

Windchase Bay C.O.A Rules & Regulations

September, 2026 The following Rules and Regulations in addition to Rules incorporated in the original By Laws, exhibit 4, have been updated and approved by the Board of Directors to be effective immediately.

Section 100

GENERAL

- 100.01 Owners are responsible for advising their tenants, guests, and visitors of applicable Rules and Regulations and ensuring that they are followed.
- 100.02 No additions, modifications, or other exterior alterations may be made to a building or unit, including patio/balcony, without prior approval by the Board of Directors.
- 100.03 All complaints shall be in writing to the Association through its managing agent.
- 100.04 Any consent or approval given by the Association under these Rules and Regulations shall be revocable at any time.
- 100.05 Each Windchase Bay unit will report tenant information to the management firm (by owner or owner's agent) within 14 days of occupancy of unit. Failure to do so will result in a fine of \$50.00.
- 100.06 Units are restricted and are to be used for the sole purpose of residential single-family dwelling and for no other purposes. A unit may be leased provided that the Unit is used only as a residence; that the lease or rental period is for not less than seven consecutive months; that the Unit is occupied by one family having no more members than the Unit is designed to accommodate; and provided that such use by the tenant or tenants does not create a nuisance.
- 100.07 No solicitation or distribution of written materials is allowed on the premises of the condominium complex. Violators should be reported to management.
- 100.08 Common areas are defined in the Windchase Bay Condominium Association, Inc. Articles of Incorporation as, "that portion of the Condominium Property, including the land, not included in the Units" A "unit" is defined as a unit, as described in the Condominium Act, Chapter 718, Florida Statutes, 1976, as amended, and is a portion of the Condominium Property which is subject to exclusive ownership.

- 100.09 During power outages, generators must be placed on the grounds outside the patio or balcony. The generator should be operated between 6:00 am and 11:00 pm.**

Section 200

DÉCOR

- 200.01 No professional, commercial, or other signs of any nature shall be erected maintained on the condominium property without prior permission of the Association. Professionally made “For Rent” signs no larger than 3 square feet in size may be placed inside the window or glass door of the unit. In the event trees or shrubs obscure the view of the window, the sign may be hung from but not attached to the fence or balcony.
- 200.02 Each unit resident shall maintain appropriate drapes or window coverings for each window or sliding glass door. The backing of said coverings shall be white or off white in color.
- 200.03 One US or decorative flag may be displayed provided it doesn’t violate your neighbor’s space. No political or offensive flags will be allowed.
- 200.04 Water hoses should be neatly displayed and not left on the grassy areas.

Section 300

PATIO/BALCONY/SUNSCREENS

- 300.01 All parts of the condominium, including common areas, shall be kept in a clean and sanitary condition. No rubbish, refuse, garbage or fire hazard shall be allowed to accumulate in the unit’s area.
- 300.02 No clothes, towels, clothesline or other similar personal items shall be placed on a balcony or patio fence for drying or any other purpose.
- 300.03 No unit resident shall permit bicycles, furniture, or similar equipment or materials to be stored or accumulate around the front door, breezeway, underneath the stairs, or landing adjacent to the front door of any unit. Sports items (bicycles, gym equipment, etc.) are to be stored inside the unit or storage room.
- 300.04 All installations of sunscreens must be submitted to the WCBC Board of Directors for review/approval prior to installation.
- 300.05 Effective July 2026, the WCBC Board of Directors has approved **NEW guidelines for the** installation of Sunscreens:
- 300.00(a) All Sunscreen colors must be WCBC Board approved prior to purchase. Colors to be considered shall be:

Like the original green or green and white stripe or a new color “light tan”. The light tan colors should be either PVC “Surfside” or PVC fabric “Redondo” (New tan fabric is from Home Depot)

- 300.05(b) All Sunscreens must be fabric or synthetic fabric. (No bamboo or wood.)
- 300.05(c) All sunscreens must be either 8 foot or 10 foot and be centered on the opening. Custom sizes will be *considered* by the Board upon presentation of description.
- 300.05(d) Openings must be covered with one (1) continuous-width sunscreen, not multiple units.
- 300.05(e) Sunscreens may be installed on the sides (ends) of the balconies/patios only with prior Board approval upon the submission of a description of the sunscreen to be installed.
- 300.05(f) No sunscreen may be installed below the rails of the balcony
- 300.05(g) Owner will be responsible for removal for HOA repairs and/or painting. Owners can arrange, at their expense, for Ethridge Property Management maintenance workers to remove and reinstall.
- 300.05(h) Sunscreens must be maintained, cleaned of mildew, dirt and stains. Torn or damaged Sunscreen is to be removed, at owners’ expense.

