

Westchester of Hillsborough Homeowners
Association Inc.
Rules & Regulations

WHEREAS policies, procedures, clarifications and additional rules are required for the Board of Directors and assigns to carry out the provisions of the Declaration, governing documents and Rules & Regulations uniformly, fairly and firmly;

WHEREAS pursuant to Article IV Section 8 of the Articles of Incorporation, the Association has the power to adopt, alter, amend, and rescind reasonable rules and regulations from time to time;

BE IT HEREBY RESOLVED by the Board of Directors the following Rules & Regulations are adopted:

1. Alligator Removal Rule;
2. Bicycle Rule;
3. Campaign Signs;
4. Contractor Rule;
5. Dumping Rule;
6. Garage Sale Rule;
7. Garbage Disposal Rule;
8. Gate Access;
9. Park Rule;
10. PODS Rule;
11. Portable Items in Public View Rule;
12. Realtor & Open House Signage Rules;
13. Recording Device Use at Association Meetings Rule;
14. Rented Units Rules;
15. Roadway Other Use Rules
16. No Soliciting Rule
17. Speed Limit Rule
18. Stop Sign & other Traffic Rules
19. Towing Rule;

Rule 1. Alligator (nuisance) Removal Rule

Residents are not permitted to feed or tease alligators within the confines of Westchester.

Residents are not permitted to order the removal of Alligators and/or other wildlife within the confines of Westchester without the express permission of the Association. The process for alligator removal is outlined as follows:

- a) For removal of alligators under 6ft in length, homeowners must call Florida Fish & Wildlife directly as they generally do not authorize the removal of an alligator under 6ft. The homeowner may request the Commission to send a staff member to assess the gator and the Association shall obviously honor any decision made by that expert.
- b) For removal of alligators over 6ft in length, homeowners must call Florida Fish & Wildlife, provide information and answer questions posed. Homeowner must state that they live in a gated community and that Association authorization is required. A reference number will then be issued to the homeowner. The trapper will not be provided access without Association authorization.
- c) Homeowner shall then call the property manager (813) 855-4860 x 316 and provide the reference number issued by Florida Fish and Wildlife. The property manager will validate the concern, provide authorization to the Commission and arrange access for the trapper.
- d) Please note these alligators will be harvested. They will not be relocated. Coexisting with the wildlife of Florida is the ideal and is encouraged. An alligator should only be considered for removal if it shows signs of aggressive behavior i.e. is between 6ft – 8ft and is observed regularly within close confines of the home, does not readily retreat to the waterway when a human is close OR is over 8ft and has settled in a waterway within close proximity of homes.
- e) Florida Fish & Wildlife Nuisance Alligator Hotline 1 866 FWC GATOR (1-866-392-4286). Visit myfwc.com for information on Florida Gators

Rule 2. Bicycle Rule

The Association adopts Florida Law for bicycle use in Westchester. Section 316.2065 Florida Statutes

- Parents/Guardians must not knowingly allow a child or minor ward to violate any provision of this section.

- Bicyclists must obey all traffic controls and signals.
- Bicyclists must use a fixed, regular seat for riding.
- A bicycle may not be used to carry more persons at one time than the number for which it is designed or equipped.
- Bicyclists and passengers under the age of 16 MUST wear a helmet.
- At least one hand must be kept on the handlebars while riding.
- A bicyclist must not wear a headset, headphone or any listening device other than a hearing aid while riding.
- Every bicycle must be equipped with a brake or brakes which allow the rider to stop within 25 feet from a speed of 10 miles per hour on dry, level, clean pavement.
- When riding on sidewalks or in crosswalks, a bicyclist has the same rights and duties as a pedestrian.
- A bicyclist riding on sidewalks or in crosswalks must yield the right-of-way to pedestrians and must give an audible signal before passing.
- A bicycle operated between sunset and sunrise must be equipped with a lamp on the front exhibiting a white light visible from 500 feet to the front and both a red reflector and a lamp on the rear exhibiting a red light visible from 600 feet to the rear.
- Riding in single file is required except on bike paths or parts of roadways set aside for the exclusive use of bicycles.
- Bicyclists are not allowed to ride on the shoulder or roadway of freeways or interstate highways.
- Civil penalties may be issued for violations of bicycle laws as well as for moving and non-moving violations if applicable.
- A bicyclist may not allow a passenger to remain in a child seat or carrier when not in immediate control of the bicycle.
- A bicyclist who is not traveling at the same speed of other traffic must ride as close as practicable to the right hand curb or edge of the roadway.
- A bicyclist operating on a one-way street with two or more traffic lanes may ride as close to the left hand edge of the roadway as practicable.

