

Myrtle Trace Condominium Association, Inc.

Summary of Rules and Regulations

Revised: April 22, 2025

Following is a summary of the Myrtle Trace Condominium Association (MTCA) Rules and Regulations. In the event of a conflict between the following and the Amended and Restated Declaration of Condominium of Myrtle Trace at the Plantation Approved March 21, 2007 (The Declaration of Condominium), such conflicts shall be resolved in favor of the Declaration of Condominium.

Myrtle Trace at The Plantation (MTCA, the Association) is a condominium association whose members are the owners of its residential units. They elect a Board of Directors to run the business of the association and to establish rules and regulations designed to promote harmonious living and to manage the use of the common areas. Common areas include the exteriors of individual units, roadways and driveways, the clubhouse and pool, traffic islands, and all lawn and mulched areas, shrubs and trees.

Consistent with the Articles of Incorporation and Bylaws of Myrtle Trace, the Board of Directors has full authority to establish and revise the Rules and Regulations. The intent of this revision is to clarify existing rules and regulations and supersedes all previous versions.

Each unit owner must know the Association Rules and Regulations, and consult the Board if any deviation is requested or required. More detail on rules, regulations, authorities, responsibilities, and operating arrangements of the Association can be found on our web site (www.myrtletrace.net), in the Declaration of Condominium Bylaws, and Articles of Incorporation.

A. OCCUPANCY

1. Unit owners must familiarize guests and lessees with the Association's Rules and Regulations by providing a manual or referring them to the MTCA website, www.myrtletrace.net.
2. Unit owners are liable for destruction, damage, or defacement of buildings, facilities, and equipment caused by their actions and/or the actions of their families, guests, lessees, or outside contractors.
3. No owner, tenant, or other occupant of a condominium unit shall:
 - a. Use a unit for other than a personal or rental residence or in violation of local occupancy laws;
 - b. Use a unit for any personal, business or commercial endeavor that is illegal in the State of Florida, disturbing to neighbors, or causes excessive traffic;
 - c. Use a unit or any common element in violation of any federal, state and local laws and ordinances, or rules and regulations of MTCA and The Plantation.

B. VEHICLES AND PARKING

1. Vehicles shall not be driven faster than 20 MPH on any street.

2. Parking in driveways, on streets or in community lots is not permitted for inoperable, unlicensed, or deteriorated vehicles.
3. No parking is permitted on lawns or grassy areas by unit owners or their guests/lessees. Unit owners are liable for repairs to lawns, driveways or sprinkler systems caused by illegal parking.
4. Discolored driveways due to paint or oil spills, etc. will be restored at the owner's expense.
5. No owner, lessee, or guest shall repair a vehicle (except in an emergency) in any driveway or common area.
6. The only vehicles that may be parked in driveways and designated parking areas overnight are passenger cars, SUVs, passenger mini-vans, golf carts, motorcycles or scooters. The following are banned from overnight parking in driveways and designated parking areas at all times: commercial vehicles, trucks, boats, campers, full-size passenger vans, trailers, mobile homes, motor homes or recreational vehicles, and panel or cargo vans.

Exceptions:

- a. Pickup trucks may park in designated parking areas and driveways during daytime hours, but must be parked in a garage or off premises at night. An exception may be requested to park visitor's vehicles in driveways for up to seven (7) nights.
- b. Service or contractor vehicles are permitted only during the time service is being provided. A service vehicle includes one with commercial markings or visible specialized equipment.

Motorcycles, Scooters, Mopeds

7. Motorized, two-wheeled vehicles such as motorcycles, scooters, and mopeds must have noise abating muffler systems.

Special Terrain Vehicles

8. All-Terrain Vehicles (ATVs), Off-Road Vehicles (ORVs), or modified pick-up trucks are not permitted on the premises.

Bicycles and Tricycles

9. Bicycles and tricycles must be stored indoors or out of public view.

C. BUILDINGS

Building exteriors are owned by the Association. Interiors are everything between the walls, the ceiling, and the floor, and are the responsibility of the unit owner, as defined in the Condominium Document, page 7, paragraph 10 (b) (1). The attic space is a common element, not intended for storage or use by the occupants. Unit owners are liable for any attic activities that result in personal injury or damage to the structural integrity of the building.

