

HARBOR LIGHTS COOPERATIVE, INC.

RULES and REGULATIONS

2021



HARBOR LIGHTS COOPERATIVE, INC.
RULES AND REGULATIONS
Adopted April 8, 2021
Effective April 8, 2021

Cooperation is the key to having a park that is enjoyable and safe for all. These Rules and Regulations are to promote the comfort, welfare and safety of the residents and guests in Harbor Lights Cooperative (the "Park".) They have been established by the Board of Directors of the Cooperative and may be changed from time to time.

I. DEFINITIONS

- A. Cooperative - Means Harbor Lights Cooperative, Inc., the owner of the park and landlord to both Shareholders and non-shareholders.
- B. Board of Directors – Means the elected or appointed Board of Directors of Harbor Lights Cooperative, Inc.
- C. Executive Committee – Five (5) members of the Board of Directors appointed by the President.
 - 1. Review and approve or disapprove architectural matters,
 - 2. Act on purchase, tenant and/or residency requests,
 - 3. As otherwise specified in the Master Form Proprietary Lease, Articles of Corporation or Bylaws.
- D. Resident – The person (and other persons residing in the home herewith him or her) who is One of the three (3) following types.
 - 1. Shareholder – the person or persons owning a Membership Certificate issued by the Cooperative pursuant to the Articles of Harbor Lights Cooperative, Inc. and the Bylaws and a Proprietary Lease for the exclusive use of a site in the Park: or
 - 2. Non-Shareholder – the owner of a home in the Park who is not a shareholder and therefore pays rent for the site to the Cooperative: or
 - 3. Sub Lessee – one who leases temporarily a home owned by a shareholder.
- E. Cooperative Management- The Cooperative employs a Licensed Community Association Manager (LCAM) .Responsibilities are but not limited to: Collection of monthly assessments and dock leases, prepare financial statements and budgets, negotiate with contractors on bids for projects, help resolve complaints and assists in legal issues with the Cooperative Attorney and Board of Directors, interact on a daily basis with shareholders and the Board of Directors, oversee maintenance of the Common areas.

II. RESIDENCY

- A. Any leaseholder or his or her agent who is selling or leasing his or her manufactured or modular home must advise a prospective purchaser or sub-lessor that the approval of the Cooperative's Executive Committee is required before such intended purchase or sub-lease can take effect.

- B. Prior to the purchase of any existing or installation of a new home in the Park, the prospective purchaser must submit an application to Harbor Lights Cooperative for residence, be subject to a professional background check at the applicant's cost, and is required to have a personal interview and evaluation by members of the Board of Directors to determine if the purchaser meets the residency requirements. These requirements include:
1. At least one resident must be fifty-five (55) years of age or older.
 2. The others residing with him or her must all be forty (40) years of age or older, Exceptions, if any, must be evaluated and approved through the actions of the Executive Committee.
- C. No more than three (3) residents may live in a home.
- D. No shareholder or non-shareholder may own or control more than two units at the same time.
- E. The shareholder wishing to sub-lease his or her home in the Park must assure himself or herself and the Board of Directors that the prospective sub-lessee meets all qualifications established here for residents in the park and receives a copy of the pertinent rules and regulations.

Subleasing, renting including new leases for boat slips require:

- 1) Application and Background check processed.
 - 2) Administrative fee of \$50 each person (\$100 maximum).
 - 3) Single person administrative fee is $\$50 + \$20 = \$70$
 - 4) Board of Directors interview is required for leasing a home
 - 5) Shareholders renting out a unit is responsible for any legal fees or any jurisdictional taxes. that may be incurred.
- F. Dwelling units acquired by sale after January 14, 2016 shall not be rented or leased during the twenty-four (24) month period following acquisition of the dwelling unit. The date of acquisition of the dwelling unit shall be established by the date of recordation of an assignment of the Master Proprietary Lease or other instrument of conveyance in the Public Records of Sarasota County, Florida. The foregoing does not apply to the transfer to, and/or purchase of a dwelling unit by a family member. Family member is defined as a spouse, son, daughter, domestic partner, and family member as further defined by the FMLA – Family Medical Leave Act. Special requests may be presented to the Executive Committee for consideration.
- G. Residents must notify the office when leaving the Park for an absence of two weeks or longer.