Rule 3. Campaign Sign Rule

Only one (1) party-issued campaign sign is permitted 2 weeks before Election Day. The sign must be displayed in the front yard between the sidewalk and the home. The sign must be removed the day after Election Day.

Rule 4. Contractor & Service Personnel Rule

Owners are held responsible for the action of their contractors, sub-contractors and service personnel.

As included in the Architectural Review Guidelines Manual:-

THE FOLLOWING RULES APPLY TO ALL CONTRACTORS, THEIR EMPLOYEES, THEIR SUBCONTRACTORS AND SERVICE PERSONNEL WHILE ON THE PREMISES.

CONSTRUCTION TIMES:

MONDAY THRU FRIDAY	7:00 A.M. UNTIL 6:00 P.M.
SATURDAY	8:00 A.M. UNTIL 6:00 P.M.
SUNDAY	QUIET WORK ONLY 10AM-6PM
MEMORIAL, INDEPENDENCE & LABOR DAY	QUIET WORK ONLY 10AM-5PM
THANKSGIVING, CHRISTMAS & NEW YEARS DAY	NO WORK

Exception:

Emergency service contractors (utilities, plumbing & home breaches affecting security & safety) are permitted access when such service is ordered by a homeowner.

- CONTRACTORS WILL USE ONLY THE UTILITIES PROVIDED FOR THE SPECIFIC SITE THEY ARE WORKING ON.
- ANY DAMAGE TO STREETS, CURBS, STREET LIGHTS, SIGNAGE, ENTRY WALLS, RIGHT-OF-WAYS, GATE ELEMENTS, LANDSCAPING, PONDS AND ANY OTHER COMMON AREA ELEMENTS WILL BE REPAIRED BY AND BE THE RESPONSIBILITY OF THE CONTRACTOR. DAMAGE INCURRED TO PRIVATE DEVELOPED LOTS WITHIN WESTCHESTER IS ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO CORRECT (BY ARRANGEMENT WITH THE AFFECTED LOT OWNER).
- ALL TRAFFIC SAFETY RULES MUST BE OBEYED. THE SPEED FOR ALL VEHICLES IN THE COMMUNITY IS 15 MILES PER HOUR.
- OPERATORS OF VEHICLES MUST CLEAN UP ANY SPILLED MATERIALS. CLEANUP OF SUCH MATERIALS IS THE RESPONSIBILITY OF THE PRIME CONTRACTOR.

- NO PETS ARE ALLOWED ON JOBSITES.
- RADIOS, TAPE PLAYERS OR OTHER AUDIO DEVICES SHOULD BE PLAYED AT A LEVEL NOT TO BE DISTURBING TO NEIGHBORHOOD RESIDENTS, OR THE COMMUNITY IN GENERAL.
- CONTRACTORS MAY NOT DISPLAY ADVERTISING SIGNAGE AT WORK SITES.

Rule 5. Dumping Rule

Any resident or their hired contractor, sub-contractor or service company staff witnessed by a Board Member, Committee Member or Property Manager dumping anywhere within Westchester shall be subject to a fine, in accordance with the Fining Policy, as well as all costs related to the appropriate removal of the dumped debris, material or items. Failure to obtain costs and damages directly from an Owners' hired contractor, sub-contractor or service company shall result in a Special Assessment levied to the property Owner in accordance with Article VI Section 14 of the Declaration.

