



Guide

Owners

2018

Welcome to Grenelefe Guide

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Welcome to Grenelefe Guide

Welcome to Grenelefe! We are a deed restricted community and we have put together this guide to help you understand the rules and regulations. There is also some valuable information that will assist you with your move. The rules listed in this guide are the most common rules regarding living here at Grenelefe. Detailed information for the association can be found on our website at **www.grenelefecondominium.com**.

Grenelefe Condominium Association

Located at **912 Tennis Way** phone: 863-422-0077 fax: 863-422-8937
email: **grenelefecondos@aol.com** website: **www.grenelefecondominium.com**

The condominium association manages the condominiums for the owners. The areas that they take care of are the exterior maintenance and upkeep of the buildings (with the exception of the A/C units and back patio light bulbs). All of the exterior landscaping surrounding the buildings is maintained by the association, as well as laundry rooms, washers and dryers, storage closets, mailboxes, parking lots and all exterior lighting. The condominium association is also responsible for monitoring and enforcing the rules and regulations. If there are any rules violations, you will be notified.



General Services

Getting established at a new address involves ordering services such as water, electric, phone, cable etc. We have included some contact information below:

Water – Grenelefe Utilities, located at 3013 Camelot Drive, 863-422-7511 x3013

Electric – Duke Energy, 1-800-700-8744

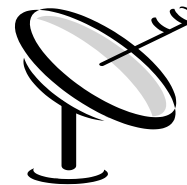
Phone – Verizon, 1-800-837-4966 AT&T, 1-800-288-2020

Cable – Spectrum 1-855-222-0102



Moving Day

When moving in and out, rented moving trucks and personal vehicles are not to be driven or parked on the turf or behind the buildings. Irrigation valves and pipes get damaged by the weight of the vehicles when driving over them. Storage pods are allowed to be dropped in the parking lots with prior approval from the association office. Please call 863-422-0077 to arrange for temporary pod storage. Moving trucks and delivery trucks may be parked temporarily for a period not to exceed 24 hours for loading and unloading.



Satellite Dishes

Grenelefe is a deed restricted community and satellite dishes are allowed on property. However, they must be placed only on the back balcony 4 x 4 posts that belong to your unit. They may also be placed directly on your patio or balcony (commonly on a tripod). Not all condominium balconies face in the right direction to enable you to receive a clear signal for dish TV or internet. Please verify this prior to moving in, especially if you are transferring an existing dish contract. If you cannot get reception for a satellite dish, then you would need to look at other options like cable. Here is some more detailed information on the rules involving satellite dish installation:

Satellite dishes larger than 1 meter (39.37 inches) in diameter, measured across the widest part of the dish, are prohibited. No satellite dish may be installed on or in any common area, including, but not limited to, roofs, building sides, fronts of buildings and building fascias. Satellite dishes or antennae may only be installed on or in an owner's exclusive use area in a location acceptable to the association and may not extend more than 36 inches beyond the owner's exclusive use area.

Keep in mind that the dish installers are not authorized to make decisions regarding the rules about where the dishes can be mounted. Only the condominium association has that authority. The association recommends scheduling dish installations for weekday mornings when association personnel can be present to oversee the installation. Please contact the condominium association for assistance. If the dish is improperly installed, you will be responsible for any costs associated with moving or removing it.



Cable Installation

Spectrum is the cable provider here at Grenelefe. At one point in time all of the condominiums were set up for cable. Over the years, through renovations and disconnections by unit owners, cables have been removed or cut. Accessing other units to run cable to your unit is no longer a feasible option due to the fact that some owners do not provide keys to the association. Spectrum management has been informed that they need to run cable from their hub to the back of the units they are restoring service to. They will then need to access the unit through the wall of that unit's patio/balcony area. It is important that the access hole be within the patio/balcony area of the unit receiving the service. The cable must be buried from the Spectrum hub box all the way to the point where it is brought onto the patio/balcony area. Leaving the cable lying on top of the ground is unacceptable and if not buried within a 48-hour period will be removed. You may need to communicate this process to your installer as in many cases they have not been made aware of it. They may tell you that they have to have a letter from the association to proceed. However, the letter has been sent to their management outlining this process.



Pool and Golf Memberships



Access to the swimming pool is restricted to members only. To inquire about purchasing a membership, you can contact the Pro Shop at 863-422-7511 x5122. They will also be able to answer any questions about golfing here at Grenelefe.



Storage Rental

Many of our buildings have a storage closet that can be used for extra storage space. Please call the condominium association for rental information.



