ATTENTION:

We DO NOT accept any part of applications including contracts/leases/photos or documents of any kind via e-mail.

Please mail or deliver your completed application to:

Village of Sandalwood Lakes HOA

801 Northpoint Pkwy., Suite #83

West Palm Beach, FL 33407

Office hours are:

Monday – Friday 9:00 a.m. – 5:00 p.m.

October 2026

VILLAGE OF SANDALWOOD LAKES
HOMEOWNERS ASSOCIATION, INC.

c/o Randall Andersen, LCAM
801 Northpoint Pkwy., Suite #83, West Palm Beach, FL 33407
Telephone: (561) 721-6411

APPLICATION FOR PURCHASERS/OWNERS

THE PROCEDURES FOR ALL PURCHASERS/OWNERS ARE AS FOLLOWS:

1. This complete Application for Purchasers/Owners must be submitted to the Village of Sandalwood Lakes Homeowners Association, Inc. ("Association") 30 days prior to the desired date of occupancy.

2. A copy of the fully executed purchase agreement for the sale of the townhouse unit needs to be included as part of this application.

3. After receipt of the fully completed Application, with all amounts owed paid, and documents needed, background and credit reports obtained, and all violations cleared (if any), and in an in-person orientation, a decision on an approval of the Sale will be made which can take up to thirty (30) days. The Association requires a minimum credit score of 700 for approval of this Application.

4. A Capital Contribution charge of $1000.00 will be collected for each purchase at closing.

5. A townhouse unit owner must reside in the unit for a period of two (2) years prior to the leasing of the unit. A permitted lease term is not less or no more than twelve (12) months.

6. The purchaser of the unit shall furnish the Association with the recorded copy of the deed of conveyance indicating the owner's mailing address for all future maintenance bills and other correspondence from the Association.

7. A **photo ID** for all residents over the age of eighteen (18) and the **vehicle registration(s)** for all vehicles to be kept in the community, and **photographs** of all resident vehicle(s) and **license plate(s)** must be included with this Application. 1 **rear** photo of each vehicle showing the entire vehicle and legible tag is sufficient.

8. Parking decals will be issued upon receipt of the deed of conveyance.

9. This Application must be returned with **two separate payments** for the following amounts:

   (a) **$250.00** Administration Fee:
   This is a non-refundable fee which shall be in the form of a **Check** or **Money Order** made payable to **Village of Sandalwood Lakes HOA, Inc.**

   (b) **$150.00** For each married couple and any adult person who is a principal of the purchase:
   This is a non-refundable fee for credit/criminal background screening of all adults. The fee shall be in the form of a **Check or Money Order** made payable to **Village of Sandalwood Lakes HOA, Inc.**

PLEASE PRINT or TYPE ALL INFORMATION ON THESE FORMS

(If Management is unable to read this Application it will be returned, which may delay processing. If you need additional space, please write on the back of the Application)

PURCHASER/OWNER 1:

Purchaser/Owner's Full Name: _____

Property Address: _____

Date of Purchase of Property: _____ Numbers of Assigned Parking Spaces (2) _____ & _____

Owner's Current Address: _____

Owner's Residential Phone #: _____ Cell # _____

Owner's E-mail Address: _____

Realtor and Real Estate Company Name: _____

Contact Info: Cell #: _____ E-Mail: _____

PURCHASER/OWNER 2:

Purchaser/Owner's Full Name: _____

Property Address: _____

Date of Purchase of Property: _____ Numbers of Assigned Parking Spaces (2): _____ & _____

Owner's Current Address: _____

Owner's Residential Phone #: _____ Cell # _____

Owner's E-Mail Address: _____

Realtor and Real Estate Company Name: _____

Contact Info: Cell #: _____ E-Mail: _____

OCCUPANCY ACKNOWLEDGMENT

Only the following person(s) are seeking residency/occupancy at the home which is the subject of the Application:

Full Name	Date of Birth	SS# (if 18 or older)	Relationship to Purchaser

No one outside of the above-mentioned person(s) will occupy the unit without the approval of the Association where the owner is not present. All parties are aware that failure to comply with the occupancy requirements of the Association could lead to penalty fines levied against the owner and/or eviction of the tenant(s) and/or the payment of any resulting Association's attorney's fees and costs.

PETS

No more than two (2) pets may be kept in a Unit which are not on the vicious dog list. (Refer to Rules & Regs) All pets must be controlled by a leash, and all droppings must be picked up. If you have a pet, please complete the area below regarding information about the pet, provide **veterinarian breed certificate, current vaccinations records,** and a **photograph** of the pet including the **Palm Beach County tag number.**

PET 1:

Species: _____ Breed: _____ Sex: _____ Age: _____

Color: _____ Weight: _____ Animal License Tag #: _____

Do any residents or occupants of the Unit require an animal in connection with physical and/or mental impairment that substantially limits one or more major life activities? If so, please submit a request for an accommodation to allow the animal, complete the information below, provide **veterinarian breed certificate, current vaccination records,** and a **photo** of the animal including **Palm Beach County tag number.**

PET 2:

Species: _____ Breed: _____ Sex: _____ Age: _____

Color: _____ Weight: _____ Animal License Tag #: _____

VEHICLE INFORMATION

Please provide information regarding any vehicles which will be kept at the Village of Sandalwood Lakes Community by any owner/occupant.

Vehicle #1

Make: _____ Model: _____

Year: _____ Color: _____

License Plate #: _____ State _____

Driver's License #: _____

Owner: _____

Assigned Parking Space: _____

Vehicle #2

Make: _____Model: _____

Year: _____ Color: _____

License Plate #: _____ State _____

Driver's License #:_____

Owner: _____

Assigned Parking Space #: _____

PURCHASER/OWNER CONSENT AND ACKNOWLEDGMENT

A. I/We understand that consideration for occupancy is conditioned upon the truth and accuracy of this Application, and all documents which are part of this Application. I/We understand that the Association may cause to be instituted an investigation of my credit and criminal background. Accordingly, I authorize the Association, and any company requested to conduct such an investigation, including Apply Check, to make and obtain such investigation and agree that the information contained therein may be used.