Proper Work Order Procedures

1. A work order must be initiated for work to be authorized and accomplished by the Association in the common areas. There is only one correct procedure:
 - a. Contact the Property Management Company (PMC) by phone, email or AMI website form.
 - b. The PMC will determine whether an outside contractor is required or if the problem can be fixed by the Myrtle Trace on-site Maintenance Supervisor, and if so,, will then issue a work order.
 - c. The Myrtle Trace Maintenance Supervisor or the PMC will inform the unit owner of the proposed remedy and the timetable.
2. Emergency procedure: If the PMC cannot be reached, contact a member of the Board or one of the committees.
3. If it is determined that the required maintenance is the unit owner's responsibility, he or she may engage a properly licensed and insured contractor at his or her own expense.
4. If a unit owner contacts a contractor directly to correct a common element problem, that problem becomes the owner's responsibility, and he is liable for any expenses incurred.

Requests for Modifications, Alterations, and Enclosures

5. Unit modifications, alterations, and enclosures must reflect construction standards consistent with the current unit design and architecture and the county building code. Homeowners who wish to make such modifications must obtain prior written approval of the Board before work begins.

REQUESTS FOR CHANGE TO THE ORIGINAL "FOOTPRINT" WILL NOT BE APPROVED.

6. The homeowner must obtain a current "Alteration Request for Condominium Unit (ARC)" form from the Property Management Company, or the Myrtle Trace web site at www.myrtletrace.net, or the wooden rack in the Myrtle Trace Clubhouse Library.
7. The completed form and plans must be submitted to the PMC which will forward it to the Board for consideration.
8. Following approval, the homeowner assumes complete responsibility for the conformity, installation, maintenance, replacement, and cost of the approved changes.
9. The Association's maintenance and/or replacement responsibility for that portion of the unit terminates.
10. The original approved application and plans will be filed permanently with the Association records for that unit.

"Enclosing" or "Enclosure" of a Myrtle Trace Condominium

11. Terms and Definitions:
 - a. Lanai enclosure includes installing complete walls, partial walls, or frames with variations of screening, acrylic, vinyl, or glass.
 - b. Patio enclosure includes installing complete walls, partial walls, or frames with variations of screening, acrylic, vinyl, or glass, with a solid or screen roof.

- c. Courtyard enclosure includes a screen, acrylic, vinyl, or glass wall installed on the open side with either a screen, acrylic, vinyl, or glass ceiling or a concrete block wall and roof to match the rest of the unit.
 - d. Entryway enclosure includes screen, acrylic, vinyl, or glass with a door installed across the entry.
12. Building materials and practices must meet current Florida Building Code, and a licensed contractor shall accomplish the work after obtaining a building permit. Building permits are issued by the Sarasota County Development Services Permitting Center and are required for all structural, electrical, plumbing, or mechanical additions, alterations, or new construction.
13. If a contractor performing work for a unit owner or resident places a portable toilet on site, it must be on a hard surface and not on any grass area. Damage to any structure and/or the common element/limited common element will be repaired by the contractor to the satisfaction of the Board. Otherwise, the Association will assess the unit owner for the cost of the repairs.

General Appearance of Buildings

14. Garage doors must always be kept closed except for short periods when the resident is temporarily working in or about the garage.
15. To maintain a uniform exterior appearance of the buildings, owners, lessees, or other occupants shall NOT:
- a. Paint or otherwise change the appearance of any exterior wall, door, window, patio, or any other exterior structure;
 - b. Hang laundry or unsightly or hazardous objects outside of units or where they can be seen from the street or other units;
 - c. Store such items as garden hoses, barbecues and other equipment in plain view when not in use.
 - d. Color or otherwise treat or apply anything to any window other than Board-approved window film;
 - e. Place any sunscreen, shade, blind, or awning on the exterior of any unit without Board approval;
 - f. Erect/install any new exterior lighting without Board approval and the use of a licensed electrician, except for photocell or motion sensor activated security lights or accent/landscape lighting;
 - g. Erect, construct, or maintain any wired device, antenna, electronic transmitting or receiving equipment or structure on the exterior of any building or on the common elements of the condominium without prior approval of the Board.