Trash Disposal

Due to the amount of wildlife here at Grenelefe we ask that you do not leave trash outside your condominium for any period of time. There are two trash disposal areas where dumpsters are located on property. On the west side, the dumpster area is located on the right side down Burnway Road before you get to the condominium buildings. On the east side, the dumpster area is located off of Camelot Drive between the entrances to Palm View Court. Please break down cardboard boxes before placing them in the dumpsters. These dumpsters are for residential trash only. This means that no furniture, mattresses, construction debris, carpeting, appliances, etc. are allowed. If you have any of these items, please call the condominium association for disposal instructions.



Littering

Littering is strictly prohibited on property and violators will be prosecuted to the full extent of the law.



Grilling

No cooking shall be permitted on any patio or deck of a unit. Grills may not be used within 10 feet of any building or overhang. Grills may not be stored on the common element. For more specific information about the rules for grilling, please see the Frequently asked Questions about Grilling at Grenelefe attached to the end of this document.



Keys

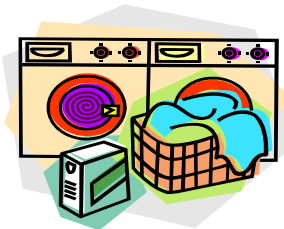
The association recommends that owners leave a key to their unit with the association office. This enables pest control and air conditioning maintenance to be done on schedule and allows access when problems such as leaks arise. Strict key control is adhered to, and keys are only signed out by authorized personnel.

Owners who choose not to provide the association office with a key are responsible for calling the association office to schedule pest control and air conditioning maintenance



Noise/Nuisances

No noises, music or sounds of any kind should be at a volume that could be heard from outside the perimeter of your apartment. Anything that interferes with the peaceful and proper use of the property by other residents or any practice that is a source of annoyance to other residents is not allowed. This is especially true and enforced by law between the hours of 11:00 pm and 7:00 am.



Laundry

There are 99 laundry rooms located throughout the condominium buildings. If your building does not have a laundry room, a neighboring building will have one. The laundry rooms are located at the end of the building on the first floor. The machines are operated by laundry cards which can be purchased via a vending machine located in front of the association office. The address is 912 Tennis Way. There is a one-time \$5.00 fee to purchase the card (from the machine) and then it can be loaded from the vending machine in \$10 increments using a Visa or MasterCard credit or debit card. It is \$1.75 per load for the washers and the same for the dryers. Any laundry-related issues should be reported to the condominium office.



Towing

Signs have been placed at the entrances to Grenelefe property, and we have contracted with a towing company to have vehicles in violation of the rules towed at the expense of the owner. Here are the rules that you need to be aware of regarding the parking of vehicles:

Parking spaces are located in the condominium clusters and are not identified by numbers. These parking spaces are available for owners, their tenants, or guests without reservation or restriction. Vehicles are to be parked on the asphalt within the parking spaces provided. Under no circumstances are vehicles allowed to park or travel on the grass. The landscaped areas have irrigation heads which will break under the weight of vehicles. No campers, trailers, motor homes, boats, or vans or trucks having capacity over one ton or having more than six wheels may be parked on association property. No unregistered vehicles, vehicles with expired tags or off-road vehicles may be parked on association property. In the event that your vehicle gets towed, you may recover it from Ryan's Towing at 863-422-2420.



Pets

Here are a few things you need to know about having a pet here at Grenelefe:

The association allows the following pets: domesticated, non-aggressive and non-dangerous dogs, cats, small caged birds, or tropical fish. Pets that are NOT allowed include dog breeds such as Rottweilers, pit bulls, Dobermans, wolf or coyote hybrids. Also animals such as pigs and other livestock, horses, animals normally found in zoos, wild and exotic pets, reptiles, mice, gerbils, ferrets, prairie dogs, and any other rodent are not permitted. Pets must be registered with the condominium association. For dogs and cats, a pet owner must provide a certificate signed by a licensed veterinarian for vaccinations. The cost of the registration is \$5.00. Pets must be on a leash at all times held by the human companion or in a carrier or cage when outside the unit. Pets are not permitted to be tied or leashed outside the buildings. No animal waste shall be left on the common element or the limited common element. Animal waste shall be promptly picked up and taken back to the owner's unit for proper disposal. No pet owner shall harbor a nuisance animal.



Wildlife

The Grenelefe Community covers over 500 acres and is surrounded by marshlands and woods that are home to many varieties of wildlife. You will occasionally see some of this wildlife around property. Please do not leave trash outside your unit and do not feed them. As these animals are part of the natural surroundings, we do not remove them, nor will Florida Fish and Game, except in extreme cases. Therefore, there is no need to report sightings.



