



Community Guidelines & Rules and Regulations

**All Rules and Regulations are subject to change by the
Vizcaya Homeowner's Board of Directors**

These guidelines are NOT a substitute for reading ALL the governing documents on the TownSq website. This is only an abbreviated explanation of most common questions.

Service Requests-Please submit exterior repairs/requests to Associa via their website- <https://app.townsq.io/login>. Please see document labeled "TownSq Registration Instructions" to access website. The Board will review your request and determine if the Association is responsible for the repair. If it is, the Association will hire the appropriate contractor to make repairs.

For service requests concerning lawn maintenance and common areas, including the gate and amenities, please submit a maintenance request via TownSq.

Mail Delivery-There is a mail kiosk located next to the amenity center/clubhouse. Individual mailboxes are the Owner's responsibility. The Property Management Company does not have a copy of mailbox keys. Owners are responsible for passing keys and box numbers to new owners or tenants. If your key does not work- check that you are using the correct box number, spray key and lock with WD-40 or contact a licensed locksmith who can work with USPS mailboxes. Please report any mail kiosk damage to Property Manager.

Trash Removal- WastePro USA provides our weekly garbage every Friday and recycling collection every other Monday. Place your containers on the sidewalk at the end of driveway, no earlier than 5:00 pm on Sunday or Thursday empty containers must be returned to your garage no later than the evening of pick up. Waste collection is through the City of Jacksonville and any requests or questions should be directed to them.

Tenants must provide a copy of their lease in order to receive access devices and codes.

Access- Each homeowner may purchase up to 3 vehicle bar code stickers and up to 4 key cards from the Property Manager for \$10 each. These stickers should be placed on the passenger side of your vehicle for access through the front gates. The key cards allow access to the pool, sidewalk gates and fitness room. A 4-digit code can be used at the front entry call box. Contact Property Manager to program a code and phone number in the call box. When purchasing replacement bar codes or amenities cards, please provide the number of the bar code or amenities card being replaced.

Parking-Owners must register ALL vehicles-cars, trucks, golf carts, motorcycles, etc. with the Association. No more than 3 vehicles can be associated with each home. If you own 3 vehicles, at least 1 must be parked in the garage, leaving 2 on the driveway. If you own 2 vehicles, at least 1 must be parked in the garage. Overnight is defined as 12:00pm-7:00am. Parking is allowed only in designated parking spaces, garages, and driveways. Vehicles not parked in designated areas are subject to towing. Parking is prohibited on the street (other than delivery, service, repair vehicles), on or blocking a sidewalk, on the grass, blocking a fire hydrant or in designated handicapped space without proper permit.

- No jet skis, personal watercraft, boats, boat or utility trailers, campers, RVs, or commercial vehicles may be parked or stored anywhere on the property except in the owner's garage (other than to load/unload).
- All vehicles parked in guest parking and on owner driveways must have a current license tag and be in operating condition. All unlicensed or otherwise inoperable vehicles must be parked in an owner's garage or removed from the community.
- Motorcycles are allowed with Board approval but shall count as a vehicle toward the vehicle limit. Motorcycles must be parked within the garage. Motorcycles may be parked on the Common Property only with the written consent of the Board of Directors.
- No go-karts, all-terrain vehicles, etc. may be driven on the property.
- All guests that park in "Guest Parking" shall place a Vizcaya guest parking pass on the dashboard. Guests of more than 14 days will be treated as residents and be subject to the same parking rules as residents.
- Owners are not to use designated guest parking spaces for overnight parking. An owner may, for a reasonable time, park their vehicle in the guest parking area to allow a guest to park in the owner's garage or driveway. However, owners may not park in guest parking spaces "long term." Long term is defined as an owner who parks in a guest parking space excessively – more than 3 times per month or if a pattern is established (example – every Friday night). Any special circumstances should be reported to the Association Manager.

Speed Limit-The speed limit within the Vizcaya community is 20 miles per hour.

Homeowner's Insurance on Townhomes-At the time of closing and annually thereafter each homeowner shall be required to provide a certificate of insurance coverage on their dwelling and property to the Homeowners Association through the current Management Company. Insurance coverage is to include hazard and liability insurance with a minimum limit being equal to the replacement cost of the improvements. According to our Documents, the policy type must qualify as H03 not H06. Please verify with your Insurance Agent.