B. I/We agree that the Association, including Directors, Officers, Agents, Employees and all other persons acting on its behalf, shall be held harmless from any actions or claims by the undersigned Occupant(s)/Owner in connection with the use of the information contained herein or any investigation conducted by the Association, and any company requested to conduct such an investigation by the Association, including Apply Check. I/We further agree to forever release and discharge from any claims, liability, cause of action, compensation, known or unknown the Association and its Directors, Officers, Agents, Employees and all other persons acting on its behalf, and any company requested to conduct such an investigation by the Association, including Apply Check, regarding furnishing information as a result of such investigation or arising out of disclosure of any such information concerning said investigation.

C. The undersigned purchasers/owners acknowledge receiving a copy of the Declaration of Covenants and Restrictions, Articles of Incorporation, By Laws, and Rules and Regulations of the Association and acknowledges that he or she takes title subject to and agrees to abide by them.

_____ _____

Purchaser/Owner #1 Printed Name Purchaser/Owner #1 Signature

_____ _____

Purchaser/Owner #2 Printed Name Purchaser/Owner #2 Signature

VILLAGE OF SANDALWOOD LAKES HOMEOWNERS ASSOCIATION, INC.

RULES & REGULATIONS

The definitions contained in the Declaration of Covenants and Restrictions for the Village of Sandalwood Lakes are incorporated herein as part of the Rules and Regulations.

DEFINITIONS

Owner is defined as "the fee simple title holder of any townhouse unit, whether one or more persons or entities" in the Declaration of Covenants and Restrictions, Article I.12.
Occupant is defined as the owner, lessee, or their respective guest in the Declaration of Covenants and Restrictions, Article I.11 & 20.
Guest is defined as any person who is not an owner of the Unit, and who is physically present in, or occupies the Unit by invitation from the Owner or other legally permitted Occupant, without requirement to contribute money, perform any service or provide any other consideration to the Owner or Lessee in connection with occupancy of the Unit. **Declaration of Covenants and Restrictions, Article I.20**
Association Property is defined as "all real and personal property" transferred to the Association for the benefit of all members. **Declaration of Covenants and Restrictions, Article I.4 and 6 and Article II.2.**
Common Elements are defined as the "exterior walls, roof, soffit, balconies, railings, and fence" as defined in the **Declaration of Covenants and Restrictions, Article I.24A-E and Article VII.1-7.**
Governing Documents are defined as the Articles of Incorporation, Declaration of Covenants and Restrictions, and By-Laws of Village of Sandalwood Lakes Homeowners Association, Inc. along with any officially recorded amendments to these documents.

FINES AND SUSPENSIONS

The Association may levy fines and/or suspensions for violations of the Declaration, Bylaws, or reasonable Rules of the Association imposed against any unit owner or any owner's tenant, guest, or invitee for failure of the owner of the parcel or its occupants, licensee, or invitee to comply with any provision of the Declaration, Bylaws, or reasonable Rules of the Association. You are encouraged to read this section for yourself to fully understand the HOA's and your obligations and rights. Bylaws Article IV.15 and Declaration of Covenants and Restrictions, Article XV 1-7. In short:

- A fine may be levied by the Board for each day of a continuing violation, with a single notice and opportunity for hearing. A fine can exceed One Thousand Dollars ($1,000.00) in aggregate. The Association cannot levy a fine unless it first provides 14 days' notice and a chance for the unit owner to be heard by a Fining Committee at a meeting either in person, by Zoom or by telephone within 90 days' after the notice is given. If fines are approved by the Committee, a written notice will be delivered by mail or email within 7 days, and the fine must be paid within 30 days from the date set by the Committee. Attorney's fees and costs may be awarded to the Association against the unit owner if the fine is not paid by the due date.
- Owners, tenants, guests, and invitees are all responsible for following these Rules & Regulations. Fines caused by a person residing at or visiting the property are assessed to the Unit owner.
- Any unit who is delinquent in paying any fine, fee or other monetary obligation due to the Association, the Association may suspend the rights of the unit owner, or the owner's tenants, guests, or invitees, to use common areas. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park.
- The Association may suspend the voting rights of a member for the nonpayment of any fee, fine, or other monetary obligation due to the Association that is more than ninety (90) days delinquent.

_____, _____
Initials

GENERAL

1. A townhouse unit shall be used solely as single residences. Each townhouse unit is restricted to single family residential use as a residence by the owner permitted and/or approved occupant(s) thereof pursuant to the provisions of this Declaration and their temporary quests and invitees.

2. "Single family" shall mean up to two (2) unrelated individuals living as a single integrated economic housekeeping unit, or more than two (2) persons related as spouse for cohabitating partners, parent, grandparent, stepparent, child, adopted child of parent, foster child/children, grandchild, sibling, half-brother or half-sister living as a single integrated economic housekeeping unit. Permanent occupancy shall follow HUD guidelines, as amended from time to time. In the absence of a HUD standard or regulation, no townhouse unit shall be permanently occupied by more than two (2) persons per bedroom and any room(s) in the townhouse unit (such as a living room, dining room, etc.) converted to a sleeping area shall not be considered a "bedroom" for purposes of the above occupancy restriction unless otherwise provided by applicable law.

3. All unit occupants shall abide by each, and every term and provision of the Governing Documents and all the Rules and Regulations put in place by Village of Sandalwood Lakes Homeowners Association.

4. Complaints regarding the actions of others or property maintenance shall be made in writing to the Association office and shall be signed by the complaining unit owner. Once the complaint is made to the Association, the complainant shall not be provided with feedback or resolution of which the Association agreed upon; both parties are entitled to confidentiality and anonymity unless a party waives their right.

5. Any structural or exterior unit modification requires prior approval from the Architectural Review Committee and must be submitted in writing to the Association office and will be approved or disapproved in writing. **Declaration of Covenants and Restrictions, Article X.**

6. These Rules and Regulations may be modified and/or added to at any time by the Board provided that notice of proposed modification is sent by mail or email to each member of the Association at least fourteen (14) days before the change becomes effective by resolution by the Board of Directors of Village of Sandalwood Lakes Homeowners Association, Inc. **Refer to Articles of Incorporation, Article III. B.7**.