Rule 6. Garage Sale Rule

Westchester does not permit individual arranged garage sales (in accordance with Article VIII of the Declaration Section 6.). A Community Wide advertised Garage Sale is customarily held in May and October.

Rule 7. Garbage Disposal Rule

In accordance with Article VIII of the Declaration Section 10. Garbage and Recyclables may only be placed curbside, at the earliest, the evening before scheduled garbage collection day, and all garbage containers must be concealed from public view by the evening of scheduled collection day. Garbage must be placed curbside in sealed containers, no loose bags are permitted. Yard debris may only be brought curbside at the earliest, the evening before yard debris scheduled pickup and must be appropriately bundled in "easy to pick up" (by one individual) 4ft long bundles. All yard debris must be stored within the confines of the garage or alongside the home until the evening before or morning of scheduled pickup. Mattresses, appliances, etc. shall not be permitted curbside with regular garbage or on

any other day unless appropriate removal arrangements have been secured with the refuse collection company or similar company.

Rule 8. Gate Access Rule

A Resident Access Code and a Vendor Code are issued to Owners each year in the Annual Meeting Notice Packet mailed to each Owner before the April Annual Membership Meeting. Owners who have rentals must advise their tenants of the codes. The gate codes must be preceded by the # sign. To facilitate gate access for visitors of Sheffield and Newcastle homeowners a phone number must be provided to management to program into the gate directory (local or long distance cell numbers are also accepted). The gates are locked open during peak times Monday through Friday in the morning and in the afternoon. No motorist is permitted to enter via the exit gates and gate codes are not permitted to be advertised.

Rule 9. Park Rule

There are two park lots located in Sheffield (12218 Coldstream Lane & 11425 Cypress Reserve Drive). These parks are for the enjoyment of Westchester residents and their invitees. The parks are open from dawn to dusk and all posted Park Rules are to be obeyed.

Park is for Residents and their guests;

Park is open from Dawn to Dusk;

No Pets are permitted;

Use playground and equipment at your own risk;

Adult supervision recommended;

Play equipment is designed for ages 5 to 12 years;

Please act responsibly while using it.

Rule 10. PODS (or similar) Rule

In accordance with Article VIII of the Covenants Section 6., it is deemed reasonable that within 5 days and/or 5 nights a PODS, or similar portable storage container, can be loaded or unloaded. PODS, or similar, shall not remain on a driveway more than this timeframe without special circumstance and permission.

Rule 11. Portable Items Stored in Public View Rule

No portable item(s), defined as any item that is not permanently attached to the ground and not readily moveable, shall be placed or stored either temporarily or permanently within the viewable yard area after use; except for:

- one portable basketball goal
- portable landscape ornamentation placed and displayed in accordance with the Architectural Guidelines Manual
- garbage and recycle bins stored and placed curbside in accordance with the Association's Rule
- yard waste placed curbside in accordance with the Association's Rule
- item(s) placed curbside for disposal on the day of pickup only
- plants in nursery pots, mulch bags and other landscape materials that are being used as part of landscaping improvements. However, such items may not remain within the viewable yard area for more than 14 days.
- construction materials for approved major improvement projects, such as installing an in-ground pool or a home addition, but only to the extent of the approved duration of the project.
- PODS or similar storage units in accordance with the Association's Rule
- one portable hose caddy that is located on side of the house

For purposes of this rule, the term "viewable yard area" shall mean any portion of the Lot that is viewable from the street. The viewable yard area includes the driveway. Vehicles are excluded from this rule.

Items that must be removed from the viewable yard area after active use include, but are not limited to, the following:

portable fire pits, soccer or other game goal nets, sports equipment, pavers, BBQ grills, garden hoses, oil drip mats, pallets and fire wood.

Rule 12. Realtor & Open House Signage Rules

Open House Directional Signage is permitted for the duration of the Open House only. No Open House signs are permitted in common area in front of the gates except that one sign may be installed at the gate directory keypad with instructions to enter. Realtors must access the gated sections of Westchester by permission of the seller. Only 1(one) For Sale sign is permitted per lot and it may only be displayed in the center of the front yard. No "For Sale" signage is permitted between the sidewalk and the road.