III. THE HOME

- A. Homes shall be attractively maintained by the shareholder or non-shareholder and comply with applicable laws, ordinances and regulations of the state, county or city as from time to time amended. Residents planting trees or shrubs must first coordinate with Sunshine Underground Facilities Notification, 1-800-432-4770 and the Architectural Committee to avoid damage to underground facilities and for lawn maintenance, structures and others: such as location near streets, corners, sidewalks and boundary line considerations.

Residents are encouraged to upgrade their homes and to promote the overall improvements of the Park. Residents must provide the Architectural Committee with drawings and general specifications of proposed improvements and receive the Executive Committee's written approval before starting work. Be advised you may need additional permits from the City, County, or State. Architectural Committee and Executive approval applies only to exterior improvements but City, County or State permits may apply to all home improvements.

This applies only to exterior improvements but includes anything which will appreciably alter the existing appearance including roof-overs, new siding (except in like color), docks, boat lifts, utility sheds, sidewalks, trees, shrubs, painting (other than repainting of the same or "like" color), as well as, new structures or additions. (Refer to Architectural Committee form for specifics). The Executive Committee will respect the right of homeowners to choose the treatment and improvements of their homes, consistent with applicable laws and the basic interests of their immediate neighbors and the Park community as a whole. A resident may appeal in writing to the full Board of Directors any adverse decision by the Executive Committee concerning a proposed improvement.

- B. Prior to the purchase of any home to be installed on a site leased or rented from the Cooperative, the shareholder or non-shareholder requesting to do so shall submit to the Architectural Committee a completed application.
- C. Any incoming home must be up to current codes and the home must be at least 12 feet wide. Any "new unit" plans must be inspected by the manager and/or the Architectural Committee. The Executive Committee will endeavor to complete action on the application within thirty (30) days of receipt of the application.
- D. Newly installed or remodeled homes shall meet City of Venice code requirements and provide:
 - 1. Clearing of lot /removal of debris must be completed within 30 days from commencement.
 - 2. For homes not utilizing below-home parking, a 8' x 18' concrete parking pad (plus room for vehicle doors to open) to accommodate off-street parking; if parking pad has sidewalls an 11' x 18' parking pad must be provided. Parking area must be measured to the curb (home side) and no closer than two feet from the side boundary.
 - 3. The front setback for all structures shall be no less than 30 inches from inside curb street side.
 - 4. Skirting, landscaping, shrubs, flowers, grass or xeriscaping must receive approval from the Architectural committee and then by the Executive Committee.
 - 5. Must be raised above the ground at or higher than the minimum height requirements for City of Venice codes.
 - 6. Homeowner and/or general contractor must submit drawings illustrating all measurements of the proposed building, including decks, porches, exterior stairways, air conditioning equipment, exterior colors and textures, roof pitch and overhangs, foundation details and measurements, and structure setbacks. All application documents must be submitted to the Architectural Committee for approval by the Executive Committee. Any changes of approved details must be re-submitted to the Architectural Committee and the Executive Committee for approval before changes can be implemented. All Executive Committee decision can be appealed to the full Board of Directors of Harbor Lights Cooperative, Inc., their decision being final.