7. The Board of Directors shall have the authority to enforce these Rules and Regulations against any owner and/or occupant who violates the same. Enforcement of such violations shall be done according to the applicable laws and provisions set forth in the Bylaws Article IV.15 and Declaration of Covenants and Restrictions, Article XV 1-7 as well as any applicable Federal law, Florida Statutes (including but not limited to Chapters 617 and 720), and County and City ordinances.

USE OF ASSOCIATION PROPERTY AND TOWNHOUSE UNITS

8. A unit owner or occupant shall maintain their property consistently with the maintenance of the highest standards and not permit their premises to be used in any unlawful way. The maintenance of each unit shall at all times be consistent with the existing Governing Documents.

_____, _____
Initials

9. A unit owner or occupant will observe any City, County, or State nuisance laws applicable that have jurisdiction including the City of West Palm Beach Code of Ordinances, Chapter 34 Article II, particularly in regard to 34-36 – Noise disturbance prohibited and Florida Statutes 316.293 Motor vehicle noise.

10. No unit owner or occupant shall permit any remodeling type work to be conducted in their residence except for Monday – Friday 9am – 5pm & Saturday 11am – 5pm and NO work is permitted on Sunday or during any federal holidays.

11. No unit owner or occupant shall not permit any nuisance or harassment to exist upon their property so as to be detrimental to any other unit or to any other unit occupants.

12. Children seventeen (17) years of age or younger are the responsibility of their parent or legal guardian, including full supervision of them and compliance with the rules while within the Association property.

13. No unit shall be used in any trade, business, professional or commercial capacity. Home offices shall be permitted as long as they do not attract customer/client traffic, increase post office/mailing traffic, or constitute a nuisance in the sole opinion of the Board of Directors.

14. A unit owner is responsible for any expense of any maintenance, repair, or replacement of any real or personal property rendered necessary by their act, negligence, or carelessness or by that of their occupants, employees, or agents. **Refer to Article VII 4 of the Declaration**.

15. A unit owner is responsible for any personal or bodily injury or physical property damage resulting from the owner's acts or negligence, or from the owner's failure to properly maintain or repair property for which the owner is responsible, including acts or negligence of the owner's occupants, tenants, guests, invitees, employees, agents, or contractors.

16. The maintenance and repair of all individual unit components are the sole responsibility of the unit owner. This includes, but not limited to, plumbing systems, electrical systems (including the courtyard outlet, building light power line, and electrical shut – off switch), telecommunication lines (phone & internet), HVAC equipment, water shut- off valve, courtyard water hose bib, structures, and all courtyard areas within the unit boundaries, including the concrete slab.

17. Each unit owner and occupant has a duty to promptly report to the Association any defect or need for repairs to Association Property that the Association is responsible for remedying. For rental units, a tenant or other authorized occupant may report such issues to the Association on behalf of the unit owner. **Refer to Declaration of Covenants and Restrictions, Article VIII**

18. The speed limit throughout Village of Sandalwood Lakes is **15 MPH**. Drive slowly and remain alert, as children, pedestrians, residents walking their pets, and residents exercising are frequently present throughout the community. The West Palm Beach Police Department regularly patrols the community, and the **15 MPH speed limit will be enforced.**

19. Smoking, including vaping, is not allowed in the Association's common areas. Smoking and vaping are permitted within the unit's courtyard.

20. The owner or occupant of any owner occupied, or tenant occupied unit must notify the Association when the unit will be unoccupied for fifteen (15) or more consecutive days. Hurricane shutters may not be closed while the unit is unoccupied, including during vacations of less than fifteen (15) days.

_____, _____

Initials

FIREWORKS, PLAY EQUIPMENT, WATER SLIDES & POOLS

21. Washing of cars, boats, jet skis, or other vehicles is prohibited. This prohibition applies regardless of the method used, including water hoses, buckets, or any other means. Mobile car wash services are permitted, provided the service provider uses its own water supply and does not use water from the unit or the Association's community water supply. The service provider must clean the area upon completion and leave the area free of water, debris, soap, or other materials resulting from the service.

22. Bounce houses, trampolines, waterslides, hot tubs, above ground pools, kiddie pools, and pet pools are not permitted.
    a. In the event of a birthday party or any celebration where a vendor provides services or rental equipment, the Association must have the vendor's insurance information and proof of carrying a minimum of One Million Dollars ($1,000,000) in General Liability coverage on file prior to the event. The owner or occupant must also provide the Association with a signed Waiver and Release of Liability.
    b. No party, celebration, rental equipment, or recreational equipment may be set up, placed, or used in any common areas, grass area, parking lot or any other Association property areas.

23. Exercise equipment is permitted only within the unit's courtyard and must not be visible above the fence line. Exercise equipment may not be brought into, placed, or used in any common areas or on Association property, including grass or other landscaped areas, in any manner that could damage the grass, landscaping, or Association property.

24. Basketball hoops are not permitted to be installed or used within the unit's courtyard or in common area.

25. Fireworks are not permitted on Association property except on Independence Day, New Year's Eve, and New Year's Day in accordance with FL Statute 791.08.
    a. Fireworks are only allowed to be set off over a body of water or in open areas away from buildings, cars, and other personal property.
    b. Soak spent fireworks in water for a few hours before discarding them in the dumpster.
    c. Clean up the area after the use of fireworks.

COURTYARDS, FENCES AND VEGETATION

26. Unit owners are allowed to stain *only* the interior of the courtyard fencing without prior approval from the Architectural Review Committee as long as they use a Behr brand wood stain as per Association Fence Policy.

27. Barbecue grills operated by a propane tank, pellets, or charcoal are permitted. All propane tanks must be for the use of a Barbecue grill and may not be otherwise stored on the premises.

28. No furniture, storage containers, pet carriers, bicycles, tricycles, scooters, rugs, bedding, floor mats, household items, or other personal items may be stored or left on the balconies. No rugs, bedding, towels, clothing, mats, or other items may be hung, draped, or attached to any fence or balcony railing.