Rule 13. Recording Device Use at Association Meetings

- Only members of the Association may obtain permission to video or audio record a posted meeting of the Association

Permission shall be granted contingent:

- (i) Permission must be obtained prior to any video or audio recording at least 24 hours prior to the meeting;
 - (ii) Video or audio equipment setup should be assembled 15 minutes before the meeting and recording device must remain in one position for as long as the video or audio is operated. Small handheld devices may be used with these same conditions;
 - (iii) No person may move about the meeting room to facilitate the recording;
 - (iv) No equipment shall produce distracting sound or light emissions;
- Any member who received permission to record a meeting does so based upon the understanding and condition that they must make an unedited copy of their audio or video recording available, at their own expense within 30 days after the meeting, to the Association if requested by the Association, or within five days of the meeting at Association expense;
 - No general publication (whether via livestreaming or uploading to a website) of audio or video recordings of the meetings to non-governmental third parties is permitted;
 - A member is permitted to publish recordings obtained in accordance with this Rule and Florida Statutes 720.304.4 to a governmental entity in order to avoid issues concerning SLAPP (Strategic Lawsuits Against Public Participation)

Rule 14. Rented Units Rules

In accordance with Article VIII of the Covenants, Section 21 as amended, Registered Rental Owners renting their home must provide and maintain with the Association current Form A information. Owners are obligated to provide tenants with a copy of all governing documents and rules and regulations for Westchester. Owners are held ultimately responsible for the actions of their tenants.

The maximum rentals permitted in the Association are 7% (26 homes).

The Association maintains a Rental Wait List.

- All homes which are registered and approved rentals shall retain rental status until such time as ownership changes by any form of Deed recorded into the Hillsborough County official records (including Quit Claim Deed);
- Once the available 26 rental spots (7%) have been registered the Association shall maintain a Wait List on a first-come, first-serve basis;
- At such time as one of the rental spots becomes available the spot shall be offered to the homeowner who is recorded on the Wait List as next to be offered;
- The homeowner who is offered the spot has 90 days from date of offer to rent out the home and submit Registration paperwork including a copy of the lease;
- If the offered homeowner is not able to find a tenant within the 90 days then the offered homeowner must forfeit the right to rent to the next homeowner on the Wait List;
- If the homeowner who forfeited wishes to remain on the Wait List then the forfeited homeowner must go to the bottom of the Wait List;
- The only leasing exception the Board will consider is a military deployment which should not exceed 3 years. Proof of the military deployment will be required.
- Onus is on the landlord homeowner to ensure that the Association has a current Registration Form and Tenant Lease on file at all times.

Rule 15. Roadway Other Use Rules

- At no time shall any Owner or home occupant place any object adjacent to their home at the street that can cause traffic to be blocked or have to enter the on-coming lane to divert around it. This includes but is not limited to: landscape materials, construction materials, deliveries of items, unused vehicles or machinery of any type, or debris of any type;
- At no time shall any Owner or home occupant permit chemicals of any manner or debris of any kind to enter the privately maintained storm drain systems which are connected to the ponds within Westchester;
- At no time shall any Owner or home occupant permit skateboard ramps, portable hockey goals or similar gaming equipment to be placed on the roadways within Westchester.

Rule 16. No Soliciting Rule

Westchester is a No Soliciting community. The Board reserves the right to deny access to non-resident business owners found soliciting in Westchester. Any form of solicitation performed by a resident shall be subject to a fine in accordance with the Fining Policy.