7. Contractor and/or homeowner must provide to Architectural Committee approximate month and date of the commencement of construction, as well as the completion date, being no longer than 120 days from the start of construction.
 8. The principle parties to the construction must provide Harbor Lights the name, address and license numbers of the General Contractor, the manufacturer of the home, and subcontractors.
 9. The General Contractor and/or homeowner must provide Harbor Lights Cooperative, Inc., signed copies of documents for umbrella liability and property damage insurance for duration of the construction period, naming all protected parties, including but not limited to Harbor Lights Cooperative, Inc., its shareholders, and officers in the amount of no less than two million dollar (\$2,000,000.00). Contractors and sub- contractors must also provide proof or documentation of Florida Workmen's Compensation.
 10. Garage height foundation homes are limited to one story living area and must not be higher than 25' from grade to highest point on roof ridge line. Plans for these homes must include engineering plans for pedestrian lifts. If the foundation is enclosed, a minimum one 3/0 x 6/8 or larger pedestrian door must be included in this enclosure. Any external stairs may not be wider than 36 inches. Any external landing on the side of the home may not be wider than 36 inches nor longer than 5 feet. Harbor Lights rules for garage foundation homes are separate from and in addition to any government restrictions. All homes are limited to a one story living area.
 11. Installation of wood-burning appliances is prohibited.
 12. Construction permits must be posted on site in public view prior to commencement of Construction.
 13. The City of Venice requires all water front homes to be set back 20 ' from the mean high tide water boundary. If for some reason the City of Venice determines the 20' set back requirement does not apply to homes on the canal the following set back requirement shall apply unless other City of Venice requirements apply. Canal waterfront site setbacks along northern shore, running easterly/westerly, for homes having living space floor levels at four feet (4') above grade may be no closer than eight feet (8') from the mean dry land edge of existing rip-rap; and homes having living spaces floor levels at six feet (6') or more feet above grade may be no closer than five feet (5') from the mean dry land edge of existing rip-rap and have no solid foundation wall closer than sixteen feet (16') from said rip-rap.
 14. Home construction or remodeling must comply with City of Venice Ordinances.
- E. Any non-shareholder intending to remove his or her home from the site must give to the Cooperative thirty (30) days' notice in writing. Demolition or removal requires a City of Venice permit. The non-shareholder shall remain responsible for rental payments on the site until the expiration of the thirty (30) days. The non-shareholder is responsible for restoring the site to rental condition.
- F. The design of all appurtenances and additions must receive approval from the Executive Committee.

- G. Any Architectural request should be submitted to the office on the pink form. The Architectural Committee will review request, report to the Executive Committee. Action of the Executive Committee will be reported to the applicant in a timely manner. If an unfavorable response is the result the applicant may appeal to the full Board of Directors whose decision will be final.
- H. Outdoor satellite dishes, omni antennas and multi-arm antennas are permitted. Application for installation of antenna must be made to the Architectural Committee for approval of location.
- I. Tie downs and blocking must comply with all applicable governmental laws, ordinances, and regulations. Storage that is visible to neighbors is not allowed under any home. Refrain from storing wood objects or material that would decompose.
- J. Any home that, because of lack of maintenance, because of storm, flood, fire, or other reasons has deteriorated substantially, in the judgment of the Board of Directors as to present a nuisance to its neighbors shall either be repaired or removed from the Park at the expense of its owner within ninety (90) days of receipt by the homeowner of written notice from the Board of Directors. This time may be extended by the Board of Directors on evidence that appropriate steps are being taken.
- K. Residents may advertise homes for sale on the bulletin boards in the park that are available for such notices. "For Sale" signs shall be limited to one single-faced sign per site (two on waterfront and corner sites) not to exceed four (4) square feet in size. The sign must meet professional standards, and the management reserves the right to approve such signs. Realtor signs must conform to the same standard and size.
- L. Any tree, bush, shrub or landscaping to be trimmed or removed from a lot is the sole responsibility of the present lot owner. Harbor Lights is responsible for only palm trees when removal is necessary (such as tree disease, storm damage or detriment to adjoining property).
- M. Harbor Lights has a policy of trying to maintain a consistent number of Queen Palm trees in the park. Therefore if current lot owner doesn't want to replace the queen palm tree that has been removed then a new queen palm will be placed on a lot of an owner who wants a queen palm. A new queen palm tree may be placed on common property if an area is available to place a tree."

IV. HOME SITES

- A. Residents are responsible for the overall appearance of the home sites they occupy. Sites shall be kept orderly, neat, clean, free of litter, and attractively landscaped. General care – weeding fertilization, pest control, replacement of lawn by sod, grass seed, or xeriscaping, flowers, planters, shrubs and trees other than palms is the responsibility of the resident. The owner/ resident may hire a landscaper to do the work. Lawn irrigation, mowing, grass and palm tree trimming will be provided by the Cooperative unless the resident has approval to provide such maintenance himself. If sprinkler heads are not working turn in a green sheet to the office.
- B. Storage of items visible to neighbors will be limited to items in general use such as furniture specifically designed for outdoor use, bicycles, handicapped medical equipment and barbecues. Tools, ladders, and loose objects must be stored in utility rooms or sheds. If resident will be away for an extended period of time, all loose objects must be stored or secured.