_____, _____
Initials

29. Any unit or occupant that intends to be absent from the unit during hurricane season (June 1st through November 30th each year) shall prepare the unit prior to his/her departure as follows:
    a. Remove all furniture, potted plants, and other movable objects from the unit's courtyard and balconies, and
    b. Designate a responsible person or firm to install or close hurricane shutters, provide care for the unit should it suffer hurricane damage, and remove or open shutters after the storm has passed.
    c. At no time shall hurricane shutters be permanently installed, or accordion shutters be closed or partially closed, for any period more than 72 hours after a hurricane without prior written consent from the Board.
    d. Removable hurricane shutters may not be stored on the balconies when not in use. Removable shutters may be stored in the courtyard shed, even if partially visible above the fence line, but may not be leaned against the fence.
    e. No unit owner or occupant is permitted to use the hurricane shutters, partially or fully closed for any other purpose than that for which they are designed.

30. Courtyard storage units that have a footprint of less than 4 square feet are permitted without prior approval from the Architectural Review Committee. Any storage larger than 4 square feet is subject to prior approval by the Architectural Review Committee. Approved storage units extend to no more than twelve (12) inches above the fence line and must be placed directly against the unit's wall. Storage units may not be placed against, backed up to, or attached to the fence.

31. The existing courtyard shed may be covered only in accordance with the Association's specifications and with prior approval from the Architectural Review Committee. The unit owner is responsible for the installation, maintenance, repair, and replacement of the shed roof.

32. No bicycles, tricycles, scooters, eBikes, eScooters, baby carriages, or children's toys or other personal items are permitted to remain on the Association property or common areas.

33. The unit owner or occupant is responsible for pressure cleaning and maintain the balcony floor surface and the balcony ledge, as well as the maintenance and repair of the courtyard concrete slab.

34. The unit owner or occupant is responsible for all pest control services required within the interior of the unit and the unit's courtyard area. The Association is responsible for prevention, treatment, and retreatment of subterranean termites affecting the exterior of the unit only. In the event of termite treatment, the Association and its contracted vendor shall have full access to the unit's courtyard and may take all necessary measures to treat and protect the building's foundation, including drilling into the concrete slab as necessary to properly drench the foundation and provide protection to all four (4) units within the building.

35. All draperies, curtains, shades, or other window coverings installed in a unit, and which are visible from the exterior of a unit shall have a backing be of neutral color (i.e., white or beige) unless otherwise approved by the Association.

36. NO transmitting or receiving aerial, antenna or satellite dish, television, radio, or other electronic towers, or security cameras shall be erected, constructed, attached, mounted, or hung from the common elements or Association property. The aerial, antenna, or satellite dish must be free standing.

_____, _____
Initials

37. Fence unit numbers are provided by the Association. No unit numbers, address signs, or other identifying signs may be placed on, attached to, or installed on the fence, common elements or in the ground in front of a unit's gate.

38. One (1) doorbell device is allowed to be attached to the fence gate or gate post.

39. "For Rent" or "For Sale" signs are not permitted on the exterior of the unit, including windows, fence, gate, or other areas of the Association property or common areas. Real estate signs may be displayed during an open house only for the duration of the open house and must be removed immediately upon its conclusion. Lock boxes are permitted on the front door handle or the gate latch.

40. No garage sales are permitted within Village of Sandalwood Lakes HOA community.

41. One (1) "beware of dog" sign that is not bigger than 14" x 10" inches in size is permitted to be placed directly underneath the unit number sign on the fence.

42. One (1) security sign is permitted on a stake placed in the ground nearest to the unit's gate posts away from the hedges. Security signs may not be attached to, mounted on, or hung from any fence, gate, or other structure.

43. Security cameras or smart home devices that combine a doorbell with a camera are permitted; however, permanent installations must get prior Architectural Review Committee approval before being installed. All cables, wires, casings, and panels must be concealed or neatly tucked away and may not be loosely hanging. When attached to a wall, cables must be neatly routed along the wall, and any cable, casing, or panel must be painted or finished to blend with and match the color of the wall to which it is attached.

44. No flags are permitted to be displayed except per Florida Statutes Chapter 720.304(2)(a). The flag must be displayed properly by using a removable flagpole or stand and mounted on the fence directly adjacent to the townhouse unit number.

45. No decorations or other items, including wall art, frames, TVs, artificial plants, swings, hammocks or similar items may be mounted, attached, or hung on any courtyard wall, balcony railing, fence, trees, or other common elements or common areas. Any damage to courtyard wall, common elements or Association property resulting from the installation or removal of such items shall be fully repaired and/or repainted at the unit owner or occupant's expense.

46. Yard lights are only permitted to be strung from the interior of the fence (below view from the outside) using plastic clips or similar nondestructive devices. Yard lights are permitted to be attached to a gazebo or a pergola.

47. Solar path lights are only permitted adjacent to the unit's gate posts, away from the hedges, or within the interior of the courtyard. Solar path lights are not permitted in the grass areas or along, adjacent to, or within the unit's hedges.

48. A seasonal wreath is permitted to be placed on the gate only by using a wreath hanger device.

_____, _____
Initials

49. Christmas/winter holiday decorations must be taken down by January 15th of every year. All other holiday decorations (i.e., Easter, 4th of July, Halloween, etc.) should be removed within seven (7) days after the holiday.

    a. All holiday lights, decorations, garlands, etc. are permitted to be attached to the unit's fence, balcony, or common elements only by using plastic banister or similar nondestructive devices.

50. Hard-top or soft-top gazebos and pergolas are permitted in the courtyard only if they can be securely anchored to the courtyard slab and have prior written approval from the Architectural Review Committee. They must be positioned with adequate clearance from the building and fence and may not be placed directly or too close to either. A Waiver and Release of Liability must be signed by the unit owner and occupant before installation.
    a. The fabric of a soft top gazebo or pergola must be the correct size and in at all times in good clean condition and show no signs of wear and tear.
    b. In the event the soft top gazebo or pergola cover is removed prior to a storm, it should be reinstalled within 72 hours after the storm.
    c. Patio umbrellas are permitted and they must be secured to a base. The umbrella fabric at all times must be in good clean condition and show no signs of wear and tear.

