

**The Meadows at WGV – Board of Director’s Regular Business Meeting  
October 16, 2025 at 7:00 P.M. – Online & via Phone \*\***

# Agenda

Meeting Called to Order

Opening Remarks

Review and Acceptance of Minutes

Reports

- Landscaping - Entrance Way – Status & Planning
- Irrigation System - Status
- Little Free Library Relocation - Status
- Financial Reporting - Status
- Collection of Assessment - Status
- Management Report Summary



Event Info

## Old Business

- **BOARD POLICY STATEMENT–Review of and Vote on:**
  - o Rental Management and Compliance Policy (Update – Revision)
- Discussion to reestablish enforcement of:
  - o CCR Article VIII Section 8.5 "No Sheds, Shacks or Trailers" (*Prohibits Temporary Structures*)

## New Business

- Adoption Of Definitions To Clarify CC&Rs Sections 8.1 And 8.5
- 2026 Budget Preparation

## Open to those attending for comments, feedback and questions

- Additional comments, feedback and questions

Closing Remarks

Adjournment

**\*\* Web & Phone Connection Information:** <https://themeadowswgv.com/>

*On HOA Web Site – Home Page – Bottom - Association Events Section*

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**Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)**

*Register in advance for this meeting:*

[https://zoom.us/meeting/register/w\\_ocsli\\_R7O3\\_xdGk8we-A](https://zoom.us/meeting/register/w_ocsli_R7O3_xdGk8we-A)

*After registering, you will receive a confirmation email containing information about joining the meeting.*



## Board Meeting – Oct 16, 2025 at 7:00PM

October 16, 2025

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## Call to Order – Regular Board Meeting – Oct 16<sup>th</sup>

- Call to Order
- Determination of Quorum
- Confirmation of Public Notice of Meeting & Agenda
  - Public Notice Board – Meadowlark Lane
  - Public Message Board – Mackenzie Circle
  - Web Site – <https://www.themeadowswgv.com/Notices>
- Opening Remarks
  - Welcome
  - Overview of Tonight's Agenda

**The Meadows at WGV – Board of Director's Regular Business Meeting**  
October 16, 2025 at 7:00 P.M. – Online & via Phone \*\*

**Agenda**

Meeting Called to Order

Opening Remarks

Review and Acceptance of Minutes

Reports

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- Management Report Summary

**Old Business**

- **BOARD POLICY STATEMENT-Review of and Vote on:**
  - o Rental Management and Compliance Policy (Update - Revision)
  - o Discussion to reestablish enforcement of:
  - o CCR Article VIII Section 8.5 "No Sheds, Shacks or Trailers" (Prohibits Temporary Structures)

**New Business**


- Adoption Of: Definitions To Clarify CCRs Sections 8.1 And 8.5
- 2026 Budget Presentation

**Open to those attending for comments, feedback and questions**

- Additional comments, feedback and questions

Closing Remarks

Adjournment



Event Info

\*\* Web & Phone Connection Information: <https://themeadowswgv.com/>  
On HOA Web Site – Home Page – Bottom - Association Events Section

=====

Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)  
Register in advance for this meeting:  
[https://zoom.us/joining/register?u\\_ocoll\\_87031\\_xfGk8ee-A](https://zoom.us/joining/register?u_ocoll_87031_xfGk8ee-A)  
After registering, you will receive a confirmation email containing information about joining the meeting.

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## Agenda – Regular Board Meeting – Oct 16<sup>th</sup>

- Meeting Called to Order
- Opening Remarks
- Review and Acceptance of Minutes ★
- Reports
- Unfinished (Old) Business
- New Business
- Open to those attending for comments, and feedback
  - *Three minutes uninterrupted presentation opportunity*
  - *Limited to the issues of the Agenda items*
- Closing Remarks
- Adjournment

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## Reports

- Landscaping - Entrance Way – Status & Planning
- Irrigation System - Status
- Little Free Library - Status
- Financial Reporting – Status (*Deferred to New Business*)
- Collection of Assessment - Status
- Management Report Summary

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## Unfinished (Old) Business

- **BOARD POLICY STATEMENT–Review of and Vote on:**
  - Rental Management and Compliance Policy (Update – Revision)
- **Discussion to Reestablish Enforcement of:**
  - CCR Article VIII Section 8.5 "No Sheds, Shacks or Trailers" (*Temporary Structures*)

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### MOTION TO ADOPT REVISED RENTAL MANAGEMENT AND COMPLIANCE POLICY

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Revised Rental Management and Compliance Policy dated October 16, 2025, a copy of which is attached hereto and incorporated herein by reference.

**BE IT FURTHER RESOLVED** that this Revised Policy supersedes and replaces in its entirety the Rental Management and Compliance Policy adopted on June 26, 2025.

**BE IT FURTHER RESOLVED** that the Board reaffirms its directive for the development of supporting documentation including:

1. A Procedure Manual for Board and management company operations
2. Association Rules and Regulations governing rental compliance
3. A detailed Rental Regulation document for owners, residents, and tenants
4. Rental permit applications and forms, including but not limited to:
  - o Residence Leasing Permit Application
  - o Hardship Leasing Permit Application
  - o Tenant information submission forms
  - o Existing Lease Continuation Notice forms
  - o Other forms as necessary for rental compliance and administration
5. Procedures for communicating rental restrictions to prospective purchasers through estoppel certificates and other appropriate disclosure methods
6. Enforcement procedures addressing violations of rental restrictions
7. A separate resolution delegating specific functions to the management company

**BE IT FURTHER RESOLVED** that all implementing documents shall be developed consistent with the framework established in this Revised Policy.

**BE IT FURTHER RESOLVED** that this Revised Policy shall be effective immediately upon adoption and shall govern all rental restriction program operations, including pending permit applications and ownership transfers.

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## Unfinished (Old) Business

- **BOARD POLICY STATEMENT—Review of and Vote on:**
  - Rental Management and Compliance Policy (Update – Revision)
- **Discussion to Reestablish Enforcement of:**
  - CCR Article VIII Section 8.5 "No Sheds, Shacks or Trailers" (*Temporary Structures*)

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## Enforcement Issues - CCR Article VIII Section 8.5 "No Sheds, Shacks or Trailers"

- Critical governance challenge is facing the Association:
  - How to legally and fairly reestablish enforcement of CC&R restrictions on temporary structures after 15 years of inconsistent application
- CC&R currently prohibits all temporary structures
  - Yet the Association has granted discretionary limited waivers for ARC approved temporary structures (aka "Storage Sheds")
  - Limited waivers have resulted in complex legal and practical enforcement dilemma

### • ***Next Steps .....***

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## New Business

- Adoption of Definitions to Clarify CC&Rs Section 8.1 and 8.5
  - "Structure"
  - "Shed"
  - "Temporary Or Movable Structure"
- Financial Reporting – Status
  - Our Association's Fund Structure & Accounting Method
- 2026 Budget Preparation

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### MOTION TO ADOPT DEFINITIONS TO CLARIFY CC&Rs SECTIONS 8.1 AND 8.5

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts the following definitions for purposes of interpreting and enforcing the Declaration of Covenants, Conditions, and Restrictions:

**1. "Structure" (Section 8.1):** For purposes of Section 8.1, "structure" shall mean a roofed and enclosed building or edifice, and shall not include decks, patios, fences, driveways, walkways, swimming pools, pool enclosures, open pergolas, landscaping features, or other site improvements that do not constitute buildings.

**2. "Shed" (Section 8.5):** For purposes of Section 8.5, "shed" means any detached structure used primarily for storage that lacks a permanent foundation, is constructed of lightweight or portable materials, or can be relocated without major reconstruction. This includes, but is not limited to, pre-fabricated storage kits, structures sitting on blocks or skids, portable storage containers, and any structure marketed or designed as temporary or movable.

**3. "Temporary or Movable Structure" (Section 8.5):** A structure is "temporary or movable" if it meets any of the following criteria: (a) not anchored to a permanent poured concrete foundation with footings or piers; (b) made primarily of lightweight portable materials; (c) pre-fabricated kit structure that can be disassembled into transportable pieces; or (d) can be moved without major reconstruction.

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**BE IT FURTHER RESOLVED** that these definitions shall be incorporated into the Association's Rules and Regulations document by adding them to the Glossary section in alphabetical order;

**BE IT FURTHER RESOLVED** that the following cross-reference language shall be added to Section 219b. Outdoor Equipment:

"219b.9 For definitions of 'structure,' 'shed,' and 'temporary or movable structure' as they relate to the Covenants, refer to the Glossary."

**BE IT FURTHER RESOLVED** that the following language shall be added to Section 233. Architectural Review and Guidelines:

"233.6 Definitions of key terms including 'structure,' 'shed,' and 'temporary or movable structure' are provided in the Glossary and incorporated into these Rules and Regulations by this reference."

**BE IT FURTHER RESOLVED** that a notation documenting this Resolution shall be added to the Glossary stating:

"Note: Definitions of 'Structure,' 'Shed,' and 'Temporary or Movable Structure' were adopted by Board Resolution dated **[DATE]** for purposes of interpreting and enforcing the Declaration of Covenants, Conditions, and Restrictions."

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**BE IT FURTHER RESOLVED** that the President or Secretary is authorized and directed to cause the Rules and Regulations document to be amended to incorporate these definitions and cross-references as specified herein;

**BE IT FURTHER RESOLVED** that the amended Rules and Regulations document shall be posted on the Association's website at [themeadowswgv.com/download](http://themeadowswgv.com/download) within thirty (30) days of adoption of this Resolution;

**BE IT FURTHER RESOLVED** that notice of these amendments shall be provided to all members in accordance with Section 105 of the Rules and Regulations and Section 240 regarding Association Document Distribution via Website;

**BE IT FURTHER RESOLVED** that these definitions shall be effective immediately upon adoption of this Resolution and shall apply to all pending and future architectural review requests, enforcement actions, and interpretations of the Declaration of Covenants;

**BE IT FURTHER RESOLVED** that the Board directs the Architectural Review Committee (ARC) to utilize these definitions when reviewing applications and making determinations regarding structures, sheds, and temporary or movable structures;

**BE IT FURTHER RESOLVED** that any prior interpretations or decisions inconsistent with these definitions are hereby superseded.