- C. After consulting with residents, home sites that have become unsightly due to uncontrolled overgrowth of weeds and/or shrubs may be serviced by the Cooperative. The cost to the Cooperative for providing such service will be charged to the shareholder each time such landscaping services are rendered by the Cooperative. Shareholder may use landscaper for a reasonable fee during the off season. Check laundry bulletin board or office for phone number. You may also use your own provider.
- D. Fences are not permitted. No continuous barriers may be constructed which will restrict access by fire or other emergency personnel.
- E. All utilities are the responsibility of the homeowner, including any clogging of the sewer line between the home and the main line.
- F. Individual yard, patio, carport, and sidewalk sales are not permitted.
- G. Use of outside or carport/deck drying lines is strictly prohibited after 1 p.m. and on weekends or holidays.

V. RECREATION FACILITIES

- A. The clubhouse, pool area, and other activity areas are for the mutual use of all residents and guests. A private function in the clubhouse, gazebo and cookshack shall not have as its purpose the solicitation of money, goods, or services, or any charitable or commercial endeavors. Request for the private use of the clubhouse and kitchen areas, gazebo and cookshack is scheduled through the Recreation Association and will be granted depending upon prior schedules. Also, other residents not included in the party may have access to these premises and cannot be excluded during such a function.
- B. For all other areas request should be made to the office. Rules regarding the use of each recreational facility may be posted in the respective areas. Permission to temporarily close any portion of streets must be granted by management and/or the Board of Directors 72 hours prior to the event.
- C. Children under the age of twelve (12) years will not be allowed to use any of the facilities unless accompanied by residents or their adults guests.
- D. Proper dress, including footwear, shirts or beach robes is required inside the clubhouse or office.
- E. Proper training/approval is required prior to use of the handicap pool chair.
- F. Harbor Lights Cooperative, Inc., is a "Not for Profit Organization." As a result of this status, no commercial endeavors by Shareholders and renters are allowed in Harbor Lights Cooperative. The Recreation Facilities are not to be utilized for use in commercial endeavors including the woodworking and craft rooms.

VI. PETS

- A. Pets are defined as domestic animals that occupy a unit with residents. There is a limit of two (2) pets per unit. Owners, renters and guests are required to register their pets with the park office. Proof of proper inoculation shots must be kept up to date at the office annually.
 - B. The following breeds and mixed breeds of these dogs: Chow, Akita, Rottweiler, Doberman, Mastiff and "Pit bull/Staffordshire Terrier" will not be allowed in Harbor Lights. Additionally, other breeds as listed by insurance companies, as high risk liability will not be allowed in Harbor Lights. Also, Macaws will not be allowed as pets in Harbor Lights.
 - C. Residents with physical or mental impairments that qualify as "Challenged" under federal and/or state laws are allowed to have any animal that is trained and certified to aid the individual with such a "challenge". Documentation supporting such "challenge" and animal certification is required and must be verified by the management. Any decision may be appealed to the Board of Directors.
 - D. Pets must be under the owners' control at all times. Pets must be controlled on a hand-held leash no longer than 6 feet long when outside the home. Pets shall not be permitted to enter the site of any other resident's property unless invited. Pets are not allowed in common areas, buildings, office and mailbox areas except as referred to in C and F. Pets are NOT allowed to be tied outside unattended.
 - E. Pet solid waste must be picked up by each owner and disposed of properly. This applies for all parts of Harbor Lights property specifically including the RV/Boat Storage area and Sunset Park as well as the streets and all other common areas. Infractions should be reported in writing to the office on a green unsigned or signed sheet, so that management can respond appropriately.
- See Sarasota County, FL Code of Ordinances Section 14-41. – Dogs and Cats Running At Large, available in the office.
- F. Pets are allowed in the Sunset Park. The following are the pet rules for use of the Sunset Park.
 - 1. The Sunset Park is not to be used as a pet primary "potty" area.
 - 2. All pet waste will be picked up immediately by the pet owner.
 - 3. Pets should not interfere with anyone's enjoyment of the park
 - 4. It is a privilege to bring a pet into the park. If an individual pet becomes a problem in the Sunset Park, the pet can be banned from the Sunset Park by the management, board of directors or executive committee.
 - G. Pets which are judged by the Management to be excessively noisy or otherwise harmful to the enjoyment of Harbor Lights by the residents may not be allowed to enter or remain in Harbor Lights. During this procedure the Executive Committee is allowed to step in if situation escalates. The procedure for the removal of the pet includes the following:
 - 1. A verbal warning from Harbor Lights management.
 - 2. Residents affected by the Management decision may appeal to the Executive Committee.
 - 3. A letter from management stating the complaint.
 - 4. Animal control will be called to document incident.
 - 5. If Executive committee and management determine that the dog is a nuisance the dog must be muzzled immediately outside the residence while in Harbor Lights.
 - 6. A notice from Harbor Lights Corporate lawyer to remove the dog.

