in or threaten violence within the community.
- Solicitation of business or contributions, operate a business or childcare center from a unit.
- Disturbing or threatening the rights, comfort, health, safety or convenience of others in or near the community.
- Possessing, selling or manufacturing illegal drugs or possessing drug paraphernalia.
- Handling, storage, use, or disposing of hazardous chemicals in a manner contrary to local ordinance and EPA guidelines, or to burn sterno logs in unit fireplaces.

### **Pets**

**Discovery Palms** does not accept any dogs that are in any way related to an aggressive breed. Pets must be no larger than 50 pounds fully grown. The following breeds are NOT permitted; Pit Bull, German Shephard, Dalmatian, Doberman, Husky, Chow and Rottweiler, or any variation or mix thereof. Leaving pets unattended on your patio or balcony is prohibited. Per city leash laws, pets must be on a leash while outside of your home. Residents must maintain control of their pets at all times and insure that they have proper license and vaccinations. Pet excrement is prohibited on any portion of the community and must be promptly removed after the pet has relieved itself.

Pet rules will apply to pets only, not service or assistance animals. Animal rules will apply to all pets and other animals including service and assistance animals.

### **Animal Rules:**

- Veterinary documentation may be requested.
- Dogs must be kept on a leash at all times unless otherwise approved by the owner.
- Residents are responsible for picking up after their animals.

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We welcome you to your new home and sincerely hope that you enjoy every day of your residency here to the fullest. We appreciate your cooperation in making your community a happy home for all residents. If you have a request, please contact the management office. Our number is **(321) 422-1225**

Sincerely,  
Discovery Palms COA  
Management Office