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## New Business

- Adoption of Definitions to Clarify CC&Rs Section 8.1 and 8.5
  - "Structure"
  - "Shed"
  - "Temporary Or Movable Structure"
- Financial Reporting – Status
  - Our Association's Fund Structure & Accounting Method
- 2026 Budget Preparation

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## Our Association's Fund Structure & Accounting Method

### The Three Accounting Methods: Core Differences

#### Cash Basis

**When transactions are recorded:**

When cash physically changes hands (received or paid)

**Example:**

Invoice sent in January, but paid in March = record in March

**Best for:**

Small organizations with simple finances

#### Pure Accrual Basis

**When transactions are recorded:**

When obligation is incurred or income is earned (regardless of cash)

**Example:**

Invoice sent in January = record in January, even if paid in March

**Best for:**

All NPOs, associations, and larger organizations (required by GAAP)

#### Modified Accrual

**When transactions are recorded:**

Accrual for some items, cash basis for others (strategic choices)

**Example:**

Assessments recorded when due (accrual), but only collect prepaid expenses when paid

**Best for:**

Associations needing clarity on collection timing

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## Our Accounting Basis: Modified Accrual Method

- We use **accrual basis accounting** for core items (assessments, late fees, interest) but **strategic categorization** for collections to maintain accuracy.

Item	Recognition Method	Why
<b>Assessment Income</b>	When due (accrual)	Shows true obligation immediately
<b>Late Fees &amp; Interest</b>	When accrued (same year)	Matches revenue to period it was earned
<b>Prepaid Expenses</b>	When paid, tracked through year	Insurance, annual fees accounted for properly
<b>Prior-Year Collections</b>	Capitalized Collectables (separate)	Prevents revenue double-counting

- Why This Matters to the Board
  - ✓ **Accurate:** Shows true financial health in the fiscal year assessed
  - ✓ **Transparent:** Board can see what's current vs. historical collections
  - ✓ **Audit-Ready:** Meets accounting standards and satisfies auditors
  - ✓ **Preventive:** Eliminates the double-counting problem entirely

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## Association's Fund Structure - Three-Tier

### 1. Three-Tier Fund Structure

#### ♥ Operations Fund

Current fiscal year revenues and expenses needed for day-to-day management.

##### INCLUDES:

Utilities, maintenance, insurance, management fees, staffing

#### ♥ Reserves Fund

Long-term funding for capital projects and planned replacements.

##### INCLUDES:

Roof replacement, parking lot resurfacing, structural repairs

#### ♥ Accounts Receivable

Unpaid assessments and fees owed by owners.

##### SUBDIVIDED INTO:

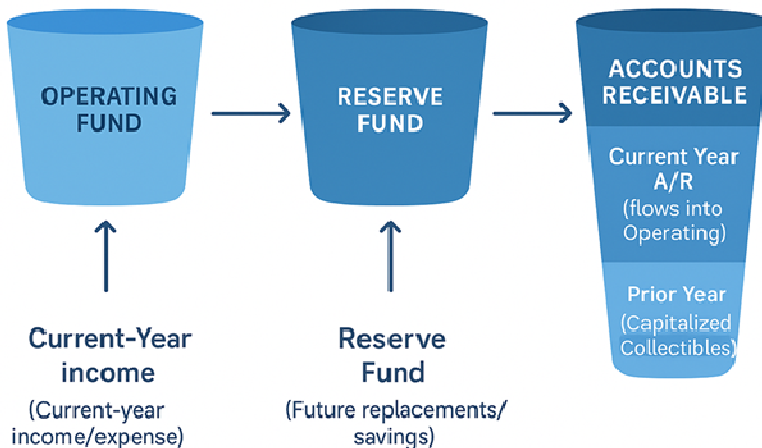
Current year and capitalized collectables

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## Association's Fund Structure - Three-Tier



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## Understanding Accounts Receivable

### 2. Accounts Receivable Breakdown

#### Accounts Receivable (AR)

##### Current Fiscal Year AR

**What it includes:** Current year assessments and fees charged to owners but not yet paid  
**Accounting treatment:** Recognized in current fiscal year. Converts to cash upon payment  
**Purpose:** Tracks money owed for current operations

##### Capitalized Collectables (Prior Year AR)

**What it includes:** Unpaid assessments from prior fiscal years, including accumulated late fees and interest  
**Accounting treatment:** Kept separate from Operations to avoid double-counting revenues  
**Purpose:** Preserved for legal collection without distorting current year financials

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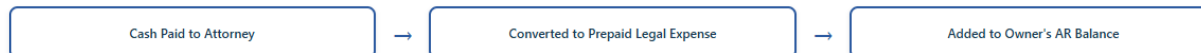
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## How We Handle Collections

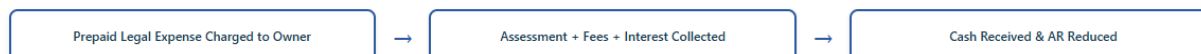
### 3. Collections Process: Cash Flow & Accrual Tracking

**Scenario:** Owner has unpaid assessment, account turned over to attorney

#### Step 1: Prepaid Legal Advance Payment



#### Step 2: When Attorney Recovers Payment



**Key Point:** The advance payment to attorney is initially recorded as cash outflow and prepaid expense, then charged to the owner's account. This ensures the actual legal cost is recovered from the delinquent owner rather than absorbed by the association.

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## How We Handle Collections

### 4. Collections Timeline: From Assessment to Resolution

- 1 Fiscal Year Begins**  
Assessment is due. Income recognized in accrual basis for this fiscal year.
- 2 During Fiscal Year**  
If unpaid, late fees and interest accrue and are recognized in the same fiscal year.
- 3 Mid-to-Late Fiscal Year**  
Account turned over to attorney for legal collection. Prepaid legal costs added to owner's balance.
- 4 Following Fiscal Year(s)**  
Collection occurs. Amount goes to "Capitalized Collectables" rather than back to current Operations.
- 5 Why Capitalized?**  
Prevents double-counting revenue recognized in the original fiscal year when assessment was due.

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## Preventing Double-Counting of Revenue

### 5. How Capitalized Collectables Prevent Double-Counting

#### The Problem: Without Proper Tracking

##### Fiscal Year 1 (Original Year):

Assessment revenue of \$5,000 recognized in Operations on accrual basis

##### Fiscal Year 3 (Collection Year):

Same \$5,000 received and incorrectly posted to Operations again = **DOUBLE COUNT**

#### The Solution: Capitalized Collectables

##### Fiscal Year 1:

Assessment \$5,000 recognized in Operations Fund when due

##### Fiscal Year 3:

When \$5,000 is collected, it goes to *Capitalized Collectables* (not Operations)

##### Result:

Revenue recognized once in correct fiscal year. Collections preserved separately. Accurate financial reporting maintained.

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## Our Accounting Method

### 6. Modified Accrual Accounting Method

#### How Your Association Accounts

##### ✓ Accrual Method Used For:

- Assessment income (recognized when due, not when paid)
- Late fees & interest (same fiscal year as assessment)
- Prepaid expenses like annual insurance

##### ✓ Strategic Policy for:

- Capitalized Collectables treatment (separate from Operations)
- Attorney prepayment tracking
- Prior year collection accounting

##### Benefit:

Combines accrual accuracy with practical cash tracking to prevent revenue distortion and provide clear financial reporting.

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## Real Difference for Our Association

**Preventing Double-Counting**  
*How Modified Accrual Accounting Protects Our Financial Accuracy*

⚠ Without Capitalized Collectables	✓ With Our Modified Accrual Method
<b>Fiscal Year 2024:</b> Assessment recognized: <b>\$1,200</b> <i>Owner never pays—turns to attorney</i>	<b>Fiscal Year 2024:</b> Assessment recognized: <b>\$1,200</b> <i>In Operations Fund (accurate)</i>
<b>Fiscal Year 2026:</b> Payment finally received: <b>\$1,200</b> <i>Posted directly to 2026 Operations</i>	<b>Fiscal Year 2026:</b> Payment received: <b>\$1,200</b> <i>Goes to Capitalized Collectables (not Operations)</i>
<b>THE PROBLEM:</b> Same \$1,200 counted twice: • Once in 2024 Operations (when due) • Once in 2026 Operations (when collected) <b>Result: Distorted financials &amp; inflated revenues</b>	<b>THE SOLUTION:</b> Same \$1,200 counted once: • Recognized in correct year (2024) • Collection segregated for transparency <b>Result: Accurate &amp; understandable financials</b>

Our Modified Accrual Accounting ensures revenue is recognized when earned, and collections are properly categorized to maintain accurate financial reporting.