VII. GUESTS

- A. Residents (Shareholder, Non-Shareholder, Sub-Lessee) have the responsibility to make sure their Guests, Friends and Immediate Family Members are familiar with the current Harbor Lights Rules and Regulations. This includes always having the current copy available at the residence.
- B. Resident's Guests may enjoy a short-term visit with him or her at any time. However, there are limits to Guests who plan to have an extended stay.
- C. With a Resident currently residing in his or her unit, a Guest under forty (40) years may stay in that unit for up to thirty (30) days in any twelve-month period. A stay over thirty (30) days in any twelve (12) month period requires written approval of the Board of Directors.
- D. Resident's Immediate Family Members are also allowed to stay in Harbor Lights. Immediate Family Members refers to children, brother, sister, father, mother, or grandchildren.
- E. With a Resident currently residing in a unit in Harbor Lights, any Immediate Family Member, who is at least forty (40) years of age, may use that or any available unit for maximum of thirty (30) days in any twelve-month period in addition to his/her spouse and with their children.
- F. Without a Resident residing in their unit in Harbor Lights at the same time, any Immediate Family Member, who is at least forty (40) years of age, may use unit for a maximum of thirty (30) days in any twelve-month period with his/her spouse and children.
- G. When ownership of a unit has been obtained as a result of an inheritance and the new owner is at least forty (40) but under 55 years of age, he/ she is permitted to use the unit for a maximum of thirty (30) days in any twelve (12) month period. Any additional time must be approved in writing by the Board of Directors. All heirs must become acquainted with Park rules and regulations and abide by same.

VIII. VEHICLES, TRAFFIC AND TRAILERS

- A. Speed limit for all vehicles including bicycles, gas/electric powered scooters is 10 mph. Pedestrians, handicapped medical equipment and bicycles have the right of way.
- B. Go-carts and golf carts other than the Cooperative golf cart, are not allowed. Gas powered scooters, skateboards, roller blades and foot scooters are allowed only on streets.
- C. Parking spaces are placed in a manner so as not to restrict emergency vehicles from accessing all properties in Harbor Lights. No vehicle can be left unattended in an area that is not designated a parking space except for loading and unloading.
- D. All vehicles of residents and over-night guests must be registered in the office and obtain a Parking permit.
 - 1. Parking permits for residents are blue in color and numbered and are to be placed on lower outside left hand corner of rear window on driver's side.