Hurricane Shutters

16. All exterior hurricane shutters/panels must conform to current Florida and Miami-Dade County Building Codes and require a completed "Alteration Request for Condominium Unit (ARC)" form for Board approval, available through the PMC, or the Myrtle Trace web site at www.myrtletrace.net, or the wooden rack in the Myrtle Trace Clubhouse Library.
17. Clear or white shutters may be put in place at any time during the officially designated Hurricane Season, as announced by the State of Florida. Requests for approval of other colors that blend in with the building may be submitted to the Board for consideration. Shutters must be removed at the close of each annually designated Hurricane Season.

18. Other types of shutters may be put in place temporarily prior to an impending hurricane and removed after the threat has passed.

D. GROUNDS

Limited Common Elements

1. Limited common areas are reserved for the exclusive use of the unit owner. They include the driveway, original patios, courtyards, entryways. A more detailed definition can be found in the Condominium Document on page 5, paragraph 6.
2. Owners of units having original patios or courtyards may install landscaping and decorative items within the boundaries thereof, unless visible from other units or the street, which would require Board approval.

Common Elements

3. The common elements or areas are owned by and intended for the use of all Association members. Therefore, a unit owner may not appropriate any portion of the common elements solely for individual use.
4. Alterations to the common elements may not be made without prior, written approval of the Board.
5. Seasonal residents and permanent residents who will be away more than 14 consecutive days must store portable items such as flower pots, planters, decorative objects, portable grills, and the like indoors during their absence. These precautions also apply when severe weather is forecast.
6. Tables and chairs are not to be left outside overnight, except on a lanai or patio that is part of the original footprint (a limited common element).
7. Swimming, boating, or aquatic sports are not permitted in or on the lakes of Myrtle Trace.

Plants and Landscaping

8. All shrubs and trees, original plantings or other landscaping in Myrtle Trace, approved by Board will be maintained by the Association.

Placements and Replacements

9. Owners, lessees, or other occupants shall not place any in-ground or potted plants outside the unit other than within the limited common areas as described in #1 above. At the Board's discretion, non-approved plantings or other items may be removed from the common elements at unit owner's expense.
10. Owners, lessees, or other occupants shall not transplant, remove, prune, cut, or damage any shrubs, or mow any grass areas outside their limited common area without approval of the Board.
11. Owners, lessees, or other occupants cannot prune or cut trees within the limited common area without Board approval.
12. Homeowners may, at their own expense, plant and maintain flowers and small shrubs in beds

immediately adjacent to their unit and in the limited common area. Maintenance of such plants is at owner's expense.

13. Homeowners may request (subject to available budget) additional shrubs, trees, or replacements for dead or damaged items by following these guidelines:
 - a. Contact the Property Management Company to obtain an "Alteration Request for Landscape" form. As a convenience to the homeowner, these forms are also available on our web site at www.myrtletrace.net and in the wooden rack in the Myrtle Trace Clubhouse Library. Indicate on a sketch the location for the items, plant species type, contractor name, and if the request is at owner expense. In no case will plants on the State of Florida Invasive Species List be approved; see list on our web site.
 - b. Complete and submit the form to the Property Management Company for the Board's consideration if the allocated budget line has been depleted.
 - c. The Property Management Company will notify the homeowner of the approval or disapproval and the reasons for such.
 - d. The original approved application and plans must be filed with the Association records for that unit.

Stoops

14. With Board approval, homeowners may construct a small ground level stoop composed of removable cement or patio bricks. Stoop materials must be maintained in good condition at all times, without exception. The following guidelines apply: The stoop will not exceed 36 inches wide by 48 inches deep where the side/rear doors measure 36 inches wide. The stoop will not exceed 72 inches wide, 36 inches deep, where the side/rear doors measure 72 inches wide.
15. Any non-conforming stoop must have documentation on file. Those without documentation may be subject to removal.

Signs

16. No homeowner or occupant may place a sign or symbol in a window or in any area visible from the exterior (medical alerts and security signs excepted).
17. **FOR SALE** signs on houses, vehicles and other items are not permitted anywhere within Myrtle Trace.
18. **OPEN HOUSE** signs will be approved for placement provided they meet the following criteria:
 19.
 - a. An "OPEN HOUSE" sign may be displayed at each Myrtle Trace entrance only on Saturdays and Sundays between the hours of Noon and 4 PM.
 - b. Only one "OPEN HOUSE" sign may be displayed in front of a residence.
 - c. No adornments (e.g. balloons, ribbons, flags) may be added to any "OPEN HOUSE" sign, vehicle, the common elements, or any portion of the unit exterior.
 - d. Up to four directional arrow signs to open houses are permitted.
 - e. The unit owner will pay the cost of repairs for any damages resulting from an "OPEN HOUSE."