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## New Business

- Adoption of Definitions to Clarify CC&Rs Section 8.1 and 8.5
  - "Structure"
  - "Shed"
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  - Our Association's Fund Structure & Accounting Method
- 2026 Budget Preparation

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## KEY DECISIONS REQUIRED

### Current 2025 Budget

- A. Approve \$3,000 bad debt expense adjustment (October 2025)

### Proposed 2026 Budget

1. Budget assumption
  - a) No volunteer labor - vs. -
  - b) Partial volunteer labor
2. Include 5% contingency reserve: Yes/No
3. Set Proposed 2026 Assessment

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Open for Comments, Feedback and Questions



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## What Is Next ? - Closing Remarks

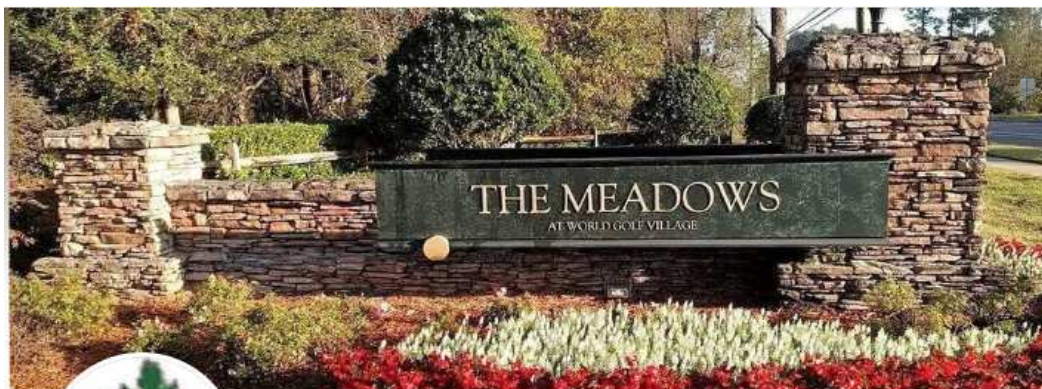


- **Next Special BOD Meeting – Thursday, Nov 06, 2025 at 7:00 PM**
- **Next Regular BOD Meeting – Thursday, Nov 20, 2025 at 7:00 PM** *(Last Regular Meeting of 2025)*

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RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE

**MOTION TO ADOPT DEFINITIONS TO CLARIFY CC&Rs  
SECTIONS 8.1 AND 8.5**

***DEFINITIONS FOR "STRUCTURE," "SHED," AND "TEMPORARY OR MOVABLE STRUCTURE"***

**WHEREAS**, Section 8.1 of the Declaration of Covenants, Conditions, and Restrictions ("CC&Rs") provides that "no structure shall be erected, altered or permitted to remain on any Lot other than one single family residence," except as otherwise provided in the CC&Rs; and

**WHEREAS**, Section 8.5 of the CC&Rs prohibits "shed, shack, trailer, tent or other temporary or movable building or structure of any kind" from being erected or permitted to remain on any Lot; and

**WHEREAS**, the CC&Rs do not define the terms "structure," "shed," or "temporary or movable structure," creating ambiguity as to the scope and application of these restrictions; and

**WHEREAS**, without clear definitions, the Board cannot consistently enforce these sections, homeowners cannot reliably understand what improvements are permitted or prohibited, and the Association faces potential challenges based on inconsistent or arbitrary application of undefined terms; and

**WHEREAS**, the term "structure" in common building code usage is defined as "that which is built or constructed," which, if applied literally to Section 8.1, would prohibit virtually all site improvements including decks, patios, fences, driveways, swimming pools, and landscaping features, resulting in an absurd and unworkable interpretation inconsistent with reasonable property use and community practice; and

**WHEREAS**, the Board has carefully reviewed the CC&Rs in their entirety, considered the context and purpose of Sections 8.1 and 8.5, examined other provisions that regulate specific improvements (such as Section 8.7 regulating fences), and consulted with legal counsel regarding the interpretation of these ambiguous provisions; and

**WHEREAS**, legal principles of covenant interpretation require that undefined terms be given their common, ordinary meaning as understood by reasonable persons, that ambiguous restrictive covenants be construed in favor of the free use of land, that all provisions of the CC&Rs be read together to give effect to each section without creating contradictions, and that interpretations avoid absurd results; and



## MOTION TO ADOPT DEFINITIONS TO CLARIFY CC&Rs SECTIONS 8.1 AND 8.5

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**WHEREAS**, the Board finds that defining "structure" in Section 8.1 to mean "roofed and enclosed buildings" rather than all constructed improvements: (1) is consistent with the common understanding of reasonable homeowners; (2) aligns with the section's title "Single Family Residence Only" and its focus on residential buildings; (3) allows other sections regulating specific improvements to retain independent meaning; and (4) permits normal site improvements while prohibiting additional dwelling-type structures; and

**WHEREAS**, the Board finds that defining "shed" and "temporary or movable structure" based on objective criteria such as foundation type, materials, portability, and construction method provides clear, enforceable standards that can be uniformly applied to all homeowners; and

**WHEREAS**, the Board has the authority and responsibility to interpret the governing documents in good faith for purposes of consistent administration and enforcement; and

**WHEREAS**, adopting these definitions serves the best interests of the Association and all homeowners by providing clarity, ensuring uniform enforcement, protecting property rights, and establishing transparent standards for compliance;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts the following definitions for purposes of interpreting and enforcing the Declaration of Covenants, Conditions, and Restrictions:

**1. "Structure" (Section 8.1):** For purposes of Section 8.1, "structure" shall mean a roofed and enclosed building or edifice, and shall not include decks, patios, fences, driveways, walkways, swimming pools, pool enclosures, open pergolas, landscaping features, or other site improvements that do not constitute buildings.

**2. "Shed" (Section 8.5):** For purposes of Section 8.5, "shed" means any detached structure used primarily for storage that lacks a permanent foundation, is constructed of lightweight or portable materials, or can be relocated without major reconstruction. This includes, but is not limited to, pre-fabricated storage kits, structures sitting on blocks or skids, portable storage containers, and any structure marketed or designed as temporary or movable.

**3. "Temporary or Movable Structure" (Section 8.5):** A structure is "temporary or movable" if it meets any of the following criteria: (a) not anchored to a permanent poured concrete foundation with footings or piers; (b) made primarily of lightweight portable materials; (c) pre-fabricated kit structure that can be disassembled into transportable pieces; or (d) can be moved without major reconstruction.

**BE IT FURTHER RESOLVED** that these definitions shall be incorporated into the Association's Rules and Regulations document by adding them to the Glossary section in alphabetical order;

## MOTION TO ADOPT DEFINITIONS TO CLARIFY CC&Rs SECTIONS 8.1 AND 8.5

Page 3 of 3

**BE IT FURTHER RESOLVED** that the following cross-reference language shall be added to Section 219b. Outdoor Equipment:

"219b.9 For definitions of 'structure,' 'shed,' and 'temporary or movable structure' as they relate to the Covenants, refer to the Glossary."

**BE IT FURTHER RESOLVED** that the following language shall be added to Section 233. Architectural Review and Guidelines:

"233.6 Definitions of key terms including 'structure,' 'shed,' and 'temporary or movable structure' are provided in the Glossary and incorporated into these Rules and Regulations by this reference."

**BE IT FURTHER RESOLVED** that a notation documenting this Resolution shall be added to the Glossary stating:

"Note: Definitions of 'Structure,' 'Shed,' and 'Temporary or Movable Structure' were adopted by Board Resolution dated **[DATE]** for purposes of interpreting and enforcing the Declaration of Covenants, Conditions, and Restrictions."

**BE IT FURTHER RESOLVED** that the President or Secretary is authorized and directed to cause the Rules and Regulations document to be amended to incorporate these definitions and cross-references as specified herein;

**BE IT FURTHER RESOLVED** that the amended Rules and Regulations document shall be posted on the Association's website at [themeadowswgv.com/download](http://themeadowswgv.com/download) within thirty (30) days of adoption of this Resolution;

**BE IT FURTHER RESOLVED** that notice of these amendments shall be provided to all members in accordance with Section 105 of the Rules and Regulations and Section 240 regarding Association Document Distribution via Website;

**BE IT FURTHER RESOLVED** that these definitions shall be effective immediately upon adoption of this Resolution and shall apply to all pending and future architectural review requests, enforcement actions, and interpretations of the Declaration of Covenants;

**BE IT FURTHER RESOLVED** that the Board directs the Architectural Review Committee (ARC) to utilize these definitions when reviewing applications and making determinations regarding structures, sheds, and temporary or movable structures;

**BE IT FURTHER RESOLVED** that any prior interpretations or decisions inconsistent with these definitions are hereby superseded.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

# THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

## SUMMARY OF SUBSTANTIVE CHANGES

### Rental Management and Compliance Policy (Revision: Oct 16 2025)

This summary identifies the material modifications made to the Rental Management and Compliance Policy between the June 26, 2025 adopted version and the October 16, 2025 revised edition.

#### 1. NEW SECTION VII: OWNERSHIP TRANSFER PROVISIONS

**Rationale:** The adopted policy did not address the operational conflict that occurs when property ownership transfers with an active lease in place. Without specific provisions, the CCR's permit non-transferability requirement (Section 8.1.2) would require immediate permit expiration, potentially forcing tenant eviction in violation of Florida landlord-tenant law.

##### Key Provisions Added:

- **Protected Continuation Status (VII.B):** New permit status category that delays expiration of the previous owner's permit to authorize continuation of existing leases during ownership transition, with maximum 24-month duration
- **Anti-Circumvention Safeguards (VII.E):** Enhanced review procedures for strategic transfers appearing designed to manipulate rental cap availability
- **New Owner Permit Requirements (VII.D):** Clarified application timelines (60 days voluntary transfers, 120 days involuntary transfers) and permit classification rules
- **Cap Calculation with Transfers (VII.C):** Protected Continuation Status permits continue counting toward the 120-unit cap to prevent artificial cap reduction through ownership changes
- **Same Beneficial Owner Exception (VII.I):** Comprehensive framework for transfers that don't constitute "ownership changes" (spousal transfers, revocable trusts, estate planning, etc.)
- **Tenant Protection Measures (VII.F):** Explicit rights for existing tenants to continue occupancy during ownership transitions
- **Transfer Categorization (VII.G-H):** Differentiated procedures for voluntary, involuntary, and emergency transfer situations

#### 2. ENHANCED DEFINITIONS (SECTION IV)

##### Added Definitions:

- **Implementing Documents:** Clarifies the suite of Board-authorized documents that provide detailed operational procedures
- **Protected Continuation Status:** Formal definition of the new temporary permit status for ownership transfers
- **Same Beneficial Owner Transfer:** Defines transfers that do not trigger permit non-transferability
- **Strategic Transfers:** Identifies ownership changes designed to circumvent rental restrictions

### **3. REFINED CAP CALCULATION METHODOLOGY (SECTION V.B-C)**

#### **Changes Made:**

- Updated cap calculation to include Protected Continuation Status permits
- Added new Section V.C (Cap Calculation Impact Summary) providing clear guidance on which actions increase, decrease, or do not affect the rental cap count
- Clarified that Suspended and Protected Continuation permits both count toward cap to prevent circumvention

### **4. STRENGTHENED HARDSHIP PROVISIONS (SECTION IX)**

#### **Modifications:**

- Restructured Section IX.A to explicitly state the four-month threshold requirement from CCR Section 8.1.11
- Clarified Board's exclusive authority for hardship determinations
- Enhanced framework for emergency situations with expedited processing
- Specified 24-month maximum duration with reapplication provisions

