

## GREENWOOD MANOR CONDOMINIUM ASSOCIATION'S ATRIUM POLICY

1. Atriums may be maintained by Condominium Unit Owners by submitting a work order to the CAM (Condo Association Manager) who will pass it on to the Landscaping Committee Chairperson. The Unit Owners must discuss the type of plants to be planted. It will then be submitted to the Board of Directors for their approval. The Unit Owner must be a resident of Greenwood Manor at least ten consecutive months of the year. The Unit Owner will place a blue topped stake in the atrium (purchased at their own expense). The Association will be responsible for all other atriums (per The Declaration of Condominium).
2. Atriums maintained by Condominium Unit Owners must be kept free of debris. Approved plants and/or flowers are allowed to be potted in order to maintain soil enrichment & size of plants. A maximum of 8 pots are permitted (pots are to be under 15" in height). Vegetable gardens of any kind, including potted herbs, are not allowed. If there are violations pertaining to the upkeep of the atrium; the Unit Owner will be notified of the violation by the Board of Directors. If the violation is not rectified the Association will again take over the upkeep of the atrium.
3. Ornamental objects, such as statues, pagodas, frogs, baskets, vases, etc., that can be seen from the street, will not be allowed on or in front of atriums, atrium walls, porches and steps. They may be allowed behind the atrium walls if they cannot be seen from the street. The Association and Landscaping Contractor will NOT be held responsible for any breakage. There will be NO hanging baskets or hanging potted plants on the atrium rafters. A limit of 2 solar lights at the base of stairs or entry way are permitted.
4. To update Office files, Condominium Unit Owners presently maintaining their atriums and wish to continue doing so, must submit a Request for Atrium Care by Unit Owner form to the Condo Association Manager.
5. Unit Owners maintaining their atriums will trim plants away from the Masonite walls and atrium beams. Plants may not be taller than the brick wall. No ground cover or vines will be permitted to grow on the building or the brick walls.
6. If rock is placed around plants in an atrium, there must be at least four inches from the bottom of the wood trim to the top of the rock. At least four inches of building foundation must be visible. \*\*\*ONLY Brown River Rock is approved by Board of Directors.
7. No climbing plants of any kind may be planted in atriums. Plants not permitted are: Asparagus Fern, Elephant Ears, Bougainvillea, decorative grasses, Confederate Jasmine, Lantana, rose bushes and Snake Plants/ Mother In-Law Tongue. Other plants may not be approved at the discretion of the Board of Directors.

Revised 06/2023

# GREENWOOD MANOR CONDOMINIUM

## ASSOCIATION

### COLLECTION POLICY

Prompt payment of assessments by all owners is critical to the financial health of the Association and to the enhancement of the property values of our homes. Your Board of Directors takes very seriously its obligation to enforce the members' obligation to pay assessments. The Board has adopted this Collection Policy in an effort to discharge that obligation in a fair, consistent, and effective manner. The following are the Association's assessment collection practices and policies.

1. Regular monthly assessments are due and payable in full on the first day of each month. All other assessments, including special assessments, are due and payable on the date specified in the notice of assessment.
2. All unpaid regular monthly assessments are delinquent after ten days. Delinquent monthly assessments will be charged a late fee of thirty dollars (\$30.00) or five percent (5%) of each installment of the assessment for each delinquent installment that the payment is late, whichever is greater. For all special assessments, a late fee of thirty dollars (\$30.00) or five percent (5%) of each installment of the assessment for each delinquent installment that the payment is late, whichever is greater, will be charged for any payment received after ten (10) days of the date specified in the notice of assessment.
3. When an assessment becomes delinquent, the Association shall send a notice of delinquency via regular mail to the owner at his/her address on file with the Association. The notice shall advise the delinquent owner that their assessment is delinquent and state the amount due plus late charges, and postage fees. Further, the notice shall advise the delinquent owner that if the amount set forth in the notice is not received before the due date set forth therein, the matter may be referred to the Association attorney. Upon referral, the attorney shall take all appropriate action to collect the delinquent account including preparation of a claim of lien.
4. All collection costs, to include late fees, interest, postage fees, and attorneys' fees, incurred by the Association will become the responsibility of the delinquent owner pursuant to the provisions of the Association's governing documents and of the Florida Statutes.
5. All payments on account shall be applied to late fees and other costs of collection then to interest, and then to the assessment payment first due.
6. A twenty-five-dollar (\$25.00) fee shall be assessed against an owner in the event any check or other instrument attributed to or payable for the benefit of such owner is not honored by the bank or is returned by the bank for any reason whatsoever including, but not limited to, insufficient funds.

**GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.**

**ESTATE LIQUIDATION/AUCTION SALE POLICY**

**EFFECTIVE MARCH 28, 2016**

This policy establishes rules governing estate liquidation sales/auctions in Greenwood Manor and provides standard procedures that are to be followed by all estate administrators desiring to have an estate sale/auction. Estate liquidation sales are defined as the disposal of a substantial portion of the materials owned by a person who is recently deceased or who must dispose of his or her personal property to facilitate a move. Estate administrators include but are not limited to: owners, realtors, professional estate liquidators, auctioneers, or surviving family members. This policy is applicable to all estate administrators handling the sale/auction.

Standard procedures for estate administrators wanting to hold an estate liquidation sale/auction are:

1. Estate administrators will coordinate with the office at least five business days prior to the date of the liquidation sale/auction.
2. Neither the front entrance gate nor the pedestrian gate will be held open during the hours of the sale/auction.
3. No balloons or estate sale/auction signs are to be displayed on Greenwood Manor property either inside or outside the front gate.
4. Sales shall be limited to two (2) consecutive days.
5. No sales shall be allowed on Sundays.
6. Prospective buyers shall call the estate administrator via telephone to coordinate the opening of the gate. A small informational sign may be taped to the entry gate box indicating the contact number to call for entry.

# **GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.**

## **SCHEDULE OF FEES**

**Effective June 1, 2024**

|          |                                                                          |
|----------|--------------------------------------------------------------------------|
| \$250.00 | Estoppel                                                                 |
| \$125.00 | Mortgage Questionnaire                                                   |
| \$75.00  | Meeting Minutes (must be requested and paid for by seller)               |
| \$75.00  | Financial Records (must be requested and paid for by seller)             |
| \$75.00  | Condominium Documents/By Laws (must be requested and paid for by seller) |
| \$25.00  | Condominium Rules and FAQ (must be requested and paid for by seller)     |
| \$50.00  | Realtors or Abbreviated Mortgage Questionnaire                           |
| \$30.00  | Late Charge                                                              |
| \$25.00  | Return Check Fee                                                         |
| \$10.00  | Maintenance Payment Coupon Book Replacement                              |
| \$5.00   | Replace Lost Yellow Card                                                 |
| \$25.00  | Replace Lost RFD Gate Reader                                             |
| \$0.10   | Black & White Copy Fee Per Page                                          |
| \$0.50   | Color Copy Fee Per Page                                                  |
| \$1.00   | Fax Fee Per Page                                                         |

Board Approved 5-14-2024

# Greenwood Manor Condominium Association, Inc.

## Entrance Gate Policies and Procedures

### **POLICY**

Only residents living in Greenwood Manor are eligible to have RFD stickers.

Tenants are eligible to have RFD stickers.

Owners that rent the units only receive a four digit code for access.

Stickers are not for family members that do not live here full time.

Maximum two stickers per household. Only two registered vehicles per household permitted. If owner has only one car only one sticker is issued.

When units are placed on market for sale the four digit code for owner is to be used for realtor access. This code will be removed from gate system when unit is sold.

### **NEW OWNER AND TENANTS**

During orientation the gate system is explained. The telephone number that is linked to the remote opening of the gate is determined at this time. The four digit code is assigned which is the last four digits of telephone number.

During orientation new owners are given vehicle information sheet, voter certificate, resident information and pet registration forms to complete and return after closing along with a copy of the warranty deed.

After closing and upon receipt of completed new owner package (vehicle information sheet, voter certificate, resident information, pet registration and copy of warranty deed) the new owner is given the following. RFD sticker, instructions sheet (located in FL Door file) to apply to the windshield and alcohol wipe to clean the inside of windshield.

**GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.**  
**HURRICANE SHUTTER SPECIFICATIONS POLICY**  
**EFFECTIVE OCTOBER 23, 2017**

**Description:**

The Board of Directors (BOD) is required by paragraph 718.113(5) of the Florida Statutes to adopt hurricane shutter specifications for each building within each condominium operated by the Association. These specifications shall include color, style, and other factors deemed relevant by the Board. Specifications must also conform to the code and ordinance requirements of Brevard County.

**Purpose/Rational:**

All shutter installations should conform to this policy in order to retain the architectural and appearance uniformity of the complex.

**Applicability:**

This policy applies to all residents and supersedes all previous specifications for hurricane shutters, as of its effective date.

**Failure to Comply:**

Residents who install hurricane shutters not in compliance with this policy will be required to remove the installation, at their expense, and restore the common and/or limited common area(s) to the original condition existing prior to the installation. If a resident fails to restore the area(s), the Board of Directors will cause the removal and the resident will reimburse the Association for all costs incurred.

**Standards and Specifications:**

The Board of Directors of the Greenwood Manor Condominium Association, Inc. adopts the following policy with respect to the installation of hurricane shutters across any opening in any of the buildings of the complex:

1. Proposed installation plans, to include specific descriptions and the manufacturer's certificate of compliance with state and local building codes, shall be submitted by the unit owner to the Association office for review and approval by the Board of Directors. Approval must be given prior to installation.
2. All installations shall be made by a licensed and insured contractor.
3. Any required permits shall be obtained by the unit owner after approval by the Board of Directors but prior to installation.
4. Color: Brown, light beige or clear are the only colors approved for hurricane shutters. Shutter housings, hardware and track systems shall be brown to match building trim.

5. Window Openings: Window shutters shall use the framed “roll-down” style, framed “accordion” style or “panel” style which are made of steel, aluminum or clear polycarbonate. Shutters may be manually or electrically deployed.

6. Door Openings: Door shutters shall use the framed “roll-down” style or framed “accordion” or “panel” style which are made of steel, aluminum or clear polycarbonate. Shutters may be manually or electrically deployed.

7. Porches: Hurricane shutters that enclose any porch shall be of the framed “roll-down” style, framed “accordion” style or “panel” style which are made of steel, aluminum or clear polycarbonate.

8. Use of plywood sheets that serve as hurricane shutters to cover windows and/or doors is not allowed in the complex.

Once again, approval to install hurricane shutters on any opening (window, door, etc.) requires conformance with this policy prior to initiating any work beyond getting a firm estimate for the work.

**GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.**  
**INDIVIDUAL UNIT MODIFICATION POLICY**  
**EFFECTIVE OCTOBER 7, 2010**

OVERVIEW

**Description:**

Prior to any major alterations/construction within individual units that will disturb the privacy and peacefulness of other owners living within the same building with construction noise or the increased traffic of contract workers, owners are required to submit written plans along with a "Request To Modify Condominium Unit" form to the Board of Directors (BOD) for approval. "Major alterations" do not apply to changes such as painting, fan installations, flooring, or re-facing of cabinets. Owners are required to use only licensed and insured contractors as stated in the Florida and Brevard County Building Codes. Owners are responsible for obtaining Brevard County permits when required by codes or ordinances.

**Purpose/Rationale:**

By submitting written plans for review and receiving written approval from the BOD for major alterations/construction within units, owners and the Association are assured that all work is being performed by a licensed and insured contractor and that the work will not compromise the structural design integrity of the buildings. Strict adherence to the specified guidelines/procedures will also limit the amount of noise and stress normally associated with construction activity that is placed on other owners residing in the same building.

**Applicability:**

All unit owners.

**Failure to Comply:**

In the event an owner of a unit makes any structural design changes or major alterations without the required written consent from the BOD, the BOD shall have the right to levy fines against the owner and/or proceed in a court of equity to seek compliance.