E. PETS AND SERVICE ANIMALS

Pets

1. Owners' pets are limited to caged birds, small marine-life in aquariums, and not more than one cat or one dog. Cats and dogs are not to exceed a full-grown weight of 25 pounds. These weight restrictions do not apply to Service Animals or Emotional Support Animals, which requires Board approval and a medical statement of necessity. A "Variance Request for a Service Animal" or a "Variance Request for an Emotional Support Animal" is available on the Myrtle Trace website at www.myrtletrace.net and must be filed. Beginning with this revision, all exceptions in Par. E. 1 must be requested in writing, and approved by the Board, in advance.
2. A dog must be kept on a leash and pets must be accompanied by a responsible party at all times when outside the confines of their owner's unit. Owners are responsible for the immediate and sanitary removal of any waste.
3. If the Board determines a pet is disturbing other residents, the owner will be required to rectify the problem. That could include permanent removal of the pet from Myrtle Trace.
4. Lessees with contracts longer than six (6) months may have one conforming pet with written permission from the homeowner.
5. Dogs and other pets are not permitted in the clubhouse and pool areas, as mandated by the State of Florida and Sarasota County.

Service Animals

1. Service animals are not pets. A service animal is limited to a dog or miniature horse, trained to do work or perform tasks for an individual with a physical, sensory, psychiatric, intellectual or other disability. The work performed must be directly related to the individual's disability.
2. An approved Variance Request for a Service Animal must be on file. Reliable documentation must accompany the request to establish that there is a disability and that the animal in question will provide disability-related assistance. By law, additional information may be requested to properly evaluate a request for variance.
3. Service animal certifications or registrations available online are not recognized by the ADA as proof that the animal is a service animal.
4. At all times, a service animal must be under the control of its handler by harness, leash or tether, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In these cases, the service animal must be under the handler's control by voice, signals or other effective means.
5. The care and supervision of a service animal is the responsibility of the owner. An owner or handler of any animal, including a Service animal, may be asked to remove the animal from the premises if (a) the animal is out of control and the animal's handler does not take effective action to control it, (b) the animal is not housebroken or (c) the animal's behavior constitutes a direct threat to the health and safety of others. Allergies and fear of animals do not constitute a direct threat to the health and safety of others.
6. With exceptions, service animals may accompany persons with disabilities where the public is normally allowed, but public health rules prohibit dogs in swimming pools.

Emotional Support (Companion) Animals

1. An Emotional Support Animal (ESA) is not a pet. An ESA is a companion that provides therapeutic benefit to a person with a mental or psychiatric disability.
2. An ESA is most commonly a small animal (dog or cat), but can be almost any animal, as long as they are not destructive, dangerous or cause harm or are too large to be accommodated. Larger animals prescribed as an ESA are not subject to the weight limitations of Par E. 2 under "Pets".
3. An approved Variance Request for an Emotional Support Animal must be on file. Reliable documentation must accompany a variance request to establish that the animal in question will provide emotional disability-related assistance. Need for companionship is not a reason.
4. Invalid treatment plans are a legitimate reason to deny application for accommodation.
5. By law, additional information may be requested to properly evaluate a request for variance.
6. The care and supervision of an ESA is the responsibility of the owner. An owner or handler of any animal, including an ESA, may be asked to remove the animal from the premises if (a) the animal is out of control and the animal's handler does not take effective action to control it, (b) the animal is not housebroken or (3) the animal's behavior constitutes a direct threat to the health and safety of others. Allergies and fear of an animal does not constitute a direct threat to the health and safety of others.
7. Requesting a variance to convert an existing family pet into an ESA to avoid restrictions will be denied.
8. Under Florida and ADA law, public accommodations may deny access to an ESA.

Therapy Animals

1. Therapy animals provide affection and comfort to many people in a variety of settings such as hospitals, hospices, nursing homes and other facilities.
2. There are no laws governing therapy animals.
3. Therapy animals are subject to the limitations of Par. E. 2 under "Pets".