Section 400

BREEZEWAYS

These updated rules will amend the item 1, “breezeways” in the original Declaration Rules to permit outdoor furniture and potted plants to be temporarily placed within the breezeways. There are three types of breezeways which will each be defined with their individual requirements:

- 400.00(a) Unit residents and owners will be required to remove all items placed in and on the breezeways in the event of a named storm’s predicted landfall in our area. If owner or resident leave for extended periods during the Hurricane season, all items are to be removed from the breezeways prior to leaving.
- 400.00(b) All breezeways will be required to have a four-foot-wide corridor through the entire length of the breezeway.

400.01(c) Any potted plant placed on the breezeways will be required to have a drip tray. There should be no standing water on the concrete created by the potted plants.

400.00(d) Furniture and plants shall be in good repair and well kept. The resident/owner will be responsible for maintaining furniture and plants, and removal of all worn furniture and dead plants.

400.00(e) Any unit resident or owner who is not in compliance with these requirements will receive a letter of violation detailing the discrepancy with a timeline to make the correction.

400.01 **Requirements for Closed Breezeways**

400.01(a) Furniture and/or plants will be placed against the wall and will not extend into the walkway more than 36". If two units opposite one another want to place furniture, each can only extend out 24". This requirement maintains the four-foot corridor.

400.01(b) No items are to be placed to impede access to and from the stairs to the second floor.

400.01(c) No hanging plants, wind chimes, string lights or objects of any kind shall be placed within the breezeway.

400.01(d) No items are to be attached to the building walls, except a small decorative plaque or wreath, which may be attached near the doorway entrance.

400.02 **Requirements for End Breezeways**

400.02(a) Furniture is to be placed against the building wall only and shall not extend more than four feet from the wall to maintain a four-foot open corridor.

400.02(b) No items are to be placed to impede access to and from the stair walkways.

400.02(c) No hanging plants, wind chimes, string lights or objects of any kind are to be attached to the breezeway ceiling.

400.02(d) No items are to be attached to the building walls or ceiling, except a small decorative plaque or wreath, which may be attached near the doorway entrance.

400.02(e) The number of plants placed in the breezeway shall be of a manageable number. Not a jungle.

400.03 Buildings “N” AND “O” Breezeways

- 400.03(a) Because there are only two units, each unit’s residents do not have to pass through the other’s side. Therefore, furniture can be placed on both sides of the breezeway as long as there is a four-foot open corridor through the breezeway.
- 400.03(b) No items are to be placed to impede access to and from the stair walkways.
- 400.03(c) No hanging plants, wind chimes, string lights or objects of any kind are to be attached to the breezeway ceiling.
- 400.03(d) No items are to be attached to the building walls or ceiling, except a small decorative plaque or wreath, which may be attached near the doorway entrance.

Section 500

RECREATIONAL EQUIPMENT

- 500.01 Skates, skateboards, rollerblades, etc. are not allowed to operate within the complex.
- 500.02 Bicycles are allowed on the streets within the complex provided they conform to the normal traffic rules.

Section 600

DISTURBANCES

- 600.01 No resident shall permit any noise to originate from his unit or vehicle that would be an annoyance disturbance to adjacent neighbors, including radios, stereos, musical instruments, singing, barking dogs, meowing cats or fireworks.
- Violators of this rule could be referred to the Pensacola Police Department.
- 600.02 No immoral, improper, offensive, or unlawful use shall be made of the condominium property. No nuisances shall be permitted on the condominium property. See section “pool”.
- 600.03 Vehicle or House alarms should have an alternate means of being disabled on file with a neighbor in the event it is activated while you are out of the

complex. If a vehicle alarm is activated and the owner can't be located, the police will be notified, and the vehicle will be towed away at the owner's expense.

Section 700

CONTRACTORS

- 700.01 All Unit owners/tenants' concerns regarding Association initiated contractor repair or maintenance projects are to be directed to the management office rather than addressed directly with the contractor.
- 700.02 Interference with, harassment of, or physical altercations involving any Association vendor creates unnecessary safety risks, disrupts Association operations, and may result in project delays and additional costs.
- 700.03 Interference with, harassment of, or physical altercations of any Board-authorized contractors by unit Owners/Tenants will make them liable for project delays and additional project costs or fined by an assembled fine committee as per the Association's governing documents.