### **5. RELOCATED AND ENHANCED BOARD DECISION STANDARDS (SECTION II.D)**

#### **Changes Made:**

- Moved Board Decision Standards from Section X.D to Section II.D for policy-wide application
- Expanded reasonableness standard requirements with documented analysis factors
- Added mandatory written justification requirement for all discretionary decisions
- Created framework ensuring consistency while avoiding arbitrary outcomes

### **6. CLARIFIED POLICY FRAMEWORK SCOPE (SECTION II.E)**

#### **New Subsection Added:**

- Explicitly states this Policy establishes authorization framework only
- Confirms operational details will be comprehensively addressed in implementing documents
- Maintains policy-level stability while enabling operational flexibility

**7. TECHNICAL CORRECTIONS AND CLARIFICATIONS****Throughout Document:**

- Corrected reference to "the Florida Statutes Section 720.303" (removed article "the")
- Updated all CCR cross-references to specify "CCR Section" consistently
- Clarified Enforcement Policy references (changed from generic "enforcement policy" to specific "Enforcement Policy" and "Enforcement Procedures")
- Enhanced transition language in Section II for improved readability
- Corrected heading level formatting inconsistencies

**8. OPERATIONAL PROCEDURE ENHANCEMENTS (SECTIONS X, XII, XIII)****Modifications:**

- Section X.A: Added "Ownership transfer notifications" to processing framework authorization
- Section X.B: Added "Transfer verification using county records and title documentation" to permit verification procedures
- Section XII.A: Added "Ownership transfer monitoring" to ongoing monitoring authorization
- Section XIII: Updated to reference "Ownership transfer monitoring" in compliance framework

**9. REQUIRED FORMS AUTHORIZATION UPDATE (SECTION XV)****Addition:**

- Added "Existing Lease Continuation Notice forms" to the list of required forms and applications

**10. PERMIT REVOCATION PROCEDURES REFINEMENT (SECTION XI.F)****Clarifications Made:**

- Streamlined language for clarity while maintaining substance
- Confirmed revocation limited to CCR Section 8.13 material breaches involving rental properties
- Maintained mandatory legal proceeding requirement and due process protections

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**Implementation Impact**

These revisions address critical operational gaps that would have created enforcement challenges and potential legal conflicts. The Protected Continuation Status framework, in particular, provides a legally defensible mechanism that honors both the CCR's rental restriction intent and Florida's tenant protection statutes. The anti-circumvention provisions ensure the 120-unit cap functions as intended without manipulation through strategic ownership transfers.

All changes remain within the authorization framework of the original policy and do not alter the fundamental rental restriction program established by the CCR Rental Amendment. The revisions enhance operational clarity, legal defensibility, and practical enforceability while protecting the legitimate interests of all stakeholders.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION TO ADOPT REVISED RENTAL MANAGEMENT AND COMPLIANCE POLICY**

**WHEREAS**, the Association's Declaration of Covenants, Conditions and Restrictions was amended to include rental restrictions limiting the number of rental parcels to one hundred twenty (120) units and establishing related requirements and procedures;

**WHEREAS**, the Board of Directors adopted the initial Rental Management and Compliance Policy on June 26, 2025, to implement the rental restrictions amendment;

**WHEREAS**, during the development of implementing documents, operational gaps were identified in the original policy, particularly regarding ownership transfers of properties with active leases;

**WHEREAS**, the original policy did not address the conflict between the CCR's permit non-transferability requirement and Florida statutory protections for existing tenants when property ownership changes;

**WHEREAS**, the Board has determined that revisions to the Rental Management and Compliance Policy are necessary to:

1. Address ownership transfer scenarios and prevent tenant displacement during property transitions
2. Establish Protected Continuation Status framework for existing leases during ownership changes
3. Implement anti-circumvention safeguards to prevent manipulation of the rental cap system
4. Enhance operational clarity and legal defensibility of the rental restriction program
5. Strengthen hardship provisions and Board decision-making standards

**WHEREAS**, the Board of Directors has the authority under Florida Statutes Section 720.303 and the Association's governing documents to establish and revise policies for the implementation and enforcement of the Declaration;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Revised Rental Management and Compliance Policy dated October 16, 2025, a copy of which is attached hereto and incorporated herein by reference.

**BE IT FURTHER RESOLVED** that this Revised Policy supersedes and replaces in its entirety the Rental Management and Compliance Policy adopted on June 26, 2025.

**BE IT FURTHER RESOLVED** that the Board reaffirms its directive for the development of supporting documentation including:

1. A Procedure Manual for Board and management company operations
2. Association Rules and Regulations governing rental compliance
3. A detailed Rental Regulation document for owners, residents, and tenants
4. Rental permit applications and forms, including but not limited to:
  - Residence Leasing Permit Application
  - Hardship Leasing Permit Application
  - Tenant information submission forms
  - Existing Lease Continuation Notice forms
  - Other forms as necessary for rental compliance and administration
5. Procedures for communicating rental restrictions to prospective purchasers through estoppel certificates and other appropriate disclosure methods
6. Enforcement procedures addressing violations of rental restrictions
7. A separate resolution delegating specific functions to the management company

**BE IT FURTHER RESOLVED** that all implementing documents shall be developed consistent with the framework established in this Revised Policy.

**BE IT FURTHER RESOLVED** that this Revised Policy shall be effective immediately upon adoption and shall govern all rental restriction program operations, including pending permit applications and ownership transfers.

# Proposed Policy Update – October 16 2025

**THE MEADOWS AT WORLD GOLF VILLAGE**

**THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.**

*A Deed Restricted Community*

## **RENTAL MANAGEMENT AND COMPLIANCE POLICY Implementation & Administration CC&R Section 8.1**

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**PROPOSAL – October 16, 2025  
(Revision Dated:-2025-07-08)**



# Rental Management and Compliance Policy

*The Meadows at Saint Johns Owners Association, Inc.*

## EXECUTIVE SUMMARY

### Overview

The Board of Directors of The Meadows at Saint Johns Owners Association has developed this comprehensive Rental Management and Compliance Policy to implement the rental restrictions established in the amended Declaration of Covenants, Conditions and Restrictions recorded on May 29, 2024. This policy establishes the framework for managing the community's 120-unit rental cap while protecting property values and maintaining the residential character of The Meadows community.

### Key Policy Components

**Rental Cap Management:** The policy implements a strict 120-unit rental cap through a permit classification system with three categories: Grandfathered Class permits (for owners holding title before May 29, 2024), Standard Class permits (for post-amendment owners subject to cap restrictions), and Hardship Class permits (issued outside the cap for qualifying circumstances).

**Permit System Framework:** A comprehensive permit management system tracks rental activity, automatically expires permits after 90-180 days of inactivity, and maintains chronological waiting lists for Standard Class permits when the cap is reached. Assessment delinquency results in permit suspension, while material violations can lead to permanent revocation through legal proceedings.

**Lease Requirements:** All rental arrangements must comply with mandatory lease terms including minimum six-month terms, prohibition of subleasing and short-term rentals, written tenant acknowledgments of HOA rules, and timely submission of pre-occupancy documentation to the Association.

**Hardship Provisions:** The policy authorizes hardship permits for qualifying circumstances under CCR Section 8.1.11, issued for maximum 24-month periods with Board approval. Emergency situations including natural disasters receive expedited processing through the hardship permit framework.

**Implementation Authority:** The Board authorizes development of detailed implementing documents including a Procedure Manual, Rules and Regulations, enforcement procedures, and administrative forms. Management may be delegated specific administrative functions while the Board retains authority over policy interpretation and discretionary decisions.

### Enforcement and Compliance

The policy establishes material breach designation for unauthorized leasing, authorizes comprehensive enforcement actions including fines and legal proceedings, and requires annual compliance audits. All discretionary Board decisions must meet documented reasonableness standards with written justification.

This policy provides the foundational framework for rental restriction implementation while authorizing detailed operational procedures through separate Board-adopted documents, ensuring comprehensive management of The Meadows' rental program within legal and governing document requirements.

# **Rental Management and Compliance Policy**

*The Meadows at Saint Johns Owners Association, Inc.*

## **EXECUTIVE SUMMARY OF POLICY REVISION**

The Revised Rental Management and Compliance Policy dated October 16, 2025, represents a comprehensive refinement of the original policy adopted on June 26, 2025. While preserving the foundational structure, policy objectives, and authorization framework, this revision addresses critical operational gaps discovered during implementation planning and introduces essential safeguards to ensure the rental restriction program operates as intended under the CCR Rental Amendment.

The most significant enhancement is the addition of Section VII (Ownership Transfer Provisions), which establishes a Protected Continuation Status framework. This new provision resolves the real-world conflict that arises when property transfers occur with active leases in place—balancing the CCR's permit non-transferability requirement with Florida statutory tenant protections. The Protected Continuation Status mechanism prevents immediate tenant displacement while maintaining rental cap integrity and preventing circumvention of the 120-unit limitation.

Additional substantive revisions include enhanced anti-circumvention provisions to address strategic transfers designed to manipulate permit availability; expanded definitions clarifying key operational concepts; refined cap calculation methodology that accounts for ownership transfer scenarios; strengthened hardship permit eligibility standards aligned with CCR Section 8.1.11; and improved Board decision-making standards with documented reasonableness requirements.

Throughout the revision process, priority was given to creating defensible positions consistent with both the CCR Rental Amendment and Florida statutory requirements, while ensuring practical enforceability and fairness to all stakeholders. This revised policy provides the operational clarity necessary for effective program administration while protecting the rights of owners, tenants, and the broader community.