F. NOISE ABATEMENT

1. Volume of amplified devices, radios, televisions, record/tape/CD players, phones or other streaming devices must be reduced to a minimal level between the hours of 9PM and 8AM. No electronically amplified musical instruments or similar devices such as organs, guitars, or other keyboard instruments shall be used at any time if they annoy neighbors.
2. Radios, televisions, cassette tape, CD, DVD, MP3 players, phones or other streaming devices, or other similar amplified devices shall not be played aloud in the common areas except for Board- approved activities such as aerobics and social gatherings. The use of earphones is recommended.

E. SAFETY AND LIABILITY

1. No owner or occupant shall permit any activity or keep anything in a condominium unit or on the common elements that would be a fire or health hazard or would require an increase in the Association's insurance rates.
2. No occupant shall discharge any materials (other than plain water) into any street, common element drain, or landscaped areas.
3. Setting off fireworks or other pyrotechnic devices is not permitted in Myrtle Trace.
4. Any residence not occupied for more than two weeks must be under the care of a House Watcher, who must inspect the unit bi-weekly. Residents are required to provide the Property Management Company the name and phone number of their House Watcher for the purpose of emergency notification.

Use of Portable Grills

5. Portable grills, or any outdoor cooking devices, may not be operated within the confines of a porch, garage, lanai, or covered patio, (courtyards and original patios excepted) or within four feet of any building.
6. Ignited grills or similar devices must be attended at all times.
7. Charcoal or propane grills, or similar cooking devices, shall not be permanently installed outside residential units in or on any of the common elements, (courtyards and original patios excepted). When not in use, portable grills, or similar cooking devices, should not be visible from the street.

Plumbing Obstructions

8. Owners who cause plumbing pipe obstructions because of any of the following misuses of the plumbing system will be responsible for the plumbing repairs. Plumbing repairs are a major cost and inconvenience that can be avoided by a little forethought -- especially clogged drainpipes. Please share this with any renters or guests.

Things you should never put down your garbage disposal include:

- Paint of any kind
- Coffee grounds
- Pasta
- Bones
- Oatmeal
- Nuts and shells
- Onion skins
- Egg shells
- Fibrous vegetables, like pumpkin and banana
- Potato peels
- Pits, like olive, peach, avocado
- Cleaning chemicals
- Corn husks
- Hard shells from shellfish, like oysters, clams, lobster, shrimp

Things you should never flush down your toilet include:

- Tissues and paper towels
- Disinfecting wipes, flushable wipes
- Cat litter
- Disposable diapers

- Tampons, pads, condoms
- Anything made of cotton, like swabs, cotton balls, Q-Tip's
- Any type of plastic or any solid object
- Dental floss or food
- Gum, paint, spackle, vacuumed up house dust, sawdust

For old pipes, the best toilet paper is a single-ply, septic-safe option like Scott 1000 Sheets or Angel Soft Toilet Paper. They dissolve quickly and are less likely to cause clogs due to their thin design. Avoid thick, plush toilet papers like "ultra-soft" varieties that take longer to break down.

H. SANITATION

Garbage/Refuse/Recyclables

1. Garbage or recycling containers may not be stored outside on any of the common elements. If a unit has no garage, such containers must be located where they are not visible from the street. All trash shall be sealed in waterproof plastic bags and placed in covered containers for curbside pickup.
2. Each unit and the common elements shall be kept clean and sanitary at all times, subject to standards that will be enforced by the Board.
3. Occupants shall use the appropriate containers for curbside pickup when participating in the county mandatory recycling program.
4. Garbage, refuse, and recyclables must be disposed of properly prior to leaving for vacation or extended periods. Notify the House Watcher to return receptacles to the garage after pickup.
5. Garbage, refuse, and recyclables will be placed outside for pickup on the evening prior to scheduled collection on the following day.

I. CLUBHOUSE AND POOL FACILITIES

Use of the Myrtle Trace Association clubhouse and pool facilities is limited exclusively to the immediate Myrtle Trace family-in-residence, lessees, and their occasional guests. Under no circumstances will these facilities be used for commercial enterprise by anyone at any time. (Commercial is defined as any use of the property or an event to sell a product/service or to sign up potential purchasers.)

