

# *The Oaks at Oakland Forest Homeowners & Residents Guide*



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## INTRODUCTION

This guide is designed to answer most common questions and concerns that you may have as a resident of The Oaks at Oakland Forest. This is not a complete listing of all rules or restrictions. The legal documents that provide a detailed description of permitted and prohibited activity, are the following:

- Articles of Incorporation
- Declaration of Restrictions and Protective Covenants
- Corporate By-Laws

## GENERAL REGULATIONS

This guide is designed to answer most common questions and concerns that you may have as a resident of The Oaks at Oakland Forest.

1. All townhome units shall be used solely for residential purposes. No unit, whether owned or leased, or any association property may be used to conduct any trade or business, the conduct of which would require the license or certification from any Municipal, County, State or Federal agency or licensing authority.
2. All residents and their guests shall exercise extreme care to minimize noise in connection with the use of musical instruments, radios, television sets, amplifiers or other such units. No musical instruments will be played and no stereo, radio, television set or other loud speaker will be allowed to be operated or played in any unit if the same is loud enough to disturb or annoy occupants of other units.
3. Owners are responsible for any damages or defacing which they, their lessees, contractors, pets, or guests may cause to the property.
4. No solicitation is permitted throughout the property.
5. For all services, you must use licensed contractors and any debris in the common areas must be cleaned up before they leave or you will be charged for cleanup to common area.
6. "For Sale" and "For Rent" or similar signs are not permitted in windows or anywhere on the property.
7. Only personal checks, money orders or traveler's checks will be accepted as payment for any transaction. The manager may deny personal checks and can demand certified checks or moneys if warranted and approved by the Board of Directors.
8. Townhome units and the association property must be used for legal activities only. No illegal activity will be permitted.
9. Guests must be fully informed of all rules, particular, those pertaining to parking, the pool, noise and common areas. Guests should be given a set of the Rules & Regulations by their host(s). Copies are available on the manager's web site [www.brucemanagement.com](http://www.brucemanagement.com) if yours is not available.
10. Owners and/or residents are fully responsible for the conduct of their guests and any contractors engaged to enter the property.
11. If the owner or resident is not in residence, prior to the arrival of any guest(s), the owner or resident must submit in writing to the manager, either by U.S. mail, or email, that they have granted the right of admission, the names and addresses of their guests, make, year and license number of any vehicles, their tentative length of stay and any such information as may be required by the Board of Directors.

## GENERAL REGULATIONS (Continued)

12. If guests continue to violate these guidelines, after adequate warnings, the owner or resident will be requested by the Board of Directors to terminate the guest's stay.
13. No feeding of stray animals of any kind is allowed.
14. Toilets need to be checked regularly to make sure that all flapper valves are not leaking which makes the water run constantly. Leaking valves need to be repaired immediately, as small leaks contribute to increasing the water bills substantially.
15. There is no lifeguard on duty; therefore all swimming is at your own risk. No diving is permitted. No children under the age of 16 are allowed at the pool without an adult present.
16. No cigarette butts are to be disposed of on the grounds anywhere on the property.
17. Any owner may call attention to infractions of the rules and regulations by submitting a letter addressed to the board of directors, or to the Manager which will be addressed at the next board meeting. Only unit owners are allowed to attend meetings of the board of directors.
18. Maximum speed within the property of 5 MPH and car sound systems at a level not to bother other people.
19. Garage doors are to remain closed when not in use.

## MAINTENANCE PAYMENTS

Maintenance payments are due on the first of the month. A \$25.00 late fee will be assessed on the 16th of the month for payments not received.

Checks are payable to The Oaks of Oakland Forest, Inc., and should be mailed to:

The Oaks at Oakland Forest  
P.O. Box 24823  
Fort Lauderdale, FL 33307

Be sure your lot number is noted in the memo portion of your check to ensure proper credit of your payment. No cash is accepted for the payment of monthly maintenance.

Accounts more than 45 days past due will be turned over to the association's attorney for further collection action up to and including lien and foreclosure. The association will pursue any and all options available under the law.