# Rental Management and Compliance Policy

*The Meadows at Saint Johns Owners Association, Inc.*

## SUMMARY OF SUBSTANTIVE CHANGES

This revised policy, adopted October 16, 2025, incorporates the following substantive changes to the original policy adopted June 26, 2025:

### Major Additions

- **NEW SECTION VII: Ownership Transfer Provisions** — Comprehensive framework addressing permit status when property ownership changes, including Protected Continuation Status for existing leases, new owner permit requirements, and tenant protection measures
- **Protected Continuation Status** — New temporary permit status that delays expiration of previous owner's permit when active lease exists at time of ownership transfer, preventing tenant displacement while maintaining cap integrity
- **Same Beneficial Owner Exception** — Detailed provisions identifying transfers that do not constitute "ownership changes" (spousal transfers, revocable trusts, estate planning, court-ordered transfers, etc.)
- **Anti-Circumvention Safeguards** — Enhanced review procedures and monitoring protocols to prevent strategic property transfers designed to manipulate rental cap availability

### Significant Enhancements

- **Expanded Definitions (Section IV)** — Added definitions for Implementing Documents, Protected Continuation Status, Same Beneficial Owner Transfer, and Strategic Transfers
- **Refined Cap Calculation Methodology (Section V.B-C)** — Updated to include Protected Continuation Status permits in cap count; added Cap Calculation Impact Summary providing clear guidance on actions that affect the rental cap
- **Strengthened Hardship Provisions (Section IX)** — Restructured to explicitly state four-month threshold requirement from CCR Section 8.1.11; clarified Board's exclusive authority and 24-month maximum duration
- **Relocated Board Decision Standards (Section II.D)** — Moved from Section X.D for policy-wide application; expanded reasonableness standard with mandatory documentation requirements
- **Clarified Policy Framework Scope (Section II.E)** — Explicitly confirms this Policy establishes authorization framework with operational details in implementing documents

### Operational Improvements

- **Enhanced Permit Verification Procedures** — Added transfer verification using county records and title documentation
- **Expanded Processing Framework** — Added ownership transfer notifications to authorized processing procedures
- **Strengthened Compliance Monitoring** — Added ownership transfer monitoring to ongoing monitoring authorization
- **Updated Required Forms** — Added Existing Lease Continuation Notice forms to authorization list

### Technical Corrections

- Corrected CCR cross-reference formatting for consistency throughout document
- Enhanced transition language and heading structure for improved readability
- Clarified Enforcement Policy and Enforcement Procedures references
- Corrected grammatical and formatting inconsistencies

**Implementation Note:** These revisions address critical operational gaps discovered during implementation planning, providing legally defensible mechanisms that honor both the CCR Rental Amendment's intent and Florida statutory requirements. All changes remain within the authorization framework of the original policy and enhance operational clarity, legal defensibility, and practical enforceability.

# **Rental Management and Compliance Policy**

*The Meadows at Saint Johns Owners Association, Inc.*

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# THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

## **RENTAL MANAGEMENT AND COMPLIANCE POLICY**

*Revised Edition - Adopted: October 16, 2025 - Supersedes Policy Adopted June 26, 2025*

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### **I. PURPOSE AND AUTHORITY**

The Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts this Rental Management and Compliance Policy to implement the rental restrictions set forth in the amended Article VIII, Section 8.1 of the Declaration of Covenants, Conditions and Restrictions, as recorded in the Official Records of St. Johns County, Florida on May 29, 2024 (“Rental Amendment”).

This Policy is adopted pursuant to the Board's authority under the Florida Statutes Section 720.303 and the Association's governing documents to establish policies for the implementation and enforcement of the Declaration.

### **II. AUTHORIZATION FRAMEWORK AND DOCUMENT HIERARCHY**

This Policy establishes the authorization framework and implementation structure for the rental restriction program. Detailed operational procedures, specific compliance requirements, and administrative processes shall be established through separate Board-adopted documents as authorized herein. This Policy provides the foundational authority and shall govern all documents for its implementation.

#### **A. DOCUMENT HIERARCHY**

The rental restriction program shall be governed by the following document hierarchy:

1. **Declaration of Covenants, Conditions and Restrictions (“CCR”)** (supreme authority)
2. **This Rental Management and Compliance Policy** (authorization framework)
3. **Board-adopted Procedure Manual** (detailed operational procedures)
4. **Board-adopted Rules and Regulations** (specific compliance requirements)
5. **Administrative forms and notices** (implementation tools)

**B. CONSISTENCY REQUIREMENT** All implementing documents shall be consistent with this Policy and may not expand or restrict the authority granted herein without Board amendment of this Policy.

**C. IMPLEMENTATION AUTHORITY** The Board hereby authorizes the development and adoption of implementing documents consistent with this Policy framework, including phased implementation as deemed appropriate by the Board.

## D. BOARD DECISION STANDARD:

All discretionary Board decisions under this Policy shall be made using the reasonableness standard as adopted by the Board, which requires an objective evaluation of whether a hypothetical person with ordinary prudence would consider the decision appropriate given the specific circumstances. The Board shall:

- Apply consistent, documented standards established in the Procedure Manual
- Provide written justification for all discretionary decisions
- Document the reasonableness analysis including consideration of:
  - The purpose and intent behind the decision
  - Potential impact on Association members and the community
  - Balancing of interests and proportionality of any restrictions
  - Fairness and non-discrimination principles
  - Available alternatives and their feasibility
- Ensure decisions serve the broader community interests while avoiding arbitrary or capricious outcomes

**Documentation Requirement:** All Board decisions involving discretionary authority under this Policy shall include written documentation of the reasonableness standard analysis and the specific factors considered in reaching the decision.

## E. POLICY FRAMEWORK SCOPE

This Policy establishes an authorization framework only and does not provide detailed operational procedures or specific compliance requirements.

**Framework Structure:** This Policy authorizes development of implementing documents containing detailed procedures, requirements, forms, and operational guidance necessary for program administration.

**Operational Delegation:** Day-to-day procedures, compliance requirements, application processes, and administrative protocols shall be established in Board-adopted implementing documents. This maintains policy-level stability while enabling operational flexibility.

**Implementation Authority:** The Board confirms this Policy provides foundational authorization for the rental restriction program, with operational details comprehensively addressed in authorized implementing documents.



## III. POLICY OBJECTIVES

The objectives of this rental policy are to:

- Preserve the residential character and desirability of The Meadows community
- Maintain property values through controlled rental activities
- Ensure compliance with the 120-unit rental cap as established in the Rental Amendment
- Establish clear procedures for rental permit administration
- Protect the rights and interests of all owners, whether owner-occupied or rental properties

## IV. DEFINITIONS

For purposes of this Policy, the following definitions shall apply in addition to those contained in the Rental Amendment:

**Emergency Situations:** Circumstances requiring temporary relocation of an owner due to events covered by a Federal Emergency Declaration, State of Emergency Declaration, or other qualifying emergency situations as determined by the Board that renders the owner's primary residence unoccupied during the owner's temporary relocation.

**Implementing Documents:** Board-authorized documents that provide detailed operational procedures and requirements for the rental restriction program, including but not limited to procedure manuals, application forms, rules and regulations, administrative notices, enforcement procedures, and other documents necessary for program implementation and administration.

**Rental Activity:** Any of the following actions that demonstrate active pursuit of leasing a parcel: executing a lease agreement with a tenant; marketing the parcel for lease (including online listings, signage, advertising, or other communications indicating the parcel is currently available for lease); showing the parcel to prospective tenants; conducting tenant screening or application reviews; negotiating lease terms with prospective tenants; or preparing the parcel for rental occupancy.

**Permit Status:** The current operational state of a rental permit, including: Current (valid and rental activity authorized), Expired (lapsed due to 90 days of inactivity), Revoked (permanently removed due to violations), Suspended (temporarily inactive due to compliance issues), Waitlisted (Standard Class permit awaiting availability under cap), or Withdrawn (voluntarily removed from consideration).

**Protected Continuation Status:** A temporary permit status that delays expiration of a previous owner's rental permit upon ownership transfer when an active lease is in place, authorizing continuation of the existing lease under the same terms with the same tenant(s) until the lease naturally ends or the new owner obtains a new rental permit, whichever occurs first. Maximum duration is twenty-four (24) months from transfer date.

**Same Beneficial Owner Transfer:** A transfer of legal title that does not constitute an "Ownership Transfer" for purposes of this Policy, including transfers that qualify for documentary stamp tax exemption under Florida Statutes Chapter 201, provided the beneficial ownership remains substantially unchanged and appropriate exemption documentation is provided.

**Strategic Transfers:** Property ownership transfers that appear designed to circumvent rental cap restrictions or manipulate permit availability, including but not limited to: rapid succession transfers between related parties, transfers with unusual timing relative to permit availability, transfers appearing to be structured to create artificial permit openings, or patterns of transfers that suggest coordination to avoid rental restrictions rather than legitimate ownership changes.

All other terms shall have the meanings set forth in the Rental Amendment.

## V. RENTAL CAP AND PERMIT SYSTEM FRAMEWORK

The Board hereby authorizes and establishes a rental permit system to enforce the maximum limit of one hundred twenty (120) rental parcels at any given time, as mandated by CCR Section 8.1.2 of the Rental Amendment.

### A. PERMIT CLASSIFICATION AND STATUS SYSTEM

The Board hereby authorizes and establishes the following leasing permit classifications to implement the rental restrictions based on ownership status as of the Rental Amendment effective date (May 29, 2024):

1. **Grandfathered Class Permits:** Available to owners who held title to their parcel on May 28, 2024.

These permits:

- Are not subject to the 120-unit cap restriction for permit issuance and may be issued regardless of the current total, which may cause the community to exceed the 120-unit cap
- Count toward the 120-unit cap calculation when active
- Must comply with all Rental Amendment requirements for new leases and renewals

2. **Standard Class Permits:** Required for owners who acquired title after May 28, 2024. These permits:

- Are subject to the 120-unit cap restriction for permit issuance
- Count toward the 120-unit cap calculation when active
- Must comply with all Rental Amendment requirements

3. **Hardship Class Permits:** Issued pursuant to CCR Section 8.1.11 of the Rental Amendment:

- Are issued in addition to the 120-unit cap (do not count toward cap)
- Have specific duration and eligibility requirements as outlined in the Rental Amendment

## B. CAP CALCULATION METHODOLOGY

The 120-unit rental cap shall be calculated as follows:

1. **Permits counting toward the 120-unit cap** include all permits with “Current,” “Suspended,” and “Protected Continuation” status
2. **Total Current Rental Permits** equals the sum of all Current, Suspended, and Protected Continuation Status Grandfathered Class and Standard Class permits
3. **Grandfathered Class permits are not subject to cap restrictions for issuance** and may be issued even when the community is at or above the 120-unit cap which may cause the community to exceed the 120-unit cap
4. **Standard Class permits may only be issued when** the Total Current Rental Permits is below 120
5. **Hardship Class permits are excluded** from all cap calculations as authorized by CCR Section 8.1.2, which provides for permits “limited to 120, plus hardship leasing permits (if any).”
6. **Monitoring procedures** shall be established in the Procedure Manual

## C. CAP CALCULATION IMPACT SUMMARY

For clarity in cap calculation administration, the following actions have the specified impact on the 120-unit rental cap.