51. Pop up tents, pop up gazebos, sunshade sails, shade awnings, or similar shade items are not permitted.

52. A unit owner who installs a screen enclosure within the unit's courtyard is responsible for maintaining the enclosure, including the frame and all screening. The frame must be maintained and painted bronze to match the existing sliding glass door frames of the unit. The screening must be kept clean and in good condition, free of rips, tears, holes, damage, debris, leaves, and other accumulations.

53. All sliding glass doors for each unit must be maintained in good working condition and may not be cracked, broken, or replaced with anything other than glass. Door frames must remain bronze in color and be maintained to prevent discoloration or fading. The unit owner or occupant is responsible, at their own expense, for all ongoing maintenance, repairs, and replacement of the sliding glass doors and frames.
    a. Any replacement of sliding glass doors must include matching screen doors and require prior written approval from the Architectural Review Committee.
    b. Sunblock or privacy film may be applied to windows, provided it complies with the Association requirements.
    c. Windows may not be left open for the operation of a window air conditioning unit while the sliding glass door remains open.
    d. If a unit owner or occupant installs or uses a doggie door that is inserted into or incorporated into a sliding glass door, the doggie door frame must be maintained and painted bronze to match the existing sliding glass door frames.

54. All sliding glass doors must have a fully functional screen door that is properly fitted and be in good working order. The screens must be free of tears, cuts, holes, and other damage. The screen door frames must be properly seated in their tracks. The screen door frames must remain bronze in color and must be routinely maintained by the unit owner or occupant to prevent discoloration, fading, or discoloration. The unit owner or occupant is responsible, at their own expense, for all maintenance, repairs, and replacement of the screen door and frames.

_____, _____
Initials

55. The unit entrance door must be painted a color specified by the Association. The Association will provide the required paint at the unit owner or occupant's request. Entrance doors may not have glass inserts. If an entrance door screen is installed, the screen door frame must be bronze in color to match the sliding glass door frames, screen frames, and balcony railings. The unit owner or occupant is responsible, at their own expense, for ongoing maintenance and repair of the entrance , door frame, and screen door frame.

56. Black coachman-style light fixtures are the approved fixtures for the exterior wall on either side of the living room sliding glass door. The Association will provide the approved fixture specifications upon request. Additionally, one (1) black coachman-style solar light with sensor may be affixed to the unit's gate posts.

57. Flood lights or security cameras equipped with flood lights may not be installed in place of or used as a substitute for the required coachman light fixtures. Flood lights or security cameras equipped with flood lights may be installed in other areas of the courtyard, provided they do not replace, obstruct, or interfere with the required coachman lights and comply with the Association requirements.

58. Any modification, installation, or relocation of a unit's original building-installed AC coolant lines, water lines, electrical lines, internet lines, cable lines, or related wiring or piping that requires the lines or wiring to be routed on the exterior of the building must com[ply with the following:
    a. All lines, pipes, wiring, or cables must be routed by the shortest and most direct practical route from the interior of the building to the exterior. Unnecessary bends, extensions, loops, or additional exposed runs are not permitted.
    b. Once the lines, pipes, wiring, or cables are exposed on the exterior wall of the building, they must be fully enclosed in an appropriate casing or conduit that is securely and neatly installed. The casing or conduit must be painted to match the color of the surrounding wall or brick so that it blends with the building's exterior appearance.

59. Planting by a unit owner or occupant is permitted only within the interior of the unit's courtyard. No planting or planters are permitted in common areas. Any plants that extend beyond the courtyard or otherwise encroach onto Association property must be promptly removed by the unit owner or occupant.

60. No more than one (1) flowerpot or planter, exceeding three (3) gallons in size is permitted for each balcony. Artificial plants, greenery, or other materials may not be attached, hung, or installed on the fence or the balcony, railing, or any portion of the balcony for privacy or screening purposes.

61. All vegetation within a unit's courtyard must be kept under two (2) feet above the fence line and properly trimmed and maintained at all times by the unit or occupant, with increased attention during the raining season when growth may be accelerated. Plants must be maintained a minimum of six (6) inches away from the fence to allow adequate air circulation and drying of the wood and help prevent decay, rot, and premature deterioration. Plants may not be allowed to grow against, through or between the fence pickets, lean on, or attach to the fence or the building walls. Plants may not be allowed to grow into the corners of the courtyard where they may contact or interfere with the building's mansard and soffit.

62. Trees of any kind, including fruit trees, are prohibited within a unit's courtyard and may not be planted, grown, or maintained in the ground, pots, planters, or any other container.

_____, _____
Initials

63. Any plant that grows or is expected to grow higher than four (4) feet must be planted and maintained in a flowerpot or planter due to the unlimited space between the courtyard slab and the fence.

PLANTS AND VEGETATION NOT PERMITTED COMMONLY SOLD AS ORNAMENTAL PLANTS

ELEPHANT EAR / WILD TARO	BIRD OF PARADISE	PHILODENDRON
SHEFFLERA ARBORICOLA	BAMBOO	BOUGAINVILLEA
SNAKE PLANTS	FERNS	ANY TYPE OF VINES
LANTANA (non-sterile varieties)	MEXICAN PETUNIA	WEDELIA / SINGAPORE DAISY
ANY INVASIVE PLANTS OR VEGETATION		

VEHICLES AND PARKING

64. Each unit has two (2) parking spaces assigned to their unit by the Association. To register a vehicle with the Association, the unit owner or occupant must provide the Association with a copy of the vehicle's current registration and a clear photograph of the rear of the vehicle showing the license plate/tag. Once registered, all vehicles parked in the two (2) assigned parking spaces must have the parking decal issued by the Association clearly visible displayed in the front windshield of their vehicle.
    a. Assigned parking spaces will not be actively patrolled by the Association or its contracted vendor except for such times when the Association is enforcing parking lot sweeps due to noncompliance. Unit owner or occupants are required to report a violator in their two (2) assigned parking spaces by contacting the Association.
    b. A unit owner or occupant who has an available assigned parking space, and who makes use of it for a guest's vehicle, will be required to register the guest vehicle as a guest.
    c. A registered vehicle with the Association displaying a valid parking decal may be parked either forward or backward in the assigned parking space. Guest vehicles registered as a guest are not permitted to park backward and must be parked forward only in the assigned parking space.
    d. A registered vehicle with the Association displaying a valid parking decal may not park in a guest parking space unless they are registered as a guest.