## PARKING

The purpose of having parking regulations is to ensure the safety of the property, as well as to be certain emergency vehicles have proper access at all times. Parking regulations also provide consistency for all residents by making sure everyone parks properly. It is not the desire of the board of directors to have vehicles towed from the property, but unfortunately it becomes necessary when the rules are not respected. Be sure to take a few minutes to acquaint yourself with the parking rules

1. All resident vehicles on The Oaks at Oakland Forest property must be in good condition and repair. They must also have a current registration tag and be registered with the association.
2. All guest vehicles must have a guest parking pass showing date and unit number. Guest passes are good for up to 72 hours. Temporary passes are available by going to [www.brucemanagement.com](http://www.brucemanagement.com) and clicking on The Oaks at Oakland Forest Homeowners Association. At the bottom of the page you will find a guest parking pass which can be printed. Guest passes must be displayed prominently in the vehicle. Guest passes are for guests only.
3. All resident vehicles are to be parked in the garage before parking outside or on the street.
5. No truck, boat, recreational vehicle or vehicle other than a private passenger vehicle may be parked or stored outside of a unit overnight.
6. No more than two vehicles per unit are to be kept on property on a regular basis.
7. All owners or their tenants shall be provided with two stickers per unit to affix to permanent cars. All cars are to be parked in the garage, or in front of and parallel to the garage, no further out than the plant area, or within one foot of the garage (as defined in the documents as a ~~limited common element~~). As homes on the north and south ends of property have no limited common element, there is to be no parking in front of these homes.
8. All cars parked illegally will be towed at owners expense. Parking regulations will be enforced 24 hours a day.
9. Do not block driveways to any unit(s) or park in such a way that it will obstruct the ability for the trash trucks and emergency vehicles from entering and exiting the property. If proper access is not maintained, the trash company will not pick up the trash for the entire community. Blocking access for emergency vehicles can have serious consequences.

## PETS

1. The only pets allowed are common household domestic pets.
2. All pets must be carried or kept on a leash when outside the townhome as required under state and local ordinances and statutes.
3. No pet shall go on any other lot without the permission of the owner of the lot.
4. No pets are allowed within the fenced area by the pool.
5. Residents shall immediately pick up and remove any solid animal waste deposited by their pet as required under state and local ordinances and statutes.
6. No commercial breeding of pets is allowed.
7. An owner may keep two (2) dogs, two (2) cats, (1) small bird (except that no birds shall be permitted on balconies or must be kept in the home at all times. Under no circumstance shall any breed of dog commonly known as a "Pit Bull" or any aggressive dog (Rottweiler, Doberman, German Shepard or Presa Canario (canary dog) be permitted on any portion of the property. A "pit bull" is defined as nay dog that is an American Pit Bull Terrier, American Staffordshire Terrier, Stafrordshiere Bull Terrier, or any dog displaying a majority of the physical traits of any one (1) or more of the above breeds, or any dog exhibiting those distinguishing characteristics which substantially conform to the standard established by the Ar5merican Kennel Club or United Kennel Club for any of the above breeds.

## MAINTENANCE & CHANGES TO TOWNHOME EXTERIOR

1. Changes to the exterior of any townhome require approval from the board of directors before work can begin. The approval process is simple. Please inform the association through the management in writing of the changes you want to make. The request will be forwarded to the board who will act quickly so that you are not delayed in improving your property. You will receive a written response. (Architectural Approval Request forms are available through the management company.)

Please also get the permits required by the City of Oakland Park prior to making alterations to the exterior. This protects you and the association; as part of the permitting process, the city inspects the work done to assure that it meets local code(s).

2. No portable, storage, temporary or accessory buildings or structures can be constructed or located on any unit, except for storage sheds which must be completely hidden from view from the street and also cannot violate any set-back requirement for permanent structures.
3. Every owner is required to maintain their unit and all improvements in a first class condition at all times, with the exception of those elements which are to be maintained by the association.
4. All exterior doors, windows, patio areas, and screening shall be maintained by the unit owner. Repairs are to be in a neat and attractive manner.
5. Satellite dishes are permitted by required permission from the board of directors to the unit owner to ensure that dishes are placed on the back of the building and do not damage the walls or roofs or any common element.