Clubhouse

1. The clubhouse is open Monday to Friday (except legal holidays) from 7:30AM to 4:30PM. After 4:30PM the lanai is available from the pool for use by owners until 10:00PM. On weekends and holidays the lanai only is available from 7:30AM to 10:00PM.
2. As required by Sarasota Dept. of Health the door from the pool area to the lanai must be unlocked to allow access to the washrooms. An Automatic External Defibrillator (AED), first aid kit and telephone are available for emergencies only. The AED and first aid kit are mounted on the wall of the clubhouse lanai and the emergency-only 911 telephone is on the countertop adjacent to the kitchen in the lanai area of the clubhouse.
3. The clubhouse is used for meetings of the Board and committee meetings as well as social activities. Please respect the limits placed on the clubhouse during these events.
4. Free, unsecured WiFi is available to owners and should be accessible from the pool area and parking lot as well as the clubhouse and lanai. The password can be found on the Myrtle Trace website.

5. A unit owner or lessee may request use of the Clubhouse for a private function (e.g. birthday, anniversary, or gatherings of friends and relatives) or as a fund raiser for a Board approved cause.
6. Requests for use of the Clubhouse must be submitted to, and received by, the Property Manager not less than seven days prior to the event to avoid scheduling conflicts.
7. Upon approval by the PMC, the sponsor of the function will be provided a key to the Clubhouse. There is no charge for use of the Clubhouse, although a cleaning deposit may be required. The sponsor of the function is responsible for clean-up immediately following the function, locking the Clubhouse, if required and for returning the key.

Swimming Pool Facilities

1. Hours of operation: dawn to dusk when air temperature is 60 degrees or higher.
2. The facilities are used at one's own risk. Access to the gated pool area is by key only. Anyone using the swimming pool is required to comply with the posted rules.
3. Before using the Aqua Access Pool Lift, unit owners, other occupants, and guests should familiarize themselves with operating instructions (available from the Maintenance Manager) and safety precautions associated with use of the Lift.
4. An Emergency-only 911 telephone is on the countertop adjacent to the kitchen in the Clubhouse lanai area. The AED and first aid kit are mounted on the wall of the Clubhouse lanai area.
5. The following rules should be reviewed and made known to all family members, guests, and lessees:
 - a. Wear cover-ups when walking to and from the pool.
 - b. Shower before entering the pool if you are wearing sun block.
 - c. If wearing sun block, put a towel on the poolside furniture before using.
 - d. Glass containers (including bottles) are not permitted in the pool area.
 - e. Animals are not permitted in the pool area.
 - f. No more than 19 bathers may be in the pool at one time.
 - g. An adult, 18 years or older, must accompany children under 13 years of age.
 - h. Flotation devices are not allowed. Noodles and children's armbands (or other safety items) are allowed.
 - i. Children in diapers are not allowed in the pool unless wearing an appropriate "leak proof" swim garment.
 - j. Diving or jumping into the pool is not permitted.
 - k. Eating in the pool is not permitted.
 - l. When using radios, disc players or similar equipment poolside, earphones are required.
 - m. After swimming, return the safety rope to the center position.
 - n. Before leaving the pool area, clean up your surroundings.
 - o. Return chairs and lounges to original positions. Umbrellas should be closed and tied shut.
 - p. Keep gates locked at all times.

- q. Unit owners are responsible for destruction, damage, or defacement of building, facilities, and/or equipment that is caused by their action(s) and/or those of their family members, guests, or lessees.
6. Clubhouse washrooms and the pool shower are reserved for those participating in pool/clubhouse related activities. Soap and/or shampoo products may NOT be used in the pool shower.

J. LEASING OF UNITS

1. The Board must approve in writing all leases of a unit before such lease shall be valid.
2. No unit may be leased for a period of less than one month.
3. An owner shall not lease a unit without first providing written application to the Board and obtaining written approval. Lease application forms are available from the Property Management Company or at www.myrtletrace.net. A \$150 application fee must accompany the application. Owners are cautioned to inquire about possible tax liability to Sarasota County and the State of Florida in connection with the leasing of the unit.
4. A lessee may not sublet a unit.
5. Unit owners, or their agent, shall provide a copy of these Rules and Regulations to their lessees or refer them to the MTCA web site. Each lease application shall include the lessee's signed agreement to comply with all rules and regulations. For additional information regarding the leasing of units, see pages 10-11, paragraph 14 of the Declaration of Condominium.
6. No approval will be given to a lessee who does not provide a social security number or, in the case of a non-US citizen, appropriate government ID.