Section 800

FOOD

- 800.01 Due to our limited space, food and beverages required by large gatherings may not be prepared/consumed on common property such as the pool, parking lots, and streets.
- 800.02 Electric grills are the only mechanism allowed for cooking on patios or balconies. This means that charcoal and gas grills are not allowed on patios or balconies. Per Florida Statute cooking with gas or charcoal grills must be ten (10) feet from the building.

Section 900

PARKING/MOTOR VEHICLES

- 900.01 Each unit has been assigned two (2) parking spaces. No trailer, camper, boat, mobile home, house trailer, commercial truck or other commercial machine or equipment shall be parked on the property. This includes any vehicle, regardless of size, with any commercial-type logo regardless of the logo being painted or attached magnetically.
- 900.02 All vehicles shall be in operating condition and have current license plate.

- 900.03 Vehicles cannot be stored covered for longer than three months. At the expiration of three months the vehicle will be towed away from Windchase Bay Property at the owner's expense.
- 900.04 Unit residents are responsible for their guests.
- 900.05 Guest parking is available at the pool and on Hyde Park Road, or arrangements may be made with a neighbor.
- 900.06 No parking of any vehicle on the yellow lines at any time. These areas are reserved for emergency vehicles. Illegally parked vehicles will be towed at owner's expense. The towing number is 932-2020
- 900.07 Moving vans are allowed in the designated unit parking spaces for no longer than 48 hours for the purpose of loading/unloading cargo.
- 900.08 Exceeding the posted speeds is hazardous. Remember children and pets reside in the complex.

Section 1000

TRASH

- 1000.01 Trash is to be securely bagged and placed inside the dumpster, never on the outside of the dumpster.
- 1000.02 No trash (boxes, bags, etc.) is to be placed on the balcony/patio. All boxes are to be flattened before placing them in the dumpster, and only items which fit the dumpster should be placed inside. It is the residents' responsibility to dispose of over-sized items such as furniture, carpet/pads, etc.

Section 1100

LANDSCAPING

- 1100.01 The Board of Directors at Windchase Bay recognizes the desire of owners to improve the landscaping around their units, and is willing to work with owners, within the confines of the requirement to maintain a "general uniform" appearance to the complex.
- 1100.02 Therefore, all owners are requested, prior to making any changes to the landscaping of any common areas adjacent to the unit, to submit a plan to the Windchase Bay Board of Directors for review and approval.
- 1100.03 Any changes made by unit owners or their tenants, to common areas without approval will be required to be removed and the common are returned to its original condition at the owner's expense.

- 1100.04 Gardens must be maintained year-round.
- 1100.05 Unit Owners have exclusive use of the flower bed area in front of the unit patio.
- 1100.06 If the Unit is sold, the new owner shall be responsible for maintaining the Garden or returning it to the original condition.
- 1100.07 Edging material must be either sand or white landscaping bricks/blocks and must be installed horizontally as designed. Each edging brick/block shall not exceed 12 inches in width, 4 inches in height or 8 inches in depth.
- 1100.08 All edging bricks/blocks installed must be level and NOT follow the contour of the land/ground.
- 1100.09 The bricks/blocks installed in front of patio fences shall be a maximum of three bricks/blocks high, and color coordinated with adjoining neighbor.
- 1100.10 The bricks/blocks installed along the breezeways or adjacent to the buildings shall be a maximum of one brick/block high and color coordinated with neighbor.
- 1100.11 Owners will be responsible for irrigation pipes underground next to sidewalk should the bricks/blocks be placed on top of the pipes.

Section 1200

POOL

- 1200.01 The swimming pool is reserved only for the use of condominium owners, tenants, and their guests. Owners/tenants are responsible for the conduct of their guests.
- 1200.02 Children under the age of 12 years are only permitted to use the pool under adult supervision. Babies with diapers are not allowed in the pool.
- 1200.03 No pets are permitted inside the pool enclosure at any time.
- 1200.04 No running, chasing, diving or other unsafe or annoying behavior will be permitted at the pool.
- 1200.05 Smokers are to use the ashtrays provided and not throw their expended matter about the pool area. (Filters do not dissolve).
- 1200.06 Under no circumstances will glass containers of any kind be allowed inside the pool enclosure. Beverage cans or paper cups are acceptable to

provide limited refreshment for swimmers. Snack-type cookies and chips are also acceptable provided all trash is placed in trashcans provided.