## TRASH AND OTHER REFUSE REMOVAL

1. Residents shall regularly pick up all garbage, trash, cycling items, refuse or rubbish at their unit.
2. Garbage, trash and recycle containers can be placed in front of the unit after 5:00 P.M. on the day before collection.
3. Trash and recycle containers are to be removed from the front of the unit before the end of the day on collection days.
4. All garbage, trash and recycle containers are to be stored inside of the unit or the fenced-in area and screened from view. Containers must be kept in a clean and sanitary condition. No offensive odors are permitted
5. No bulk pick up is provided at The Oaks at Oakland Forest. Disposal of large items must be arranged for privately by the owner or resident.
6. Roadways cannot be blocked with vehicles or trash cans on trash pick up days.

## LANDSCAPE MAINTENANCE AND PLANTING

1. No owner or resident is allowed to install or maintain any landscaping on any portion of the lot which is maintained by the association without the prior written consent of the board of directors.
2. No artificial grass, plant or other artificial vegetation is allowed.

## POOL USE

1. Entry to the pool area is gained by using a key. No owner, resident, or guest should do anything to pry the gate or jump over the fence for access.
2. Any damage caused in the pool area or to the gate from improper access will be billed to the unit owner.
3. **Parent / adult supervision (an adult over the age of 21) is required in pool area for those under 16 years of age.** The supervisory person must be in the pool area at all times with those 16 and under. There are no exceptions.
2. No glass is allowed in the pool area.
3. Trash must be disposed of properly.
4. Children wearing diapers are not allowed in the pool for health reasons.
6. Problems with the pool or restroom facilities should be reported to the manager promptly.

## GUESTS

1. Unit owners are responsible for any damage to association property by guests, invitees, tenants or repair/work persons.
2. All guests must have a valid and dated parking pass which must be visible in the vehicle dashboard. All guest vehicles must be registered with the association if the vehicle is going to be on the premises for more than 72 hours.
3. Guest parking passes can be obtained online by going to [www.brucemanagement.com](http://www.brucemanagement.com) And clicking on The Oaks at Oakland Forest. Guest passes are located on the bottom of the page.
4. Guest parking passes for more than 72 hours must be arranged through the management company.

## RENTAL OF UNITS

Any unit owner renting their unit must provide the association a copy of the executed lease prior to any tenant moving in to the unit. A Resident Information Sheet providing current contact and vehicle registration information is required before any tenant may move in to a unit. A signed acknowledgement of receipt of a copy of the current Rules and Regulations is also required.

Resident Information sheets are available online by going to [www.brucemanagement.com](http://www.brucemanagement.com) and must be submitted to the management company to obtain permanent parking passes.

## SALE OF UNITS

When an owner is going to sell their unit the association must be notified in writing. The association will determine at that time if there are any noncompliance issues and notify the owner within seven (7) days of receipt of notice of sale.

REPAIRS TO BUILDINGS, ROOFS,

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& COMMON AREAS

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For repairs to the exterior of buildings, roofs or common/open areas, contact the manager. Any interior repairs are the responsibility of the unit owner.

CONTACT INFORMATION & GENERAL INFORMATION

Trash Pickup: Tuesday & Friday  
Recycling Pickup: Tuesday  
Pool Use Hours: Daily dawn to dusk  
Guest Parking Passes: Available online at [www.brucemanagement.com](http://www.brucemanagement.com)

Association payments mailing address:

The Oaks at Oakland Forest, Inc.  
P.O. Box 24823  
Fort Lauderdale, FL 33307

Property Management

Bruce Management, LLC  
Bruce Tanner  
P.O. Box 23253  
Fort Lauderdale, FL 33307

Phone: 954-295 5163  
Fax: 954-763-6049  
Email: [Oaksoakland@bellsouth.net](mailto:Oaksoakland@bellsouth.net)  
Web site: [www.brucemanagement.com](http://www.brucemanagement.com)