### Actions that REDUCE the cap count:

- Permit Status changes to Expired (removes from count)
- Permit Status changes to Revoked (removes from count)

### Actions that INCREASE the cap count:

- Issuance of new Standard Class permits (adds to count)
- Issuance of new Grandfathered Class permits (adds to count)

### Actions that DO NOT affect the cap count:

- Issuance of new Hardship Class permits (excluded from cap per CCR Section 8.1.2)
- Permit Status changes to Suspended (continues counting toward cap)
- Permit Status changes to Protected Continuation (continues counting toward cap)

### Actions that MODIFY but do not change the total cap count:

- Permit Status changes between Current, Suspended, and Protected Continuation (all count toward cap)

## D. PERMIT ACTIVITY AND EXPIRATION FRAMEWORK

All permits with Current Status, regardless of classification, shall automatically change to Expired status if the owner fails to engage in Rental Activity for any continuous period exceeding the timeframe established in the Procedure Manual, which shall be not less than ninety (90) days nor more than one hundred eighty (180) days.

# Rental Management And Compliance Policy

MEA-2025.10.12.202000

This inactivity expiration requirement applies equally to Grandfathered Class and Standard Class permits to ensure equitable treatment of all permit holders.

**Assessment Delinquency Impact on Permits and Waiting List:** When an owner receives a Notice of Intent to Lien for delinquent assessments:

- Current Permit Status changes to Suspended
- Waiting list entries become suspended (ineligible for activation)
- No new rental activity may be initiated
- Existing lease agreements may continue through their current term
- Existing leases may be renewed with existing tenants
- Suspended permits do count toward the 120-unit cap calculation
- Upon delinquency resolution, permits and waiting list entries are restored to their previous status within ten (10) days

**Suspended Status Clarification:** Suspended status represents a temporary restriction period where a Current permit is placed on hold due to compliance issues. During suspension:

- Existing lease agreements may continue through their current term and may be renewed with existing tenants
- No new rental activity may be initiated (new leases, marketing, tenant screening, etc.)
- The permit retains its position in the cap calculation to prevent circumvention of rental restrictions
- Upon resolution of the underlying compliance issue, the permit is restored to Current Status within ten (10) days
- Suspended status does not constitute permit revocation and does not affect the permit's validity once compliance is restored

**Assessment Delinquency Grace Period Framework:** The Board hereby authorizes the establishment of reasonable notice and grace period procedures prior to permit suspension for assessment delinquency. Permit suspension shall not occur sooner than the timeframes established for Notice of Intent to Lien procedures under Florida Statutes and Association collection policies, with specific grace periods and notice requirements detailed in the Procedure Manual.

## E. EXPIRED, REVOKED, AND WITHDRAWN PERMITS

Permits with Expired, Revoked, or Withdrawn Permit Status require submission of a new permit application. All new applications shall be processed using current standards and procedures regardless of previous permit history. The permit application form shall include a disclosure section for owners to indicate any previous permit applications for the subject parcel.

## VI. WAITING LIST MANAGEMENT FRAMEWORK

### A. WAITING LIST ESTABLISHMENT

The Board hereby authorizes and establishes a chronological waiting list system for Standard Class permit applications when the 120-unit cap has been reached or exceeded.

### B. WAITING LIST PROCEDURES FRAMEWORK

1. **Chronological Order:** Standard Class permits with Waitlisted status shall be maintained in chronological order based on application date
2. **Activation Process:** Procedures for notification and activation shall be established in the Procedure Manual
3. **Response Requirements:** Owners shall have the time period established in the Procedure Manual, which shall be not less than fifteen (15) days nor more than thirty (30) days, to confirm intent to lease upon notification of permit availability. Specific timeframes within this range and response procedures shall be detailed in implementing documents.
4. **Voluntary Withdrawal:** Owners may withdraw from the waiting list at any time without penalty and may reapply with a new chronological position

### C. WAITING LIST STATUS CHANGES

1. **Change in Ownership:** Sale of parcel results in automatic permit revocation and forfeiture of waiting list position
2. **Assessment Delinquency:** Upon Notice of Intent to Lien, Permit Status changes to Suspended and waiting list entry is suspended (ineligible for permit activation) until assessments become current. Suspended permits and waiting list entries are restored to their previous status within ten (10) days of delinquency resolution.
3. **Hardship Applications:** Waitlisted owners may apply for Hardship Class Permits. If a Hardship Class Permit is approved and activated, the owner's Standard Class waiting list position shall be suspended during the hardship class permit period.

## VII. OWNERSHIP TRANSFER PROVISIONS

### A. PERMIT NON-TRANSFERABILITY AND IMMEDIATE EXPIRATION

Pursuant to CCR Section 8.1.2 of the Rental Amendment, all rental permits are non-transferable between either parcels or owners. Upon any transfer of ownership, including but not limited to sale, foreclosure, court-ordered transfers, inheritance, gift, or any other change in legal title:

1. **Permits with active leases automatically change to Protected Continuation Permit Status** and retain their position in the 120-unit cap calculation while authorizing continuation of the existing lease only

2. **Permits without active leases automatically change to “Expired” status** and are immediately removed from the 120-unit cap calculation
3. **New owners must obtain new permits based on their acquisition date and applicable permit class eligibility**

## B. PROTECTED CONTINUATION LEASE FRAMEWORK

When ownership transfer occurs with an active lease in place, The Board hereby authorizes and establishes a Protected Continuation Permit Status to balance tenant protection with CCR compliance:

1. **Protected Continuation Status Definition:** A **Permit Status** that designates the **delay of changing the previous owner's rental permit to Expired Permit Status** to authorize continuation of an existing lease agreement that was valid and current at the time of ownership transfer under the same terms with the same tenant(s) **until the lease naturally ends or the new owner is granted a new rental permit, whichever occurs first.**
2. **Protected Continuation Permit Scope: Permits with the Protected Continuation Permit Status authorize:**
  - The original lease term in effect at time of transfer
  - Extensions and renewals with the SAME TENANT(S) only
  - Minor lease modifications that do not create a materially different lease agreement
  - Maximum protection period of twenty four (24) months from transfer date
3. **Prohibited Activities Under Protected Continuation Status:**
  - New leases with different tenants
  - Substantial lease modifications that constitute new agreements
  - Leases that lapse and are re-executed (even with same tenant)
  - Any rental activity beyond the maximum protection period
4. **Notification Requirement:** New owners must submit an Existing Lease Continuation Notice within thirty (30) days of taking title to initiate Protected Continuation Status recognition.

**Protected Continuation Status Purpose:** This temporary status serves as a **bridge mechanism** that prevents immediate permit expiration upon ownership transfer while ensuring existing tenants are not displaced during the new owner's permit application process. The previous owner's permit remains valid solely for the purpose of authorizing the continuation of the existing lease arrangement until proper permit authority is established through the new owner or the lease naturally terminates.

## C. CAP CALCULATION WITH OWNERSHIP TRANSFERS

To prevent manipulation of the 120-unit cap through strategic property transfers:

1. **Permits with Protected Continuation Status** CONTINUE to count toward the 120-unit cap calculation until the Permit Status changes to Expired
2. **Cap calculation includes:** All permits with Current Permit Status, all permits with Suspended Permit Status, and all permits with Protected Continuation Permit Status
3. **Only Permit Status changes to Expired, Revoked, or issuance of new non-hardship permits** reduce or modify the cap count
4. **Strategic transfers do not create artificial Standard Class permit availability**
5. **New owner permit applications receive no priority or preference** in waiting list processing and are subject to standard chronological order for Standard Class permits regardless of Protected Continuation Status on the transferred property
6. **Protected Continuation Status does not reserve or guarantee permit availability** for new owners and does not affect waiting list positions of other applicants

## D. NEW OWNER PERMIT REQUIREMENTS

New owners of transferred properties must comply with the following requirements:

1. **Application Timeline:** New owners must submit a permit application within sixty (60) days of taking title (or one hundred twenty (120) days for involuntary transfers as specified in Section VII.G.2). New owners with existing leases must also submit an Existing Lease Continuation Notice within thirty (30) days of taking title. During the application period, Protected Continuation Status remains in effect regardless of application outcome for the duration of the lease or until permit determination, whichever comes first, providing certainty for all parties during the transition process.
2. **Permit Classification:** All transfers: Standard Class subject to cap restrictions
3. **Protected Lease Conversion:** Upon permit approval, Protected Continuation Status converts to regular Current Permit Status
4. **Permit Denial Impact:** If permit is denied or not pursued, Protected Continuation lease may continue until natural expiration only
5. **Permit Application Outcomes During Protected Continuation:**
  - a. **Standard Class Permit Approved:** New owner receives Current Permit Status; previous owner's permit with Protected Continuation Status changes to Expired
  - b. **Standard Class Permit Waitlisted:** Previous owner's permit with Protected Continuation Status continues until natural lease expiration or new owner's permit becomes available, whichever occurs first
  - c. **Hardship Class Permit Approved:** New owner receives Current hardship Permit Status; previous owner's permit with Protected Continuation Status changes to Expired



- d. **All Permits Denied:** Previous owner's permit with Protected Continuation Status continues until natural lease expiration only, then permit changes to Expired status and no lease renewal permitted without successful permit application by new owner

## E. ANTI-CIRCUMVENTION PROVISIONS

To prevent manipulation of the cap system through strategic transfers:

1. **Pattern Monitoring:** The Board hereby authorizes monitoring procedures to track frequency of transfers involving rental properties and flag unusual patterns
2. **Relationship Disclosure:** Transfer documentation may require disclosure of relationships between transferors and transferees
3. **Enhanced Scrutiny:** Rapid ownership transfers or patterns suggesting cap circumvention may trigger enhanced review procedures
4. **Cap Impact Neutrality:** Transfer situations shall not artificially reduce the cap count below legitimate levels
5. **Legitimate Ownership Changes:** The anti-circumvention provisions are not intended to penalize legitimate ownership changes. Bona fide sales, inheritances, foreclosures, and court-ordered transfers shall be processed according to their respective timelines with good faith presumption, while maintaining appropriate oversight for unusual patterns.