Rule 17. Speed Limit Rule

The Posted Speed Limit in Westchester is 15 MPH
Speed Limit in Park/Tot Lot Zones is 10 MPH

Optional to add

If a resident, tenant, guest or invitee is determined to be speeding the following penalty shall apply (subject to the rights to a hearing as outlined in Policy):

- (i) First Offense – a warning shall be issued to the property owner from which the vehicle originates or to which the vehicle is associated (owner, family Member, guest, tenant, invitee included);
- (ii) Second Offense – \$100 fine shall be assessed to the property owner with an opportunity for a hearing in accordance with the above & Florida Statutes;
- (iii) Subsequent Offenses - \$100 Fines shall be assessed for each recurring offense up to the maximum permitted by Statute (\$1,000), unless a period of one year has elapsed between offenses. No hearing shall be necessary to enable the Board to levy fines for recurring violations for which a hearing opportunity was previously provided.
- (iv) After a one-year speeding violation-free term is completed, the next speeding violation shall be deemed a First Offense and a warning shall be issued.
- (v) Fines are to be settled within 30 days of date of issue.

Rule 18. Stop Sign & other Traffic Rules

Where a Board-approved person or entity finds that a resident, tenant, guest or invitee violates a Traffic Rule (as defined below) on any road in the Association, the penalties as described in Rule 17 shall apply. “Traffic Rule” means any and all traffic rules and regulations adopted by the Association, as the same may be amended, modified, or supplemented from time to time, and any and all applicable traffic laws, ordinances, rules, regulations, and orders that may be imposed or enacted by any local, municipal, county, state, or federal agency, department, or other public or governmental body or unit, such as those rules and regulations promulgated by the Florida legislature under Chapter 316, *Florida Statutes*. A violation of a Traffic Rule shall include, without limitation, the following (note that

“Speeding,” which is also a violation of a Traffic Rule, is separately addressed in Rule 9):

- a) The failure of a motorist to bring his or her vehicle to a complete stop at all posted stop signs;
- b) The violation of any Traffic Rule that applies to 4-way and 3-way stop intersections;
- c) The violation of any other applicable Traffic Rule.

Rule 19. Towing Rule

Where a member of the Board or Management finds that a resident, tenant, guest or invitee is in violation of Article VIII Section 9. of the Declaration with respect to street parking.

- (i) First Offense – a warning shall be applied to the windshield of a vehicle parked on an Association roadway;
- (ii) Second Offense – a second offense shall be the second consecutive day and/or evening directly following the first warning and a Second Warning in the form of a windshield notice shall be applied to the vehicle;
- (iii) Third Offense - which shall be the third consecutive day and/or evening the vehicle is noted street parked. THE VEHICLE SHALL ON THIS THIRD DAY AND/OR EVENING BE SUBJECT TO FINES AND IF NECESSARY TOWING and all expenses shall be incurred by the owner of the vehicle.
- (iv) Any vehicle originating from one Lot, street parked, three (3) times (days or nights) within a one week period shall be subject to fines and towing and if towed all expenses shall be incurred by the owner of the vehicle.
- (v) Unless a *3-month* period has elapsed, recurring street parked vehicles shall be subject to towing without warning.
- (vi) The towing company used by the Association is

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The above Rules and Regulations are subject to enforcement in the same manner as any Covenant Restriction. Some of the above Rules and

Regulations may expand on existing Covenant Restrictions and the onus is on each Owner to be fully aware of all the Covenant Restrictions governing the Association. The adopted Rules & Regulations do not in any manner or form replace the Covenant Restrictions but rather expand on or add to them.

On occasion the above Rules and Regulations may not be fully enforced where to do so would create an undue hardship on a homeowner who has articulated to the Board of Directors a particular set of circumstances that he or she may be facing. In such circumstances, no other resident may claim that any such action or inaction created a waiver of any provisions of Association documents.

These Rules and Regulations shall be adopted at a meeting of the Directors, by a majority vote, and shall be effective 10 days after receipt by each Owner on record at the time of publishing. These Rules and Regulations may be amended from time to time at any Board of Directors meeting by like vote. In no event shall any Rule be inconsistent with any provision of the Amended and Restated By-Laws and Covenants and Articles of Incorporation or Florida Statute and shall be interpreted in such a manner as to, in all events, be consistent therewith.

Westchester of Hillsborough Homeowners Association Inc. Policies

The following are the adopted Policies & Procedures of the Association:

1. Architectural Review Guidelines Manual;
2. Assessment Collection Policy;
3. Association Communication Policy;
4. Fining & Enforcement Process Policy;
5. Record Inspection Policy;
6. Meeting Notices Policy;
7. Meeting Conduct Policy.