K. SALE AND TRANSFER OF UNITS

1. The Board must approve in writing all sales, transfers, or other occupancy in order for them to be valid. A \$150 application fee must accompany the buyer's application for the purchase of any Myrtle Trace unit. No approval will be given without a social security number, or appropriate government ID for non-US citizens. For additional information regarding the sale or transfer of units, see page 10, paragraph 14 of the Declaration of Condominium. No transfer fee is required when a current owner buys another unit or transfers his own property to his own Trust, or to members of his immediate family.
2. All violations of the Rules and Regulations not acceptable to the purchaser shall be corrected prior to the Board's approval of the sale of any unit. The Board and the seller are jointly responsible for insuring that such corrections have been made.

L. INFORMATION SOURCES

1. BULLETIN BOARD: The Association Bulletin Board outside the Clubhouse and notices posted at mailbox clusters should be viewed frequently for official postings of Board meetings and other important Association information. A secondary bulletin board is provided within the Clubhouse lanai for non-official, owner-related postings.
2. WEB SITE: The Board maintains the official community web site (www.myrtletrace.net). It contains both official and unofficial information such as forms, schedules, projects, financials, and social activities. Accessibility is managed by the Communications Committee.

3. UNOFFICIAL: Another web site is maintained by the Property Management Company for Myrtle Trace at www.amiwra.com. Unit owners may register their email address as a log-on and obtain a unique password from the PMC to access the website. Individual members sometimes put up their own web sites or newsletters and Myrtle Trace has a presence on Facebook (search for myrtle trace social page Venice, FL). These may have value to the community or groups within the community, but they cannot be relied on for official information about MTCA and are not sanctioned by the Board of Directors.

M.SOLICITATION

Solicitors and solicitations for any cause whatsoever are prohibited anywhere on the condominium property.

N. FLAG AND HOLIDAY DISPLAYS

1. Unit owners may display one portable, removable, United States flag in a respectful way. On Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, unit owners may display, in a respectful way, portable, removable, official flags not larger than 4-1/2 feet by 6 feet that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.
2. The owner-purchased flag mounting hardware must be installed by the Myrtle Trace maintenance personnel. Residents must call the Property Management Company to schedule such installation.
3. Residents may display holiday wreaths and/or lights on unit exteriors (other than rooftops) during traditional holiday seasons.

O.MAINTENANCE PERSONNEL

1. Residents may not deal directly with on-site maintenance personnel. Maintenance requests, whether of a major or minor nature, shall be directed to the PMC, which will issue a work order.
2. Employees and contractors (e.g. landscapers, roof maintenance personnel) are contracted for specific tasks under the supervision of the PMC. Residents may not deal directly with such personnel.

P. FEEDING WILDLIFE

1. Owners, lessees, or guests of owners or lessees, are prohibited from feeding wildlife within Myrtle Trace. The term "wildlife" is all inclusive of non-domesticated animals, alligators, waterfowl, and other birds.
2. Accordingly, birdfeeders are prohibited within Myrtle Trace

Q.ENFORCEMENT

1. The Board enforces the rules and regulations and determines penalties for refusal to comply, but it is not a policing agency. The Board responds when complaints are brought to it by nearby neighbors who are directly affected. Visible violations, which may be considered a public "eyesore", may be brought to the Board by any member or the management company.
2. Violations must be reported in writing by submitting the Compliance Violation Report form (available at www.myrtletrace.net) to the PMC. Specify the violation and include your name and telephone number. Under the Florida Condominium Act, complaint letters, like other Association documents, are part of the

Association's official record and subject to access by any unit owner (see par. 3), although personal information such as email addresses and phone number may be redacted.

- a. Where violations are evident, the first step will be to engage in personal dialogue with the unit owner to resolve the problem.
- b. If the unit owner displays a lack of cooperation, an escalation of remedial action will be taken as appropriate.

3. Subject to Florida Condominium Act (718), the records of the Association (except for personnel files that include wages, social security, address, health records, etc.) shall be made available to a unit owner or their authorized representative within ten (10) days after receipt by the Board of a written request.
4. The Association and officers and agents of the Board are empowered to relieve and remedy any noncompliance of the Condominium Document and these Rules and Regulations as provided by the Florida Condominium Act (718) and by other Statutes of the State of Florida and the County of Sarasota.