2. Parking permits for guests or temporary Non-Shareholders are light blue in color, numbered and dated and should be placed on rear view mirror while vehicle is in the Park.
- E. Residents' first vehicle must be parked in their driveway, garage, or their reserved space. Shareholders may appeal to the Board of Directors regarding parking.
- F. Visitors will use only parking spaces not marked Reserved.
- G. In case of violation, the owner/driver will receive:
1. A verbal warning to park in appropriate spot.
 2. A warning sticker will be placed on vehicle's windshield on driver's side
 3. After a second violation pertaining to same vehicle a written warning will be issued to the vehicle's owner/driver and a copy of the written warning will be sent /given to shareholder.
 3. A copy of any warnings issued to guests of a resident will be sent to the responsible shareholder.
 4. Vehicle will be towed if violation is not corrected.
- H. Residents may store only operable cars, vans, or trucks not over 3/4 ton rated, handicapped medical equipment, or bicycles in their carport or driveway. An inoperable vehicle shall not be kept on any site or street or public parking space within the Park. If the person responsible fails to remove such a vehicle after being requested to do so, the vehicle may be removed by the Park at the resident's expense.
- I. Recreational vehicles, commercial vehicles, large trucks, boats and trailers are not allowed to be parked on streets or in carports or driveways except for a reasonable time to load or unload or with special approval of the Management for a period not to exceed 72 hours.
- J. Repairs or overhaul of a vehicle, boat, or trailer to be done in the boatyard are not to exceed 30 days without prior approval of the Board. Motor oil must not be dumped on Park property.

IX. REFUSE

- A. All garbage and refuse must be securely wrapped in plastic bags and be placed in the garbage dumpster. Recyclable materials must be placed in blue containers and must not be in plastic bags. Cardboard must be broken down and placed in the cardboard dumpster. Shrub and garden/lawn trimmings should be placed at the curb. Tree branches and fronds should be placed in bundles no longer than four feet at curbside.
- B. Removal of construction rubble and discarded furniture is the responsibility of the resident and is not to be placed in the RV/Boat storage yard or any residential dumpster. Disposal of Furniture and appliances are the responsibility of the shareholder to call the City for pickup. There may be a nominal fee to the shareholder. Pickup day is Thursday and the number to call is 941-486-2422.
- C. Burning of trash, leaves or other materials is not allowed.

X. MAIL

- A. Mail is delivered to the mail box for each site at the clubhouse. Incoming oversized parcels are placed in large lockers below the regular numbered mail boxes or if too large for the locker it may be placed on the counter in the clubhouse. Delivery will not occur unless mail is addressed as follows:

Your First name, Last name
617 N. Tamiami Trail - Lot # _____
Venice, FL 34285

- B. Postal Service does not take responsibility for our locked postal boxes. Therefore, it is imperative that a duplicate key be provided to the Park Office. If all keys to the mail box are lost, it is the responsibility of the resident to replace lock and keys. Contact office for instructions about a replacement key.
- C. Inter-office mail will be placed in numbered slots across from the U.S. mailboxes.

XI. RESPONSIBILITIES

- A. Except in the case of its own negligence, the Cooperative shall not be responsible for loss or damage caused by accident, fire, theft, flood or any other act of God to any home or to personal property left by the shareholder or non-shareholder or their guests or sub-lessees within the Park boundaries. The Cooperative will not be responsible for supplies or equipment sent to the recreation hall for private use by any resident or guest.
- B. The Cooperative shall not be liable for accident or injury to any person or property through the use of recreational facilities. The residents and their guests avail themselves of these facilities at their own risk and assume liability for any physical damage or personal injury caused by such use.
- C. The residents shall be responsible financially or otherwise for damages caused by their family or guests.

XII. SELLING/LEASING

- A. Shareholders and non-shareholders may only sell or sublet their unit in conformity with applicable sections of these Rules, Harbor Lights Corporation Bylaws, the Proprietary Lease, the Rental 7 Agreement (if any) and Florida Law.
- B. Any shareholder or non-shareholder selling his or her home must advise a prospective purchaser that the approval of the Cooperative's Executive Committee is required before such intended purchase can take effect. Prospective purchasers will be subject to a background search. Such approval will include, but not exclusive of, a personal interview and background check.
- C. Any shareholder or non-shareholder leasing or subleasing his or her home must advise a prospective lessee or sub-lessee that the approval of the Cooperative's Executive Committee or the management is required before such intended lease or sub-lease can take effect.

