

**VILLANOVA AT HUNTER'S  
CREEK CONDOMINIUM  
ASSOCIATION, INC.**

**QUICK REFERENCE  
GUIDE  
FOR UNIT OWNERS AND  
RESIDENTS**

Approved by the Board of Directors on  
October 28, 2009

## **DISCLAIMER**

As the title of this booklet explicitly implies, it is intended as a guide to assist residents of the Villanova community in following the rules and learning more about the architectural review guidelines.

The Quick Reference Guide (QRG) does not replace or take precedence over the governing documents of Villanova at Hunter's Creek Condominium Association. The QRG is based on and merely augments the governing documents.

If there are ever instances where the QRG is found to unintentionally contradict the governing documents, then what is stated in the governing documents supersedes or overrules what is written in the QRG.

Complaints and Reports of Violations - all reports of violations should be made in writing by mail, fax or email to the Association Manager at 407.857.5491 (fax), [villanovah@outlook.com](mailto:villanovah@outlook.com) or Leland Management, 6972 Lake Gloria Blvd, Orlando, 32809-3200. Please be aware that without specifics, no action can be taken.

# Quick Reference Guide

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## I. Community Information

### (a) Deed restricted community

Villanova at Hunter's Creek (VHC) Condominium Association, Inc. is a deed-restricted community that has a Declaration of Condominium in the governing documents. The Villanova at Hunter's Creek Condominium Association is a Florida not-for-profit corporation. The Board of Directors is obligated to maintain the common grounds, the buildings and the amenities and to ensure that all residents (unit owners, guests, tenants) follow the restrictions in the governing documents.

The purpose of this booklet is to provide VHC residents with helpful information and guidance. Please refer to your copy of the governing documents for further details.

### (b) Monthly Assessments

All unit owners are charged a monthly assessment for the upkeep of the common grounds, buildings, amenities and any other fiduciary obligation the Association may incur. If deemed necessary, the monthly assessment can be increased annually (not more than 15% above the maximum assessment for the previous year - excluding the Reserve expenses) or at other times for specific reasons. Failure to pay the monthly assessment may result in a lien and/or foreclosure of the unit owner's property by the condominium association and/or suspension of access to amenities such as the pool/spa, gym or cable service. For additional details, refer to Section 14 in the Declaration of Condominium.

### (c) Common Grounds

The Common Grounds are comprised of the following areas; clubhouse, pool, spa, gym, roads within the gate, mail box kiosk, trash compactor, green spaces inside the gates and the pond. Parking is restricted to 2 vehicles per unit, one parked in the garage and the other in the driveway leading to the garage. All vehicles belonging to residents must display a VHC parking sticker on the front windshield. Visitors parked overnight in the community must display a parking pass on the front dashboard. There is no parking allowed anywhere except in designated parking spaces. Vehicles may not park in front of the clubhouse after 5pm except for Membership and Board Meetings. Owners are responsible for any damages to the common when cause by their children, guests or tenants. This includes false alarm charges for exterior or interior fire alarm pull stations.

### (d) Clubhouse Rentals

You must be a "unit owner" to rent the Clubhouse. If you are a tenant, your owner must approve your use of the clubhouse and sign and submit the Reservation Form. There is a non-refundable use fee of \$250 and a refundable security deposit of \$250. The Reservation Form, together with separate checks for the use fee and security deposit, must be received in the office 14 days in advance of the reserved date, so the checks can clear the bank.

(e) Owners and tenants must "register" with the management office at 12001 Villanova Drive upon move-in in order to complete required forms, provide a copy of the key, and receive parking stickers for two vehicles, gate cards/codes and pool passes. Short term visitors may be granted a temporary parking pass by submission of their vehicle registration to the office at 12001 Villanova Drive during normal business hours.

## **II. Pool Rules-**

HOURS: DAWN(9 AM)- DUSK DAILY

NO LIFEGUARD ON DUTY SWIM AT YOUR OWN RISK.

BATHING LOAD 52 PERSONS.

NO DIVING!

SHOWER BEFORE ENTERING THE POOL TO REMOVE SUNTAN PRODUCTS.

NO FOOD, DRINK, GLASS, OR ANIMALS IN POOL OR POOL DECK.

1. Proper swimming attire required.
2. Pool Pass required at all times - no exceptions.
3. Children under 12 must have adult supervision.
4. All incontinent persons are required to wear "swim" diapers or protective garments.
5. No grills, bikes, skates, roller blades, skateboards, hover boards or scooters allowed.
6. No rafts, floats, boats, large water guns, or soakers allowed.
7. All music players require use of headphones or earphones.
8. Cover pool furniture with a towel if using suntan products.
9. No smoking inside the pool fencing.
10. Do not move pool furniture around; do not reserve seating.
11. Do not swallow pool water.
12. No horseplay, climbing, ball playing or other noisy activities in the pool area.

**Anyone not abiding by the above rules may be asked to leave the pool area by Villanova staff, management or security.**

**PARENTS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR CHILDREN.**

## **III. Most Frequent Violations**

Residents should always refer to the governing documents to avoid receiving a violation. If you are an owner, you must provide your tenants with a copy of the rules upon taking possession of the unit.

(a) Parking - Do not park any vehicles on the grass or in any space belonging to another unit owner. Vehicle maintenance is limited to real emergencies, such as a flat tire. Changing oil or other fluids is not an emergency. No inoperable vehicle may be stored outside of the garage longer than 48hrs. All vehicles parked within VHC must display valid license tags/registration stickers. No commercial vehicles may be stored outside of the garage overnight which includes trucks, campers, RVs, boats, trailers or any vehicle not eligible for registration by the State of FL as an "automobile".