65. All changes to a unit owner or occupant's vehicle registered with the Association, including a change in vehicle ownership, tag or license plate number, or registration renewal, must be reported to the Association to update the Association's records within three (3) business days of the change.

66. The Association has the authority to give a warning or to have any unregistered or unauthorized vehicle towed away or booted at the vehicle owner's expense by an authorized third-party vendor.

67. All vehicles parked on property must be parked within two (2) interior lines of the parking space and may not extend beyond the designated parking space or encroaching on adjacent parking spaces, common areas, vehicle or pedestrian rights-of-way.

68. No vehicle may be parked or driven on the grass areas or any unpaved area that is not designated for motor vehicle traffic. An exemption is permitted for Association maintenance vehicles and operated by vendors or contractors performing authorized services for the community.

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69. No vehicle may be parked on the streets including Liberty Oak and Shaker Way. Parking lot areas, sidewalks, walkways, mailboxes, dumpsters, and other vehicle or pedestrian access areas must remain unobstructed and may not be used for any purpose other than ingress to and egress from the units. shall not be obstructed or used for any other purpose other than for ingress to and egress from the townhouse units.

70. If an assigned parking space stop is damaged or an assigned parking space has any visible vehicle fluid stains or other damage caused by the owner, occupant, or their guest's vehicle, the unit owner or occupant is responsible for cleaning or repairing the damage. If the required cleaning or repairs are not completed, the Association may perform the necessary work and charge the unit owner or occupant for all expenses or costs incurred.

71. Any vehicle which is not registered and current with the Department of Motor Vehicles or that is an eyesore shall be prohibited in Village of Sandalwood Lakes. Initial criteria include the following: damaged or wrecked, flat tire(s), significant amount of body rust, expired license plates, and broken windows.

72. Unit owners, occupants, and mobile vehicle repair services hired by a unit owner or occupant may not perform repairs or other mechanical work on vehicles within the community. Only changing a tire or battery is permitted.

73. Unit and occupants are strictly prohibited from charging electric or hybrid vehicle by running cables, extension cords, or any electrical connection from an individual unit, courtyard outlet, or any other private electrical source to a vehicle.

74. Any vehicle on Association's property, whether commercial or private, cannot display offensive or racist language, political paraphernalia or other insignia or decorations that are offensive.

75. Agricultural vehicles, golf carts, all-terrain vehicles, dune buggies, swamp buggies or other kind of off-road vehicles, boxed truck, trailer or other device transportable by vehicular towing, boat, van, camper, motorhome, recreational vehicle, mobile home or mobile house, bus, semis or tractor trailers, or limousines shall not be permitted within the confines of Village of Sandalwood Lakes.

76. First responder vehicles, as defined in Section 112.1815(1) of the Florida Statutes, that are operated by a unit owner, occupant, guest, or invitee may park in any area where the unit owner, occupant, or guest otherwise has the right to park, including public roads or rights-of-way, as permitted by law.

77. A work vehicle used as a personal vehicle that has an insignia or visible designation is permitted, except if it is a "commercial motor vehicle" defined in Section 320.01(25), Florida Statutes, as follows: "Commercial motor vehicle" means any vehicle not owned or operated by the government with three or more axles or weighing more than 26,001 lbs. and is using special motor fuel on the public highway. Vehicles weighing more than 7,500 lbs. gross vehicle weight or designed and used to transport more than 8 passengers including the driver are defined by the Motor Vehicle Registration as a commercial vehicle.

78. Any vehicle having work equipment (i.e., ladders, toolboxes, etc.) on the outside of the vehicle must have all the equipment properly and neatly stored and secured to the vehicle.

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79. All vehicles shall at all times be equipped with an exhaust system in good working order and in constant operation, including muffler, manifold pipe, and tail piping to prevent excessive or unusual noise. No person shall use a muffler cutout, bypass or similar device upon a vehicle.
    a. In no event shall an exhaust system allow noise at a level which exceeds a maximum decibel level to be established by regulation of the Department of Environmental Protection Agency as provided in Section 403.061(11), Florida Statutes, in cooperation with the Department of Highway Safety and Motor Vehicles.

80. Mopeds or motorcycles are only permitted if they are not noisy. Mopeds and motorcycles are permitted in their unit's assigned spaces and additionally they may be stored inside the courtyard but may not be left in the common areas. Mopeds and motorcycles can only be moved to the unit's courtyard via the shortest sidewalk path to the unit and are not permitted to be parked or driven on the grass. Mopeds and motorcycles must follow the same registration with the Association requirements as all other vehicles, including proper display of the parking decal.

81. Guest spaces are for daily short-term guests and are strictly reserved for guest vehicles ***only***. Guest spaces are monitored daily from 1:00 a.m. to 7:00 a.m. All registered guests will be permitted on the Association's property for twenty-eight (28) days within a 6-month period. The 28-day period has two set time frames: from January to June and from July to December. Unregistered guests are subject to booting and/or towing.

    a. All guest vehicles must be registered on the parking enforcement company's website, Anchor Booting, under the "Parking Permit Registration" tab or can be registered via the Association's website www.voslhoa.com. It is the vehicle owner and the unit owner or occupant's responsibility to make sure that all the information for the guest vehicle as well as the unit owner or occupant's information is entered without any errors. There is no warning given prior to booting a vehicle, therefore, registration with Anchor Booting and correct information entered in the system is necessary to prevent a vehicle from being booted.
    b. All guest vehicles must park forward *only* to allow the license plate to be visible for parking enforcement. Any guest vehicle parked in reverse is subject to immediate booting, even if the vehicle is properly registered as a guest vehicle.

82. A caregiver or medical professional providing in-home medical or family care to a unit owner or occupant may request an Emergency/Caregiver Parking Pass from the Association. The pass is subject to the Association's terms and conditions and, once issued, permits the vehicle to park in the unit's assigned parking spaces or guest parking space without requiring a separate guest vehicle registration. The Emergency/Caregiver Parking Pass must always be displayed in the front windshield/dashboard of the vehicle while the vehicle is parked on the Association's property.