**Strategic Transfer Application Review Authority:** The Board hereby authorizes enhanced review procedures for permit applications involving potential strategic transfers, including authority to deny applications where transfers appear designed to circumvent rental restrictions, with specific review criteria and procedures detailed in the Procedure Manual.

## F. TENANT PROTECTION MEASURES

Regardless of transfer type, existing tenants shall receive:

1. **Continuation Rights:** Right to continue occupancy through current lease term during ownership transition
2. **Notice Requirements:** Written notice of ownership change and permit status implications
3. **Protection from Displacement:** Protection from eviction during transition period except for lease violations
4. **Lease Term Protection:** No forced lease termination during Protected Continuation period



## G. TRANSFER CATEGORIZATION AND PROCEDURES

**Application of Transfer Procedures:** The procedures in this subsection apply only to transfers that constitute "Ownership Transfers" as defined in this Policy. Transfers qualifying as "Same Beneficial Owner Transfers" under Section VII.I are not subject to these transfer procedures and do not affect existing permit status.

The Board hereby authorizes different procedures based on transfer type:

1. **Voluntary Transfers** (Sales, Gifts, Inheritance): Standard 60-day application timeline
2. **Involuntary Transfers** (Foreclosure, Court Orders): Extended 120-day application timeline with automatic eligibility for expedited hardship consideration under CCR Section 8.1.11. New owners in involuntary transfer situations may apply for Hardship Class permits simultaneously with Standard Class applications, with the hardship application processed on an expedited basis given the involuntary nature of the ownership change.

## H. EMERGENCY TRANSFER SITUATIONS

In cases where ownership transfer occurs due to medical emergencies, natural disasters, or other circumstances requiring immediate action, the Board may authorize emergency procedures including:

1. Expedited application processing (15-day timeline)
2. Automatic hardship permit eligibility assessment
3. Extended Protected Continuation periods up to 12 months for qualifying circumstances
4. Waiver of standard documentation requirements with alternative verification methods

Emergency determinations require Board majority vote and documented justification of extraordinary circumstances.

## I. SAME BENEFICIAL OWNER EXCEPTION

**A. Non-Transfer Situations** The following title changes shall NOT constitute an "ownership transfer" triggering permit non-transferability, provided the beneficial ownership remains substantially unchanged:

1. **Transfers qualifying for documentary stamp tax exemption** under Florida Statutes Chapter 201, including but not limited to:
  - Transfers between spouses (F.S. 201.02(1))
  - Transfers to revocable trusts where grantor retains beneficial interest (F.S. 201.02(6))
  - Transfers from revocable trusts back to grantor/beneficiary
  - Transfers between business entities with identical ownership (F.S. 201.02(7))
  - Transfers for estate planning purposes between family members (F.S. 201.02(8))

2. **Court-ordered transfers** that don't change beneficial ownership:
  - Divorce decree transfers between spouses
  - Probate transfers to surviving spouse or heirs
  - Guardianship transfers for incapacitated persons
3. **Business reorganizations** where beneficial ownership remains unchanged:
  - LLC member changes that don't affect beneficial ownership
  - Corporate reorganizations maintaining same shareholders
  - Partnership restructuring with same partners

**B. Documentation Requirements** Owners claiming "same beneficial owner" status must provide:

- Copy of recorded deed showing the transfer
- Documentary stamp tax exemption affidavit (if applicable)
- Certification that beneficial ownership remains substantially unchanged
- Additional documentation as reasonably requested by the Board

**C. Board Review Authority** The Board retains authority to review questionable transfers and may require additional documentation to verify that beneficial ownership has not substantially changed.

## **D. Additional Non-Transfer Situations**

The following court-ordered and other transfers shall also not constitute "Ownership Transfers":

1. **Bankruptcy proceedings** where title returns to the original debtor through successful reorganization
2. **Quiet title actions** that correct title defects without changing beneficial ownership
3. **Court-ordered transfers by guardians or conservators** for incapacitated persons where the beneficial interest remains with the ward
4. **Adoption-related transfers** between family members incident to legal adoption proceedings
5. **Domestic partnership transfers** incident to the formation or dissolution of domestic partnerships where the beneficial ownership remains with the same natural persons
6. **Trust modification transfers** where property is transferred between different trusts or trust arrangements with substantially the same beneficiaries and beneficial interests

## **E. Documentation for Additional Exemptions**

Owners claiming exemption under subsection D must provide court orders, legal documentation, or other evidence satisfactory to the Board demonstrating that beneficial ownership has not substantially changed. The Board may consult with Association counsel to determine the specific documentation requirements for complex situations and may require additional documentation as recommended by legal counsel on a case-by-case basis.

## VIII. LEASE REQUIREMENTS AND DOCUMENTATION FRAMEWORK

### A. MANDATORY LEASE TERMS

All leases within the community must comply with the requirements established in the Rental Amendment and detailed in the Rules and Regulations, including but not limited to:

1. **Written lease agreement** with minimum six (6) month term
2. **No subleasing, room rentals, or transient use** (including short-term rentals such as Airbnb)
3. **Tenant acknowledgment** of receipt and agreement to follow HOA governing documents
4. **Owner contact information** provided to Association

### B. PRE-OCCUPANCY DOCUMENTATION FRAMEWORK

**Documentation Submission Timeline:** Owners must provide the Association with required documentation according to the following timeline framework:

1. **Standard Timeline:** When a lease agreement is executed **more than fifteen (15) days before the lease commencement date**, all required documentation must be submitted **no later than ten (10) days prior to the first day of occupancy**.
2. **Expedited Timeline:** When a lease agreement is executed **fifteen (15) days or less before the lease commencement date**, all required documentation must be submitted **as soon as reasonably possible but no later than ten (10) days after the lease agreement execution**.
3. **Renewal Documentation:** For lease renewals with existing tenants, updated documentation must be submitted within the same timeframes based on renewal agreement execution date.

Specific documentation requirements and submission procedures shall be established in the Rules and Regulations and detailed in implementing documents.

### C. DOCUMENTATION COMPLIANCE ENFORCEMENT

Failure to provide required documentation within the specified timeframes established in this Policy framework may result in:

1. **Administrative fees** as established by Board resolution
2. **Permit suspension** until documentation compliance is achieved
3. **Prohibition on new rental activity** until documentation is current
4. **Other enforcement actions** as authorized by the governing documents and detailed in the Enforcement Procedures

The Board hereby authorizes the establishment of specific compliance procedures, grace periods for good cause delays, and escalating enforcement measures to be detailed in implementing documents. Permit suspension for documentation non-compliance shall occur no sooner than 30 days after the required documentation deadline, with specific timeframes and notice requirements established in the Procedure Manual.

## IX. HARDSHIP PROVISIONS FRAMEWORK

### A. HARDSHIP PERMIT AUTHORITY AND FRAMEWORK

The Board recognizes the hardship provisions outlined in CCR Section 8.1.11 of the Rental Amendment and hereby establishes the hardship permit framework within the following parameters:

1. **Eligibility Requirement:** Hardship Class permits shall only be issued to owners who are unable to occupy their home for a period in excess of four (4) months due to medical or health reasons or other justifiable cause. The Board shall determine whether a qualifying hardship exists in its reasonable discretion as required by CCR Section 8.1.11.
2. **Duration Limitation:** Hardship Class permits shall be issued for a maximum duration of twenty-four (24) months as established in CCR Section 8.1.11. Upon expiration, owners may reapply with demonstration of continuing qualifying hardship circumstances.
3. **Board Authority:** The Board retains exclusive authority for hardship class permit decisions, with administrative processing procedures to be established in the Procedure Manual.
4. **Cap Exemption:** Hardship Class permits are issued in addition to the 120-unit cap and are excluded from all cap calculations pursuant to CCR Section 8.1.2.

### B. IMPLEMENTATION PROCEDURES AUTHORIZATION

The Board hereby authorizes the establishment of hardship application processes, documentation requirements, review procedures, emergency situation protocols, and approval criteria to be detailed in the Procedure Manual, ensuring consistency with CCR Section 8.1.11 requirements and all applicable lease term obligations.

### C. EMERGENCY SITUATIONS

The Board may authorize emergency rental permitting due to owner temporary relocation for circumstances including natural disasters or other qualifying emergency situations, which shall be processed as expedited hardship permit applications under CCR Section 8.1.11 of the Rental Amendment, with accelerated review timelines established in the Procedure Manual.

## X. OPERATIONAL PROCEDURES AUTHORIZATION

### A. PROCESSING FRAMEWORK

The Board hereby authorizes the establishment of processing timelines and procedures in the Procedure Manual for:

1. **Rental permit applications**
2. **Hardship applications**
3. **Documentation acknowledgments**
4. **Waiting list notifications**
5. **Violation responses**
6. **Ownership transfer notifications**

### B. PERMIT VERIFICATION PROCEDURES AUTHORIZATION

The Board hereby authorizes the establishment of verification procedures including:

1. **Ownership date verification** using St. Johns County Tax Records and public records research
2. **Account status verification** to ensure current assessment payments
3. **Violation status verification** to confirm parcel compliance
4. **Permit class determination** based on documented acquisition date
5. **Transfer verification** using county records and title documentation

### C. APPLICATION REVIEW STANDARDS AUTHORIZATION

The Board hereby authorizes the establishment of review standards for permit applications to be detailed in the Procedure Manual.

## XI. VIOLATION AND ENFORCEMENT PROCEDURES FRAMEWORK

### A. MATERIAL BREACH DESIGNATION

Leasing any parcel without a valid Current Status rental permit constitutes a **material breach** of the Declaration and shall be subject to enforcement action as authorized by the governing documents.