Policy 1. Architectural Review Guidelines Manual

The ARB (Architectural Review Board) and Board of Directors adopts the separate document named the Architectural Review Guidelines Manual which defines modifications to exterior elements of homes and lots, which shall be subject to change from time to time and such changes shall be effective 10 days after notification to homeowners on record by mailing or newsletter.

Policy 2. Assessment Collection Policy

Pursuant to legislative changes effected July 1, 2007, to Florida Statutes Chapter 720 (governing Homeowners Associations), homeowners associations must provide owners a 45-day notice before a lien is recorded and an additional 45-day notice before a lien foreclosure action is filed.

The Association's collection policy has therefore changed accordingly:-

The Collection Policy as adopted by your Association is as follows:

1. Assessments are considered delinquent after thirty (30) days from due date;
2. Any assessment not paid within thirty (30) days after the due date shall bear interest from the date of delinquency at the maximum rate permitted by law (18% per annum);
3. Late assessments/and or homeowner's dues shall receive ONLY ONE friendly reminder from the management company;
4. Unpaid assessments/and or dues shall be turned over to an attorney 15 days after the homeowner's receipt of the friendly reminder (as described in 3.);
5. The mandatory 45-day notice of intent to lien certified letter shall be sent by the collection attorney;
6. Actual costs for letter as described in 5. are collectable by the collection attorney directly from the homeowner;
7. All payments received shall be applied in the following order: interest, late fees, costs, attorney fees and then assessment/and or dues. The full amount as determined by the attorney is required to be settled to prevent the filing of the lien on the 46th day;
8. Should the lien be filed a 45-day notice of intent to foreclose letter by certified mail shall also be sent by the collection attorney. The cost shall then escalate accordingly;
9. Once a homeowner is handed over to the collection attorney that homeowner shall pay amounts owed directly to the collection attorney and ALL contact regarding the delinquency shall be with the collection attorney only;
10. Payments shall only be deemed paid in full when the collection attorney instructs the Association to remove from attorney status;

11. The Board of Directors cannot waive any attorney fees incurred by a homeowner for delinquent assessments.

Policy 3. Association Communication Policy

All communication to the Association shall be by first class or certified mail to: The Board of Directors, Westchester of Hillsborough Homeowners Association Inc c/o the management company. The Board shall not be held responsible for non-response to other forms of communication sent or relayed to the Association and/or Board of Directors.

Policy 4. Fining & Enforcement Process Rule

Policy 4. (a) Fining Procedure

1. The Board of Directors shall appoint a Fining Committee of at least three members who are not officers, directors, or employees of the association, or the spouse, parent, child brother or sister of an officer, director or employee;
2. The Board of Directors, Committee Members or the assigned Property Manager shall be charged with determining whether there is probable cause to assert that a Lot owner, or other person, is violating or has violated, any of the provisions of the Declaration of Covenants, the Articles of Incorporation, the By-Laws, Architectural Guidelines Review Manual or the Rules and Regulations of the Association, regarding the use of Lots, or Common Areas;
3. A “warning” or first letter to the owner responsible for a violation is sent detailing exactly what violation occurred, how much a fine may cost per day, document reference where the restriction or rule is to be found and a time frame to cure the violation;
4. After a “warning” or first letter is issued and compliance is not established the Board of Directors or the assigned Property Manager shall determine in accordance with the issue which of the following options shall follow the issued warning: fining process; 10-day letter to correct the violation at the Owner’s expense; or whether the matter should be turned over to the Association’s attorney to resolve;
5. For the fining process the Board of Directors approves in accordance with Florida Statutes a fine at a duly-noticed meeting and minutes must document process;