DOMESTIC PETS AND WILDLIFE

Certain provisions of these Rules and Regulations are also governed, in whole or in part, by applicable City of West Palm Beach and Palm Beach County ordinances and codes. Any violation that falls under the jurisdiction of the City or County may also be subject to separate fines, penalties, or assessments imposed by the applicable governmental authority. Such penalties may range from less than $250 to $15,000 by the City of West Palm Beach and up to $500 by Palm Beach County, as provided by applicable law.

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83. A unit owner or occupant may not keep more than two (2) pets in the unit without prior written consent of the Board of Directors. A pet shall be defined as a domestic or household, dog, cat, or bird. **Refer to Declaration of Covenants and Restrictions, Article IV .5**.

    a. ***All pets and animals residing in a unit must be registered with the Association,*** regardless of the number of pets or animals in the unit. The unit owner or occupant must provide the Association with the required pet information, a recent photograph of each pet or animal, and, for dogs and cats, a current rabies vaccination certificate. All dogs and cats must comply with applicable county vaccination and sterilization requirements, and ***all vaccination records must be kept current with the Association.*** If proof of vaccination is not immediately available, it must be submitted as soon as the pet becomes eligible for vaccination.
    b. ***A unit owner or occupant is required to notify the Association whenever a pet is no longer in the household or when a new pet is acquired.*** All required information for any new pet must be submitted immediately upon acquiring the pet.
    c. Any pet that is not registered with the Association but rather visiting or on a temporary stay shall not exceed 30 days within a calendar year without prior approval from the Board of Directors. For dogs and cats, a current rabies vaccination certificate is still required for a visiting pet.

84. **No unit owner or occupant shall be permitted under any circumstances to have, foster, or keep any dog as a pet which has been classified as a dangerous dog or vicious dog under Florida law, County or municipal ordinance, in the townhouse unit or on the common areas, or any of the following breeds: (a) Pit bulls; (b) Rottweilers; (c) German Shepherds; (d) Huskies; (e) Alaskan malamutes; (f) Doberman Pinschers; (g) Chow chows; (h) Great Danes; (i) St. Bernards; (j) Akitas; and (k) any mixes of a dangerous breed. Refer to Declaration of Covenants and Restrictions, Article IV.6.**

85. Pursuant to all applicable Federal and State laws, ***a unit owner or occupant may make a request to the Association for a reasonable accommodation to the aforementioned animal restrictions, in order to maintain an emotional support/service animal in a unit***, provided the requesting owner or resident submits documentation from a qualified health professional that demonstrates sufficient connection between how the disability of the owner/resident impairs a major life activity, the specific manner in which the animal will allow the owner/resident an equal opportunity to use and enjoy their unit and assist in treating the disability. ***An owner or occupant desiring to maintain an emotional support/service animal must obtain the approval of the Board of Directors PRIOR to bringing the animal to the Association*** and must fill out and return in a timely manner any application or other forms or paperwork or submit proper documentation as required by the Association. **Refer to Declaration of Covenants and Restrictions, Article IV.7.**
    a. The animal must be vaccinated and registered and the proper paperwork must be submitted to the Association.
    b. If the animal dies or is removed, the applicant needs to reapply for another animal that will be brought into the unit.
    c. If a person requests to keep more than one emotional support animal, request information regarding the specific need for each animal.
    d. A person with a disability or a disability-related need is liable for any damage done to the premises or to another person or to another animal on the premises by their emotional support animal or service animal.

86. The Board of Directors shall have the right but not the obligation; to require each pet or animal owner to provide proof of a liability insurance policy and said policy shall name the Association as a named insured. All residents must notify their insurance carrier that they have a pet or animal.

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87. A unit owner is responsible for any loss, liability, or damage resulting from the ownership, keeping, or presence of a pet or animal in the community by the unit owner, occupant, or their guest. The unit owner or occupant shall indemnify and hold the Association harmless from any such loss, liability, or damage. Any damage caused by a pet or animal is the responsibility of the unit owner or occupant and will be charged to the unit owner's account.

88. No pet or animal, including an emotional support/service animal, may become obnoxious or a nuisance to other unit occupant by barking or otherwise.

89. Upon being informed of any violation of these provisions, the unit owner or occupant shall remedy the violation or upon written notice from the Association, they will be required to permanently remove the pet or animal, including an emotional support/service animal, from the community.

90. No pet or animal, including emotional support/service animal, are permitted to run loose in common areas. Pets or animals must always be under the restraint or control of a person by means of a chain, leash or enclosed carrier and may not be left alone or unattended in the courtyard, or on the unit's balconies.

91. All unit owners, occupants, guests, and pet-walking service providers are responsible for immediately picking up and properly disposing of all pet or animal waste. Pet or animal waste may not be left in common areas, grass, sidewalks, walkways, or any other area within the community.

92. No exotic pet or animal of any kind which has venom or poisonous defense or capture mechanisms shall be allowed on any portion of Village of Sandalwood Lakes.

93. Pets or animals may not be kept, bred, or maintained for any commercial purpose.

94. It is strictly prohibited to feed or use feeders for wildlife such as: birds, ducks, alligators, squirrels, etc.

GARBAGE, BULK TRASH & RECYCLING

95. Littering of any kind is strictly prohibited throughout the community. No unit owner, occupant, guest, or invitee may discard, leave, or deposit trash, debris, cigarette butts, or any other waste on common areas, grass, sidewalks, walkways, parking areas, or any other property within the community. All waste must be properly disposed of in designated receptacles.

96. All garbage and refuse from the townhouse units shall be placed in plastic bags, securely tied, and placed **INSIDE THE DUMPSTERS.** The dumpsters are picked up and emptied on **WEDNESDAYS AND SATURDAYS** of each week except for certain holidays..