- 1200.07 Entry is by pad with code only and the gate should be latched after entry and exit.
- 1200.08 Hours of operation are from 7 AM to 10 PM.
- 1200.09 Safety equipment is for emergencies only.
- 1200.10 Swimmers swim at their own risk.

Section 1300

RUMMAGE/GARAGE SALES

- 1300.00 No rummage/garage sales are allowed without prior written consent of the board of Directors. The Board may designate certain dates (Spring/Fall) to have a condominium-wide sale.

Section 1400

PETS

SPECIAL NOTE: Animals which are allowed in the City of Pensacola: Cats, dogs, and certain other domesticated animals. Currently, animals that may be considered livestock are not allowed in the city, including horses, mules, donkeys, goats, sheep, hogs and cattle. Wild or ferocious animals are not allowed, except under the charge of an armed guard.

- 1401.01 Only dogs, cats and birds owned as personal pets shall be permitted on the condominium property. All pets should be walked on a leash and under the direct control of their owner. Pets may not be tied to other objects on the property. All pets must be walked in appropriate grassy areas away from buildings, flower beds, and walkways. Owners are responsible for cleaning up after their pets. (This is Pensacola City Law).
- 1401.02 Owners/tenants are cautioned that on a random basis, poison may be placed inside and outside trash collection points.
- 1401.03 Violators will be turned over to the local law enforcement agency (i.e. animal control).
- 1401.04 Only two animals are allowed per unit. When they are outside, they must be on a leash and under supervision of a responsible person.
- 1401.05 Unlicensed animals are prohibited in the City Limits. Licensure is determined by the presence of a license tag on the collar or harness of an

animal. Lack of an approved license on the animal can be used as evidence the animal has not been licensed or vaccinated. Licenses are issued upon the inoculation of an animal against rabies. Animals three months of age or older are required to be vaccinated by a licensed veterinarian. The tags are provided by Escambia County and are to be attached to the collar or harness of the animal. The tags are valid for one year and must be worn by the animal at all times. No other tag is valid. Tags may not be transferred from one owner to another or from one animal to another. Any animal found without a vaccination tag will be presumed not inoculated until proven otherwise. No person, except the pet owner may remove any licensed animal.

- 1401.06 While we have our dogs in public, we are responsible for the removal of any feces left by the dog on any yard, sidewalk, gutter, street, right-of-way, or other public or private place. Dog owners are required to have in their possession a plastic bag or “pooper scooper” or other such device for the removal of canine waste while in public.
- 1401.07 Pitt Bulls, Hybrid Wolves, Doberman Pinchers, and Rottweiler’s are not permitted on Windchase Bay Property.

Section 1500

FINES

- 1500.01 In accordance with the provisions of Windchase Bay Condominium documentation (Section XXIII), the Board approved the following guidelines and procedures relating to Fines to be imposed to correct the violations of the existing rules.
- Those procedures are as follows:
- 1500.01(a) Step (1) the owner/renter will be notified of the number of the violation(s) by registered mail advising that the violation(s) should be corrected within seven (7) working days.
- 1500.01(b) Step (2) If the violation is not corrected, a twenty-five dollar fine will be levied.
- 1500.01(c) Step (3) Owner/renter may appeal the fine at a scheduled Fine Committee Meeting.
- 1500.01(d) Step (4) Should the appeal be denied and the violation continue, the fine will accrue at the rate of one hundred dollars per day until reaching a total of one thousand dollars, at which time the owner/renter will be sued. (FL STATUTE 718)

1500.02

LATE ASSESSMENT/INTEREST

Late payments could result in the entire year's fees being due. To remedy this, the administrative late fee is \$25.00. Interest at the rate of 1.5% per month will be accrued on unpaid balances. Accounts will be turned over to an attorney for collection when they are sixty days past due and a lien against the owner/renter will be filed. At ninety days, foreclosure will be initiated. Any payment received by our Association shall be applied first to any interest, then to an administrative late fee, then to any costs and attorneys' fees incurred in collection, and then to the delinquent account. 9FL STAT 718.116 (2f3)