Mail

There are cluster mailboxes located throughout the community. Mailbox assignments and keys can be obtained by contacting the Association office.



Condominium Unit

Here are a few rules and regulations regarding living in your condominium:

The sidewalks, entrances, halls, corridors and stairways of condominium buildings shall not be obstructed or used for any other purpose than ingress to and egress from condominium units. No article shall be placed in any of the corridors, halls or stairways in any building nor shall the same be obstructed in any manner. Nothing shall be hung or shaken from doors, windows, walks or corridors of a condominium building. None of the common elements (meaning anything outside of the condominium with the exception of your back patio or back balcony) shall be decorated or furnished by any apartment owner or resident. Condominium owners, residents, their families, guests, servants, agents or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof or power rooms of any building. There shall not be kept in any apartment any flammable, combustible or explosive fluid, material, chemical or substance except for normal household use. Grease, feminine hygiene products and disposable wipes are not to be put down the drains, garbage disposals or flushed into the sewer lines. See the garbage disposal guidelines at the end of this guide. No signs, free standing or otherwise installed, shall be erected or displayed in or on any condominium unit so as to be visible to persons from the outside.

No changes to the exterior of the buildings or the grounds of the association, including any change of exterior color or other work which in any way alters the exterior appearance of any portion of the common element will be permitted without the prior

written approval of the Design Review Committee. Installation of washers and dryers, screen doors, screen rooms, entry doors and patio doors are some of the more common applications that are filed for design review. Forms can be found on the association website . (www.grenelefecondominium.com)



Pest Control, AC Maintenance and HVAC Service Agreements



Pest control treats the units on a quarterly basis and the association's HVAC technicians perform quarterly filter changes as well as an annual preventative maintenance service on the AC units. Pest control will leave a card when they have serviced your unit, and the AC Technicians will date a sticker located in the air handler closet. Pest control is a small separate charge on your quarterly maintenance fee invoice, but filter cleaning and annual preventative maintenance are included in your maintenance fees at no additional cost.

In addition to the above-mentioned HVAC services, you have the option to obtain a service agreement with the association, which covers the cost of most repairs. Depending on the age of your HVAC unit, this service can be advantageous if you have problems with your HVAC unit. The HVAC service agreements are mailed to owners annually at beginning of each calendar year. Those who opt for these additional services send them back with payment within the first couple weeks upon receipt. The agreements can also be found on the website under the forms and applications section.



Balcony/Patio

Due to the fact that most of the patios and balconies face the golf courses and other condominiums, there are restrictions as to what can be kept on them. Here is the list of items that are not allowed:

Garbage cans, automotive parts, tires, watercraft, boat motors, boxes and storage bins, coolers, indoor furniture and items intended for indoor use, appliances, exercise equipment, dead plants, empty planters and flower pots, firewood, building materials,

table saws, drill presses and workbenches. Blankets, sheets, quilts and tarps are not to be used to cover items on patios.



Social Group Interaction



Condominium owners are welcome to join the Grenelefe Homeowner's Association to get involved in the surrounding community. The Homeowner's Association is comprised of Arrowhead Lakes, Aspenwood, Club Estates, Country Homes and Grenelefe Estates. It has a directory and also sponsors four or five social events throughout the year. As a member, you will receive newsletters as well as a homeowner's directory. The fee is \$35 per year. If you are interested in joining, mail a check to Grenelefe Homeowners Association, P.O. Box 5192, Haines City, FL 33845. This is a great way to get connected with others in the community. The condominium association also controls a volunteer group of owners to help clear out some of the maintenance-free common areas around the property that have become overgrown with vines and invasive plant species. All work performed by these volunteers must be pre-approved by the condominium association. Please contact the association office if you are interested in joining the volunteer group.

We hope that you have found this guide to be helpful. For a complete listing of the condominium rules and policies, go to www.grenelefecondominium.com.



Grilling at Grenelefe



Frequently Asked Questions

Q. What do the by-laws say about grilling?

A. No cooking with an open flame shall be permitted on any patio or deck of a unit. Grills may not be used within 10 feet of any building or overhang. Grills may not be stored on the common element. However, you can use portable electric grills.

This association rule is backed by the following Florida Fire Prevention Code:

NFPA 1-10.10.6.1 - For other than one-and two-family dwellings, no hibachi, grill or other similar devices used for cooking, heating or any other purpose, shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft.

NFPA 1-10.10.6.1.1 - Listed electric portable, tabletop grills, not to exceed 20 square inches of cooking surface, or other similar apparatus shall be permitted.