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97. The Solid Waste Authority of Palm Beach County (SWA) does not collect bulk trash. ***Any other items than bagged household garbage or refuse are strictly prohibited from being placed, left, or disposed of anywhere within the community, including inside, around, or next to any dumpster.***

a. Bulk trash means furniture and other large household items including, but not limited to, sofas, chairs, mattresses, and box springs, BBQ grills, gym equipment or bicycles, patio furniture or patio items, and those items defined as white goods by the City of West Palm Beach.
b. Home improvement waste, construction materials, wood, carpet, floor padding, tiles, drywall, kitchen or bathroom cabinets, sinks, etc. are to be disposed of by the owner or occupant or by their contractor and shall not be placed in or around the dumpsters.
c. ***Any unit owner or occupant who has bulk items to dispose of is responsible for arranging for a junk removal service or other authorized vendor to remove and properly dispose of the items at their own expense.*** Alternatively, the unit owner or occupant may transport and dispose of the items themselves at the SWA Landfill located at 5860 45th St, West Palm Beach, FL 33407.

98. Recycling containers must be used only for recyclable materials and only for the items designated for each container. Recycling containers are being picked up as follows: 1st Way through 32nd Way on MONDAYS and 33rd Way through 47th Way on TUESDAYS.
    a. YELLOW RECYCLING CONTAINERS – are for paper and cardboard only. *Cardboard boxes must be completely broken down or flattened before being placed inside the container*. If a cardboard box is too large to fit inside the container after being flattened, it must be placed upright and neatly next to the yellow recycling container. Cardboard boxes should not disposed of inside the dumpsters.
    b. BLUE RECYCLING CONTAINERS – are for glass, plastic and aluminum only. Recyclable materials must be placed loose directly into the container and may not be placed in bags.

PURCHASE OF TOWNHOUSE UNITS, OCCUPANCY & LEASE

All leasing restrictions apply to owners as per Florida Statutes 720.306(1)(h) or to unit owners who consented to the 2025 amendment. Declaration of Covenants and Restrictions, Article XVIII.

99. Prior to selling or leasing a unit, the unit owner must notify the Association in writing of their intent to sell or lease the unit. Within thirty (30) business days of receipt of all required notices, contracts for sale or lease, applicable transfer fees, required personal appearances, and any other information or documentation requested by the Association, the Association shall issue a Certificate of Approval indicating the Association's approval of the sale, lease, or transfer in the event of a Quit Claim Deed transfer.
    a. The Association is vested with the authority to prescribe an application form for approval of a proposed sale, lease, lease renewal, or other transfer of occupancy or ownership of a unit. Each applicant including married couples, cohabitating couples or domestic partners will be considered as one for fee purposes. An application for approval shall not be deemed complete, and the time frame for approval shall not begin until the required application fee(s) and all necessary additional documentation is received by the Association.
    b. No tenant or occupant may move into or occupy a unit until a Certificate of Approval has been issued by the Association.

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c. All unit owners, tenants or occupants must attend an in-person Orientation prior to occupying a unit. Attendance by video conference is prohibited unless prior approval is granted by the Board of Directors.
d. A copy of the signed Purchase Agreement or Lease Agreement must be provided to the Association along with the application. All lease agreements between a unit owner and lessee must be in writing and must have a term of no less than and no more than twelve (12) months. The Lease Agreement must also clearly state who is responsible for payment of the Association's assessments.
e. The Board of Directors requires a criminal background check and credit check for each prospective unit owner, tenant, or occupant. Each individual applicant must have a minimum credit score of 700 to qualify for approval.
f. The Board of Directors currently requires a One Thousand Dollar ($1,000.00) security deposit to be maintained with the Association in a non-interest-bearing escrow account. The Unit Owner is responsible for providing the full security deposit to the Association, regardless of whether the deposit is paid or reimbursed by the tenant.
g. A Capital Contribution is required upon a change in ownership. The current Capital Contribution approved by the Board of Directors is One Thousand Dollars ($1,000.00).

100. If a unit owner is delinquent in any assessment or other monetary obligation to the Association, or the unit owner, buyer, family member, guest, agent, licensee, or invitee is not in compliance with the Declaration of Covenants and Restrictions or Association Rules and Regulations, the Association may disapprove any sale and may disapprove or void any lease until all delinquent amounts are paid and all violations are corrected.

101. The Association possesses all rights and remedies available to a unit owner under Chapter 83, Florida Statutes, as permitted by law, to enforce the Association's governing documents and Rules and Regulations. A tenant or occupant who engages in nuisance, aggressive, or threatening behavior toward an Association employee, vendor, or resident may be subject to enforcement action, including termination of the tenancy or eviction proceedings, as permitted by applicable law.

102. The unit owner must reside in the unit for at least two (2) years before the unit may be leased. A unit owner who resides in the unit may have a roommate only after satisfying the two (2) year ownership requirement. A written lease naming both the unit owner and roommate must be executed and submitted to the Association, and the roommate must complete the Association's required leasing application, screening, and approval process prior to occupancy.

103. Only the entire unit is permitted to be rented, and no transient accommodation is permitted. Furthermore, the use of AirBnb and other similar types of transient rental services, or any licensing for such, are strictly prohibited.

104. A unit owner or occupant must notify the Association if any unapproved occupant is residing in the unit for more than twenty-eight (28) days within a six (6) month period.

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105. No person shall own, in whole or in part, more than two (2) units. The term “person” shall mean and refer to ownership individually or by an entity in which the person has any interest. Ownership by married couples or other partnered couples, if only one of the partners is listed on the deed to a unit, the spouse or partner may not purchase another unit. No ownership by corporations, LLCs, businesses, partnerships and trusts, except limited trusts, shall be permitted. In addition, no person or entity may purchase a unit by using a “straw” buyer.

106. If any unit owner that acquired title to a unit by Quit Claim Deed, devise, inheritance or gift, the continuance of their ownership of the unit shall be subject to the screening and approval process of the Association. If any unit owner has acquired their unit title by any manner not considered in the Declaration of Covenants and Restrictions, the continuance of their ownership of the unit shall be subject to the screening and approval process of the Association.

I/we acknowledge that I/we have read and understand these Rules and Regulations.

_____	_____	_____
Signature	Printed Name	Date
_____	_____	_____
Signature	Printed Name	Date