## B. ENFORCEMENT AUTHORITY

The Board hereby authorizes the following enforcement actions:

1. **Fines and fees** per established Enforcement Policy
2. **Permit suspension or revocation** for violations
3. **Legal proceedings** for material breach remedies
4. **Assistance with eviction proceedings** when Board-authorized
5. **Assessment of costs and attorney fees** as provided by law

## C. MANAGEMENT AUTHORITY LIMITATIONS

Management authority is limited to administrative functions as detailed in the Procedure Manual. Policy interpretation and enforcement decisions requiring Board discretion remain with the Board.

## D. APPEALS PROCESS AUTHORIZATION

The Board hereby authorizes the establishment of administrative appeal procedures for permit decisions and enforcement actions, with specific timelines and review processes to be detailed in the Procedure Manual.

All Board decisions shall comply with the decision standards established in Section II.D

## E. CONFLICT RESOLUTION AUTHORIZATION

The Board hereby authorizes the establishment of alternative dispute resolution procedures for rental-related conflicts, including mediation and administrative resolution processes.

## F. PERMIT REVOCATION PROCEDURES

**Material Breach Standard:** Permit revocation (status Revoked) is reserved exclusively for material breaches of CCR Section 8.13 (No Offensive Activities and Conditions) involving rental properties where **a pattern of ongoing illegal, noxious or offensive activity** by tenants or rental occupants demonstrates that continued rental activity creates a nuisance, source of embarrassment, disgrace, or annoyance to the neighborhood or poses a substantial threat to community welfare, safety, or property values.

**Board Authorization Requirements:** Only the Board of Directors may authorize pursuit of permit revocation by majority vote, requiring:

1. **Documented pattern** of material violations of CCR Section 8.13 directly related to rental activity
2. **Board determination** that violations constitute ongoing material breach warranting legal remedy
3. **Board finding** that lesser enforcement measures (fines, suspension) are inadequate to remedy the continuing violations

**Mandatory Legal Proceeding:** Permit revocation must be pursued through legal proceedings in accordance with CCR Section 10.6 (Enforcement of Declaration by the Association). The Association shall initiate a proceeding at law to restrain the ongoing violation and seek revocation of rental privileges as an equitable remedy.

**Due Process Requirements:** Prior to authorizing revocation proceedings, the Board shall:

1. Provide written notice to the owner of the specific violations and intent to pursue revocation
2. Offer reasonable opportunity for the owner to remedy violations or present mitigation evidence
3. Document the decision-making process and factual basis supporting revocation pursuit

**Finality:** Permits with Revoked status are permanently terminated and may not be restored. Owners whose permits are revoked through legal proceedings are permanently barred from obtaining future rental permits for the subject parcel.

**Implementation Authority:** Detailed procedures for revocation proceedings, including notice requirements, documentation standards, and coordination with legal counsel, shall be established in the Enforcement Policy and Enforcement Procedures.

## XII. DOCUMENTATION AND RECORD KEEPING FRAMEWORK

### A. MANDATORY RECORD KEEPING AUTHORIZATION

The Board hereby authorizes and directs the maintenance of comprehensive records related to the rental restriction program, with specific requirements and procedures to be established in the Procedure Manual.

### B. RECORD RETENTION FRAMEWORK

The Board hereby establishes minimum retention requirements and authorizes the development of detailed record retention procedures, including:

1. **Minimum retention periods** as legally required or deemed appropriate
2. **Electronic backup** procedures for all rental-related documents
3. **Confidential treatment** of personal information per Florida law
4. **Archive and purge** procedures

### C. REPORTING REQUIREMENTS AUTHORIZATION

The Board hereby authorizes the establishment of regular reporting requirements to be detailed in the Procedure Manual, including monthly status reports and annual compliance audits.

## **XIII. COMPLIANCE MONITORING FRAMEWORK**

### **A. ONGOING MONITORING AUTHORIZATION**

The Board hereby authorizes the establishment of monitoring procedures including:

1. **Permit count tracking** and cap calculation updates
2. **Compliance verification** procedures
3. **Assessment payment monitoring**
4. **Documentation compliance** verification
5. **Ownership transfer monitoring**

### **B. ANNUAL COMPLIANCE AUDIT AUTHORIZATION**

The Board hereby authorizes the establishment of annual comprehensive rental program compliance audit procedures to verify program effectiveness and compliance with governing documents.

## **XIV. PURCHASER DISCLOSURE AND COMMUNICATION FRAMEWORK**

### **A. MANDATORY ESTOPPEL CERTIFICATE DISCLOSURE**

To ensure prospective purchasers are fully informed of rental restrictions affecting properties within the community, the Association shall include rental restriction information in estoppel certificates pursuant to Florida Statute 720.30851(1). Specific disclosure requirements and procedures shall be established in the Procedure Manual.

### **B. ADDITIONAL DISCLOSURE METHODS AUTHORIZATION**

The Board hereby authorizes the establishment of additional disclosure methods and procedures to be detailed in implementing documents.

### **C. DISCLOSURE DOCUMENTATION AUTHORIZATION**

The Board hereby authorizes the establishment of documentation and record-keeping procedures for all disclosure communications.



## XV. REQUIRED FORMS AND APPLICATIONS AUTHORIZATION

The Board hereby authorizes and directs the development, implementation, and periodic review of all necessary application forms and documentation required for rental compliance, including:

- Residence Leasing Permit Applications for standard rental requests
- Hardship Leasing Permit Applications pursuant to CCR Section 8.1.11 of the Rental Amendment
- Tenant information transmission forms as required by the Rental Amendment
- Lease documentation submission requirements
- Grandfathered owner verification forms
- Waiting list notice and withdrawal forms
- Existing Lease Continuation Notice forms
- Violation notice templates
- Other forms deemed necessary for effective administration of rental restrictions

These forms shall be revised as needed upon periodic review to ensure continued compliance with governing documents and applicable law.

## XVI. FEE STRUCTURE AUTHORIZATION

The Board hereby authorizes the establishment of fees for rental program administration, including administrative fees, late fees, and violation processing fees. Specific fee amounts and limitations shall be established by separate Board resolution with appropriate safeguards against arbitrary fee setting.

## XVII. IMPLEMENTATION FRAMEWORK AUTHORIZATION

To ensure effective implementation of the Rental Amendment, the Board hereby authorizes and directs the development of:

1. A comprehensive **Procedure Manual** for Board and management company operations
2. Specific **Rules and Regulations** governing owner and tenant compliance requirements
3. A detailed **Rental Regulation** document outlining all compliance obligations
4. **Enforcement procedures** for violations of rental restrictions
5. **Administrative forms** and implementation tools

### A. IMPLEMENTATION TIMELINE

The Board hereby authorizes the development of implementing documents within a reasonable timeframe following adoption of this Policy, with phased implementation as appropriate.

## B. INTERIM AUTHORITY

The Board hereby authorizes the establishment of interim procedures pending full implementation of detailed documents, ensuring continuous program operation during the implementation period.

## XVIII. MANAGEMENT DELEGATION FRAMEWORK

### A. DELEGATION AUTHORITY

The Board may, by separate resolution, delegate specific day-to-day administrative functions related to rental permit processing and compliance monitoring to the Association's management company, while retaining final decision-making authority on policy matters and enforcement actions requiring Board discretion.

### B. DELEGATION LIMITATIONS

Management authority may be delegated subject to the limitations imposed by Florida Statutes Chapter 720 (Homeowners' Associations) and Chapter 617 (Not-for-Profit Corporations), and shall be limited to administrative functions as specifically detailed in the Procedure Manual. The following decisions shall remain with the Board:

1. **Policy interpretation** requiring discretionary judgment
2. **Hardship class permit approvals**
3. **Enforcement actions** beyond routine administrative processing
4. **Appeals and dispute resolution** requiring Board review
5. **Fee establishment** and policy modifications

## XIX. GRANDFATHERING AND TRANSITION

Existing rental arrangements as of the effective date of the Rental Amendment shall be governed by CCR Section 8.1.3 of the Rental Amendment, allowing continuation until lease expiration but requiring compliance with new restrictions for any renewals or new leases.

## XX. CONFIDENTIALITY

All rental and hardship-related owner and tenant information shall be managed in compliance with Florida Statutes and is considered confidential data which shall not be disclosed except as required by law or specifically permitted under Association policies.

## **XXI. AMENDMENTS AND UPDATES**

### **A. ANNUAL REVIEW AUTHORIZATION**

This Policy shall be reviewed annually and updated as needed to ensure continued compliance with governing document requirements and Florida law.

### **B. POLICY UPDATES AUTHORIZATION**

This Policy may be updated by Board resolution to reflect changes in:

1. Declaration amendments
2. Florida Statutes requirements
3. Operational improvements
4. Legal requirements

### **C. IMPLEMENTING DOCUMENT AMENDMENTS**

Implementing documents authorized herein may be amended by the Board without requiring amendment to this Policy, provided such amendments remain consistent with this Policy framework.

## **XXII. EFFECTIVE DATE AND IMPLEMENTATION**

### **A. EFFECTIVE DATE**

This Rental Management and Compliance Policy shall be effective immediately upon adoption by the Board of Directors and shall remain in effect until modified or rescinded by subsequent Board action.

### **B. IMPLEMENTATION TRANSITION**

The Board hereby authorizes a reasonable implementation period for the development and adoption of implementing documents, during which interim procedures may be established to ensure program continuity.

## **XXIII. SUPREMACY OF GOVERNING DOCUMENTS**

In the event of any conflict between this Policy and the Association's Declaration, Bylaws, or applicable law, the Declaration, Bylaws, and applicable law shall control.

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# Rental Management And Compliance Policy

MEA-2025.10.12.202000

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## CERTIFICATION

I hereby certify that the foregoing Rental Management and Compliance Policy was duly adopted by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. at a meeting held on the 16<sup>th</sup> day of October 2025 at which a quorum was present.

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Marc Schwartz, Secretary

Board of Directors

The Meadows at Saint Johns Owners Association, Inc.

*dba* The Meadows at World Golf Village