Q. What is the correct way to grill at Grenelefe so that I don't break any rules of the association or the state?

A. Using a charcoal grill, you can walk it out away from the building into the common area a minimum of 10 feet. Light the charcoal, grill and then let the coals burn out. Make sure the ashes are cold before discarding. Remove the grill from the common area and store it on your patio (if your unit is on the first floor) or you can use a portable electric grill (these can be used on your patio or balcony).

Q. What if I live on the 2nd Floor?

A. If you have a charcoal grill, you would need to walk downstairs and take it at least 10 feet away from the building. Light the charcoal, grill and then let the coals burn out. Make sure the ashes are cold before discarding. Remove the grill from the common area and store it either inside your unit, in a storage area, in your vehicle or off property or you can use a portable electric grill (these can be used on your patio or balcony as well as stored there).

Q. Why can't I store my charcoal grill on my upstairs balcony?

A. It is prohibited by Florida Fire Prevention Code NFPA 1-10.11.6.2 - For other than one-and two-family dwellings, no hibachi, grill or other similar devices used for cooking shall be stored on a balcony. Note: you can store portable electric grills on balconies.

Q. Can I use a propane grill as long as I follow the aforementioned rules? (No grilling on patios or balconies, within 10 ft. of the building, no storage on 2nd floor balcony.)

A. Technically, yes. However, the association rules combined with the Florida Fire Prevention Code and the gas cylinder product safety warnings, make it extremely difficult to store the gas anywhere on property.

Q. What are the rules pertaining to storage of propane gas? Can it be stored on my patio or balcony? What about inside my unit? How about my storage closet? What about my vehicle? Can I leave it outside away from my door?

A. Let's answer the questions one at a time.

Can I store propane gas on my balcony or patio?

The answer is no. Florida Fire Prevention Code does not allow this.

NFPA 1-69. 5.4.1.1 - prohibits the storage of gas cylinders within 10 feet of a doorway or within 5 feet of a doorway in locations that allow two means of egress (like your front door and the back sliding glass door).

What about storing propane inside my unit?

The association rules do not permit this. The rule reads as follows: There shall not be kept in any apartment any flammable, combustible or explosive fluid, material, chemical or substance except for normal household use.

What about keeping it in my storage closet here at Grenelefe?

The association storage room rental policy does not allow this. Propane tanks are specifically listed as items that cannot be stored.

What about storing the propane in my vehicle in the parking lot?

This is inadvisable. The warning labels on propane tanks say not to leave them in direct sunlight and not to store them in temperatures exceeding 120 degrees. The interior of a car in the summer can reach 150 degrees.

Can I leave it outside, 10 feet away from my front door?

Association rules state that "No articles shall be placed in any of the corridors, halls or stairways in any building nor shall the same be obstructed in any manner." This rule does not allow you to store anything in the front of your unit. Any of the areas around your condominium are considered common element and you may not store any personal items on them.



Grenelefe



Garbage Disposal Guidelines

What **Not** to put down a Garbage Disposal:

- Don't grind glass, plastic, metal or even paper.
- Don't grind anything combustible.
- Don't grind cigarette butts
- Don't pour grease, oil or fat into your garbage disposal or drain. Grease will slowly accumulate and impede your garbage disposal's grinding ability as well as clog drains.
- Don't use hot water when grinding food waste. Hot water will cause grease to liquefy and accumulate, causing drains to clog.
- Don't grind extremely fibrous material like corn husks, celery stalks, onion skins, and artichokes. Fibers from these can tangle and jam the garbage disposal motor and block drains.
- Don't turn off the motor or water until grinding is completed. When grinding is complete, turn off the garbage disposal first. Let water continue to run for at least 15 seconds, flushing out any remaining particles. Then turn off water.
- Don't put too many potato peels down the garbage disposal. The starches in the potatoes will turn into a thick paste and may cause blades to stick.
- Don't put large amounts of food down the garbage disposal. Feed food into the garbage disposal a little at a time with the cold water running; this will help the food scraps flow down freely through the drain pipes and plumbing.
- Don't put expandable foods into your garbage disposal. Foods like pasta and rice expand when you add water in a pot; they do the same thing once inside your pipes or garbage disposal and are the cause of many jams and clogs.
- Don't grind large animal bones (beef, pork etc.).
- Avoid putting coffee grounds down the garbage disposal. They won't harm the garbage disposal and they'll actually help eliminate odors. However, they can accumulate in drains and pipes, causing clogs. Best to avoid.
- Don't use harsh chemicals like bleach or drain cleaners. They can damage blades and pipes. Borax is a natural sink cleaner and sanitizer that effectively works on odor-causing mold and mildew that accumulates in garbage disposals.