- D. No shareholder shall be eligible to own or control more than two cooperative units and/or homes on rental lots at the same time. Shareholders who own two units may only rent one at a time. The Board of Directors is authorized to determine whether or not in its judgment the proposed manner of ownership of a cooperative unit or home will result in the effective control of said unit or home by a person or entity already owning or controlling two cooperative units and/or homes or rental lots. Furthermore, the Board of Directors is authorized to reject a proposed transfer of a cooperative unit and/or home on a rental lot if such transfer would, in the Board's judgment, jeopardize the Cooperative's treatment as a residential cooperative within the meaning of Florida Statutes Chapter 719 and the U.S. Internal Revenue Code.
- F. Dwelling units acquired by sale after January 14, 2016 shall not be rented or leased during the twenty-four (24) month period following acquisition of the dwelling unit. The date of acquisition of the dwelling unit shall be established by the date of recordation of an assignment of the Master Proprietary Lease or other instrument of conveyance in the Public Records of Sarasota County, Florida. The foregoing does not apply to the transfer to, and/or purchase of a dwelling unit by a family member. Family member is defined as a spouse, son, daughter, domestic partner, and family member as further defined by the FMLA – Family Medical Leave Act. Special requests may be presented to the Executive Committee for consideration.

XIII. GENERAL RULES

- A. The Park business office will be open during posted hours. In case of emergency, telephone numbers are posted on the bulletin boards at the office and in the Clubhouse breezeway.
- B. Shareholders who wish to ask a specific question, request a specific item of information or inquire about the Rules and Regulations and/or the Documents under which the Cooperative functions, may fill out the appropriate form ("Green Sheet") available in the office, sign the form and submit the form to the Park Manager or send a certified letter to the Board of Directors. The Cooperative is obligated to respond in a thirty (30) day period unless additional legal advice or the advice of Division of Florida Land Sales and Sales Condominiums and Mobile Homes is indicated. If more than one request is received any additional inquiries or complaints will be addressed in subsequent thirty (30) day periods in like manner.
- C. Complaints concerning ongoing maintenance issues or hazards should be in writing, signed by the Complainant and reported to the Park Manager. Forms ("Green Sheets") are available at the office and will be dealt with as they arise.
- D. Selling, soliciting, or peddling within the Park is permitted only with the consent of the management. No commercial enterprise is allowed to solicit in the Park.
- E. Loud noise, annoying parties or abusive language are not allowed at anytime. Residents must exercise special care regarding the use of TV, radio, sound equipment, etc. Quiet hours are from 10:00 PM to 8:00 AM.
- F. Residents should promptly report vandalism of private or Park property to the office.

- G. Only residents and their guests shall be permitted to use the recreational facilities and to attend regularly occurring functions and events such as crafts, bingo, card playing and social events. Residents shall not abuse guest privileges by excessive repetitive use.
- H. The boat docks directly abutting the lots of individual residents are leasehold improvements (Park rental slips excluded), the use of which is granted to the occupant of the residence. No more than two boats may be moored or stored at any lot, and shall be moored in such configuration as will maximize boating safety. Personal Watercraft on a lift are not considered a boat for mooring purposes. The water abutting the Park is a "No Wake Zone." No boat more than 37 feet in length shall be docked in the submerged land lease area.
- I. No long-term commercial business signs and no professional shingles except realtor signs may be used within the Park.
- J. There shall be a late payment penalty charge of \$25.00 in addition to monthly lot rental or shareholder monthly maintenance fee for each lot rental or maintenance fee, which remains delinquent beyond the fifth business day of each month.
- K. The laundry is open for use by residents and their guests only. Rules for the use of the laundry are posted in the laundry and must be observed by all users at all times.
- L. If any provision of the Rules and Regulations are contrary to any law of any jurisdiction, it shall not be enforced. However, the other provisions of these Rules and Regulations shall not be affected and shall continue in full force and effect.

XIII. MEETINGS

- A. The spouse of a shareholder or a significant other is permitted to attend Board of Directors meetings as well as Shareholder meetings. In the event there arises any conflict, the presiding officer may require them to leave.

(This taken from "Resolution" 04-09" adopted 1-8-2009.)

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