(b) Doors - for security reasons, all doors leading to the outside or a stairwell should be kept closed at all times and not blocked open; this includes garage doors.

(c) Pet waste, cigarette butts, garage bags, trash of any sort - all trash and garbage must be placed in sealed containers/trash bags and deposited in the compactor at the front of the community. Trash bags must be stored WITHIN the unit until taken to the compactor. No trash or garbage may be left on balconies, patios, stairwells until it is more convenient to take to the compactor. Do not empty vehicle ash trays onto the driveways. Pet waste must be collected IMMEDIATELY UPON DEPOSIT and stored with your household trash or deposited in the Pet Waste Stations scattered around the community.

(d) Door mats and Lock boxes - due to insurance restrictions, no door mats may be placed at the exterior entrances to your unit. For the same reason, lock boxes for realtor access may not be placed on the unit door handles or stair railings.

(e) Colored window blinds/drapes, signs in windows, and AC units or fans in windows - all window blinds/drapes visible to the exterior must be a neutral white or off-white. No real estate signage (FOR SALE or FOR RENT) may be displayed to the public view from windows of the unit. AC units or fans may not be attached to the exterior of any unit nor projected out of any window, door or balcony.

(f) Bicycles, Skate Boards, Roller Blades on Common Elements - due to insurance restrictions, no residents may use bicycles, skateboards or roller blades on the roadways within the community which are considered Common Elements. Bicycles may be ridden only ingress or egress the Property.

(g) Wood or Tile Flooring Inside a Unit - all planned changes to flooring (except carpeting) above the first floor must be pre-approved by submission of the plans on the Architectural Review Application to the Board of Directors. No changes to the structural elements of the building, or its electrical, mechanical, plumbing, or air conditioning systems should be made without prior written consent of the Association.

(h) Playing on Common Elements; Playing at the Retention Pond-Fishing or Swimming - Children must not be allowed to play anywhere outside of the unit without adult supervision especially around the streets of the community or at the retention pond. Due to insurance restrictions, there is no fishing or swimming allowed in the pond. All doors to the outside of the unit must not be blocked open at any time.

(i) Parking Issues- each unit has two (2) assigned spaces - one in the garage and the second in the adjacent driveway. Under no circumstances can you park in someone else's driveway without written permission from the owner which must be on file in the Association office. Other designated parking spaces around the community are available on a first-come, first served basis. All vehicles belonging to an authorized resident must display the official parking sticker in the front window or a temporary parking pass on the dashboard. Motorcycles, mopeds and scooters must be parked within the garage. Vehicles not displaying the parking pass or sticker are subject to being towed at the vehicle owner's expense. All vehicles must be currently registered, licensed and in operable condition if parked outside of the garage. No parking is allowed overnight for trucks, commercial vehicles, campers, RVs, boats, or trailers of any kind.

(j) Furniture and Decor on Patios/Balconies - only normal patio furniture and decor may be placed on the patios/balconies; this is not a storage place for cleaning supplies and equipment; satellite dishes, approved by the Board through the architectural review process, may be installed on the patios/balconies. No grills are allowed as outdoor cooking is not permitted at any time on patios/balconies or anywhere on common grounds.

(k) Noise - Residents should be aware that they share walls with other residents and that sound from electronics and voices may easily transmit through the walls or open windows or doors. Voice, music or television volume should be confined to the inside of your unit. If your electronics are placed against a common wall, be careful to keep the volume down. If someone can hear your music, television or voice through closed windows and doors, then THE VOLUME IS TOO LOUD. Be courteous!

(l) Damage to Common Elements - Unit owners are responsible for any damages to community property caused by their family, guests or tenants. This includes damages to the vehicle entry gates caused by tail-gating or pushing gates open. Other examples include allowing vehicles to drip grease/oil or other fluids onto the driveways or roads of the community,

pulling fire alarms which cause the association to be assessed for a false alarm charge, or breaking branches from trees or stomping on plant materials or sprinkler heads. When the persons causing such damages are identified, the owner will be assessed the relevant charges to make repairs or pay the county false alarm charges.

(m) Food/Beverages and Smoking in Common Areas - there are no outdoor areas of the community where food and beverages may be consumed at this time. In addition, it is against OCHD regulations for food and beverages to be consumed on the wet deck around the pool and spa. Smoking should be confined to your residence or patio/balcony and cigarette butts should never be discarded on the common grounds of the community. Due to OCFD and insurance restrictions for this condominium, no grills of any type can be used on the condominium property. Since everything within the gates is considered private property, the Board of Directors can and has imposed these rules and they must be followed at all times, so as not to increase the risk of fire in the community.

(n) Pets - No pets will be allowed to become a nuisance to the community - don't put your dog/s on the patios/balconies unless you are with them - barking dogs will be reported to Animal Control for enforcement. The total of all pets is limited to two (2) and the total weight of all pets may not exceed 50 pounds. The term "pets" is limited to dogs, cats, birds and tropical fish. No Pit Bull breed dogs, venomous snakes or potbelly pigs are allowed to be kept on the community property. Other specific restrictions may be imposed by the Board of Directors against any pet that becomes a "nuisance" to other residents of the community. By OC Ordinance and community restrictions, pet owners must keep their pets on a leash when outside of the unit and must pick up and dispose of all pet waste immediately. In 2008, the Board adopted breed restrictions which include Akita, Alaskan Malamute, American Bulldog, American Staffordshire Terrier, Chow Chow, Doberman Pincher, German Shepard, Great Dane, Pit Bull, Rottweiler, Siberian Husky, Staffordshire Bull Terrier, any Wolf Hybrid and any mix of these breeds.

(o) Entry Door Hardware - if the owner/resident desires to replace the entry door hardware, it may be replaced only with a similar style in a nickel-or brushed aluminum finish.