## GUIDELINES/PROCEDURES

The BOD of the Greenwood Manor Condominium Association, Inc., has adopted the following guidelines/procedures with respect to major alterations or structural design changes made to any unit within the complex:

1. Major alteration plans, to include a copy of the contractor's contract, and a "Request To Modify Condominium Unit" form will be submitted in writing to the BOD for approval.
2. Licensed and insured contractors must accomplish all work, including electrical, plumbing, etc.
3. The owner or contractor will obtain required permits and a copy(s) will be submitted to and maintained in the Association office.
4. All planned work will be done according to Florida and Brevard County Building Codes.
5. All cutting of tile, flooring material, etc., will be done outside the unit or, in the event of rain, in the garage.
6. No radios, CD players, or MP3 players will be allowed unless used with headsets or ear buds.
7. Major alterations/construction work is to be performed only:
  - 8:00 a.m. to 5:00 p.m. Monday through Friday.
  - **Saturday – Only with BOD approval.**
  - No work will be done on Sundays or major holidays (actual or observed).
  - Contractor will remove all debris and clean all affected areas of the community property on a daily basis. At no time will any construction materials be placed in the community dumpsters.
8. All work must be completed within a maximum of six weeks from start to finish. Longer than six weeks will require BOD written approval.
9. No alteration/construction is allowed outside the apartment boundaries as defined in the Greenwood Manor Condominium Association Declaration of Condominium without written approval from the BOD.

BOD Approved: October 6, 2010

**GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.**

**REALTOR OPEN HOUSE POLICY**

**EFFECTIVE OCTOBER 21, 2011**

This policy establishes rules governing realtor/owner sponsored open houses in Greenwood Manor and provides standard procedures that are to be followed by all realtors and owners desiring to have an open house. It is applicable to all unit owners of the Association and the realtors handling the sale of their units.

Standard procedures for owners/realtors wanting to hold an open house are:

1. Realtors/owners will coordinate with the office at least five business days prior to the date of the open house.
2. Neither the front entrance gate nor the pedestrian gate will be held open during the hours of the open house.
3. No balloons or open house signs are to be displayed on Greenwood Manor property either inside or outside the front gate.
4. Prospective buyers shall call the owner/realtor via telephone to coordinate the opening of the gate. A small informational sign may be taped to the entry gate box indicating the contact number to call for entry.

*BOD approved 10/20/11*

RESOLUTION OF THE BOARD OF DIRECTORS  
OF GREENWOOD MANOR CONDOMINIUM ASSOCIATION  
ESTABLISHING A SOCIAL COMMITTEE

Effective April 15, 2025

WHEREAS Greenwood Manor Condo Association is a non-profit association incorporated pursuant to the provisions of Chapter 718 of the Florida Statutes, as amended, and hereafter called the "Condominium Act".

WHEREAS the board desires to establish a Social Advisory Committee to advise and assist the Board in decisions related to Social Activities for our residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

1. Establish a purpose of the Social Advisory Committee. The Board hereby establishes as the main purpose of the Social Advisory Committee is to plan activities for our residents that will help in meeting other residents and having fun activities on site or scheduled events away from our property.
2. Authority of the Social Advisory Committee. Plan activities for our residents that will allow for fun and fellowship to meet others in the condo development. Activities can be held on the Greenwood Manor property or away from our property. Costs for these events are not covered by the budget of Greenwood Manor. The committee can develop methods to obtain funds by selling half pot tickets, etc.
3. Appointment of Board Members: Committee members are volunteers and are appointed by the Board at a regularly scheduled Board meeting. Members may be removed by the Board at any time for any reason.

4. Meeting Times and Notifications: Since the committee is an advisory, or on-statutory committee and no business conducted the meetings do not require prior notification other than to the committee members. Any recommendations forthcoming by the committee will be presented to the Board by the Board member assigned to the committee at the regularly scheduled Board meeting.
5. The Committee Chairmen: The members and the Board member representative will designate one of the members to be the chairman. No formal meeting notes are required but it is recommended that a record of the meeting and the attendees be given to the assigned committee Board member for inclusion in the scheduled Board meeting minutes.
6. Current Committee Members: Those who signed up for this committee at the annual Board Meeting are Julie Chesnut 850-218-3533, Dot Mullins 321-777-8856, Anne Dewey 321-626-2699 and Jan Stewart 321-298-1588.

# GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC.

## TOWNHOUSE BACKYARD LANDSCAPING POLICY

**EFFECTIVE DATE: SEPTEMBER 17, 2024**

Backyard landscaping maintenance of Building 5, 6, 32 and 33 is not included in the Association's contract for your yard maintenance with ~~Green Leaf Landscaping and Irrigation, Inc.~~ **the current contracted landscape company.** This is due in part to yard fencing which will not allow mowers to fit through the individual gates.

This policy establishes the Association and unit owner's responsibilities pertaining to the landscaping maintenance of individual unit backyards in Buildings 5, 6, 32 and 33. This policy does not preclude an owner from hiring a private landscaper at the owner's expense. **Owners must follow the Atrium Policy Guidelines approved by the Board of Directors.** Owners will not plant any trees, shrubs, etc., without prior written approval from the Board of Directors. **No nails, screws, screw hooks, staples or any like items including decorations may be attached to the fencing.**

Responsibilities are as follows:

### By the Association:

1. Week whacking of grass at least once a month.
2. Trimming of bushes on a case-by-case basis. Requests must be submitted to the Association office via a standard work order.
3. Maintenance of backyard fences and gate latches.
4. Maintenance of all sprinkler lines and heads.

### By the Unit Owner

1. Raking and disposal of leaves. Bagged leaves/debris may be left at the end of the driveway for pickup by Association maintenance personnel ~~on Monday, Wednesday or Friday.~~ **or placed in any dumpster.**
2. Removal of leaves/debris from porch roof or any other building additions.
3. **No nails, screws, screw hooks, staples or any like items including decorations may be attached to the fencing.**

This policy applies to all unit owners and renters residing in Buildings 5, 6, 32 and 33.

BOD approved 5-17-2017 revised 9-17-2024

*GREENWOOD MANOR CONDOMINIUM ASSOCIATION, INC*

**A RESOLUTION BY THE BOARD OF DIRECTORS  
ESTABLISHING A NEW-OWNER ORIENTATION PROGRAM.**

BE IT HEREBY RESOLVED by the Board of Directors of Greenwood Manor Condominium Association, Inc., as follows:

Section 1. THAT an orientation program be established to familiarize new owners with the various aspects of living in Greenwood Manor. The orientation will include, but not be limited to, a review of Use Restrictions, Rules/Regulations and Assessment Collection Policies.

Section 2. THAT the orientation be completed after the prospective new owner has signed a contract to purchase a unit but before the date of closing.

Section 3. THAT the orientation be conducted by at least one director.

Section 4. THAT the Association Office Manager coordinate and schedule a mutually agreeable date and time for the orientation.

ADOPTED by the Board of Directors this 7<sup>th</sup> day of May, 2012.

By: Michael D. Uramkin  
Michael D. Uramkin, President

ATTEST:

Ann P. Pallex  
Ann P. Pallex, Secretary

**RESOLUTION BY THE BOARD OF DIRECTORS  
ESTABLISHING THE LOCATION FOR POSTING OF  
NOTICE FOR MEETINGS OF THE BOARD OF  
DIRECTORS AND MEETINGS OF THE MEMBERSHIP**

THAT WHEREAS, Section 718.112 (2)(d), Florida Statutes, requires the posting of notice conspicuously upon the condominium property for all meetings of the membership, and Section 718.112 (2)(c), Florida Statutes, requires posting of notice for all meetings of the Board of Directors where non-emergency special assessments or rules regarding unit use will be considered, and

WHEREAS, said provisions of the Florida Statutes requires the association to designate the location for the posting of such notices by a rule adopted by the Board of Directors.

NOW THEREFORE BE IT RESOVED by the Board of Directors of Greenwood Manor Condominium Association, Inc., that the rule for the posting of notice conspicuously upon the condominium property be as follows:

1. Notice for **ALL** meetings of the membership and **ALL** meetings of the Board of Directors shall be posted adjacent to the main entrance door (north side) of the Greenwood Manor Clubhouse, 669 Greenwood Manor Circle, the east mailbox shelter, and the west mailbox shelter.
2. The President of the Association shall be responsible for the posting of all required notices in the designated location.

Adopted by the Board of Directors this 15<sup>th</sup> day of April, 2010.

By: Michael B. Wank  
President of the Association