6. A written appeal notice shall be mailed to the person responsible for the violation, to provide an opportunity to appeal the fine approved by the Board. The notice shall be mailed at least fourteen (14) days prior to the hearing, and shall state the date, time and place of the hearing. If the unit owner cannot attend at that time and notifies the association, it should make reasonable accommodations for the owner to be heard. The letter shall also include confirmation of the fine, the amount and the authority of the Board to fine;
7. Hearings are held as needed, at the Management Office between 5:30pm and 6:00pm on a first-come first-serve basis;
8. Owners are provided a single opportunity for a hearing. If the person responsible for the violation is to be represented by counsel, the owner must confirm attendance within 10 days of the scheduled hearing;
9. If the owner does request a hearing, the fining committee should allow the owner to state their objection. The fining committee will then vote to confirm or reject the fine. In the event an owner does not request a hearing, the fining committee will merely affirm the fine;
10. A final letter shall be sent to the owner detailing and confirming the status of the fine and if imposed the restriction or rule that was violated and that fines must be paid within 30 days of notice of levy.
11. Fines in homeowner associations are capped at \$100 per day, per violation and the total fines for a continuing violation may not exceed \$1,000. Fines of \$1,000 or greater may be secured by a lien on the owner's property. Homeowner associations may also suspend use of common elements and voting rights if a fine is unpaid for more than 90 days. A small claims court lawsuit may also be filed to obtain delinquent fines.
12. If an owner's violation persists after the allowable fines are levied, the Board of Directors has the power to hand the matter to the Association's attorney to resolve (including, but not limited to, mediation, arbitration, or legal action for damages and/or injunctive relief).
13. All fines assessed to the property in violation are payable within 30 days of notice of levy;

Policy 4. (b) Enforcement

After a "warning" is issued and compliance is not established, the Board of Directors or the assigned Property Manager shall determine, depending on

the nature of the violation, one of the following actions to obtain compliance:

1. The fining process in accordance with Policy 4. (a);
2. To enter the property (vendors as hired by the Association), after issuing a 10-day letter of intent to do so, to correct the violation and assess the property Owner for the expenses incurred plus a 15% handling charge;
3. Hand the matter to the Associations' attorney to resolve as he/she recommends and additionally and accordingly to recover all legal expenses incurred by the Association.

All expenses as a result of correcting conditions on a property deemed in violation as outlined in 2. as well as expenses incurred by the Association to repair damages caused by an Owner or his invitee are subject to a 15% handling charge and the total sum assessed is considered a Special Assessment. Special Assessments are due 30 days from notice of levy and are collectable in accordance with the Collections Policy.

Policy 5. Record Inspection Policy

The Board of Directors adopts the record inspection policy as outlined by the Management Company by separate document.

Policy 6. Meeting Notices Policy

Board of Director Meetings are posted at each entrance (Sheffield, Newcastle & Coventry) not less than 48 hours prior to the scheduled Board meeting or 14 days in advance of a Budget Meeting. Membership Meeting Notices are sent in accordance with the ByLaws.

Policy 7. Meeting Conduct Policy

No action may be taken by the Directors except at an open meeting where each homeowner is entitled to be present in person or by electronic means and hear the directors' discussions. (This does not include Meetings to discuss Personnel issues or issues subject to Attorney/Client privilege.) No homeowner may participate or speak at such a meeting unless and until invited to do so by the President or any Director. This normally would occur after the Board of Directors has attended to Board business as listed on the Agenda for the meeting. Homeowners who wish to speak must indicate this on a sign in sheet at the beginning of the meeting listing their name and the

topic they wish to address. When given the opportunity to speak they shall do so politely, abide by normal rule of order and speak within the time limits set by the Directors. Normally this will be 3 minutes per person. The Board is not required to act on any suggestion or recommendation offered by the Homeowner at the meeting. The Board of Directors has the right to suspend input from the audience at any time they deem it is appropriate. The (name of a specific set of rules of order) shall be used as a guide but shall not be binding on the directors as to the conduct of Directors and Members meetings.

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The Rules & Regulations and Policies adopted by the Board of Directors at the duly noticed Meeting held August 21, 2021

John MacConnell

Garrett Watkins

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Leo Hartz

Jesse Klein

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Adam Szabo

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