Pets-Owners must register all pets with the Management Company. Each resident is allowed a total of two (2) pets (which must be either dogs or cats), provided such pets are (a) permitted to be kept by applicable laws and regulations and (b) not a breed considered to be dangerous by the Board of Directors. When outside, all pets are to be leashed. Pet owners are responsible for immediately cleaning up after their animals. No waste is to be disposed of on Common area, lakes, or wooded areas. Please use the multiple Pet Stations throughout the neighborhood. Pets are not permitted at the amenity center (service animals are permitted). This means no animals should be in the pool area, community room, or the fitness room. **Please do not feed stray animals or wildlife.**

Soliciting- is NOT permitted within the property. Please contact the JSO Non-Emergency Line (904-630-0500) if there is a business soliciting on the Property.

No fireworks of any kind are permitted for use in the Vizcaya Community at any time.

Lake-No swimming, fishing, or boating allowed in the lake. The hooks and fishing line damage our fountains. Please report trespassers to JSO.

Amenities Center

Community facilities are for the use of residents and their guests. A Vizcaya owner not living in the community relinquishes their right to use the amenities to the tenant occupying their home for the duration of the lease. Parents are responsible for the conduct of their children at all times in the community, as well as at the amenity center. Vizcaya Association members and their guests are to use the facilities at their own risk and must comply with all rules and regulations. Any resident or guest in violation of the rules and regulations may be barred from use of the recreational facilities. Persons under the influence of alcohol or illegal drugs will not be allowed on the premises. No gambling, profane language, alcohol, or any offensive behavior is allowed. Absolutely no glass containers of any nature are allowed in any facilities. No loitering.

Pool

WARNING: NO LIFEGUARD ON DUTY, SWIM AT YOUR OWN RISK.

The pool cannot be reserved. There is a limit of four (4) guests per member (residence) at one time for pool use. The resident hosting guests must be present while guests are using the facilities. General pool rules:

For emergencies, call 911.

Pool hours are dawn to dusk. Night swimming is prohibited.

A shower is required before entering the pool.

Parents are responsible for the conduct of their children at all times.

No one under 16 admitted in pool without supervision of parent or guardian.

No grills allowed.

No smoking in the pool or on the pool deck.

Glass containers are prohibited.

Bathing load maximum as posted at pool.

No running, ball playing, or horseplay allowed in pool.

Children not toilet trained must wear an approved swim diaper.

Changing of diapers is not allowed on the pool deck area.

Proper swimming attire must be worn while in pool and on the pool deck.

Proper flotation devices only allowed in pool. (i.e., safety devices). For safety reasons, play equipment such as rafts will not be allowed in the pool.

Out of consideration for others, radios must have headphones.

Fitness Room-Hours of operation are 5:30 am to midnight. No one under 16 is permitted in the fitness area. Proper attire shall consist of shorts, shirt, and sneakers. Swimwear and bare feet are not allowed. Fitness equipment is for the use of residents only; **guests are not permitted** in the fitness center. All residents work out at their own risk. It is recommended that you consult a doctor or trainer to learn the usage and benefits of training and potential risk of such training. Please be respectful of others; allow others adequate time to use machines, especially cardio equipment. There is a 30-minute time limit on all cardio machines. If no one is waiting, you may continue. **Please wipe down machines after use.**

Clubhouse-By reservation only. Contact Property Manager to find out if the clubhouse is available. Reservation request forms are available via TownSq. Fill out the reservation form and return to Property Management Company with deposit checks. The fee for use of the clubhouse (at this time) is \$150.00 with a refundable deposit of \$150. The deposit check will be shredded after an inspection, as long as there is no damage to the clubhouse, and it is left in a clean condition. The key can be obtained from the Property Manager. Shoes must be worn when entering the clubhouse, restrooms, and fitness center. Association members shall assume, bear, and pay for any loss or damage to the facilities for which they or their guests are responsible. Our Property Management Company will enforce the rules set forth herein. The Board maintains the right to enforce all Rules and Regulations placed by the Board of Directors, Vizcaya at Hodges Homeowners Association.

The Architectural Review Board and Committee has been established to create, establish, develop, foster, maintain, preserve, and protect within Vizcaya, a unique, pleasant, attractive, and harmonious physical environment.

Architectural Control-Construction, modifications and alterations to any exterior building are subject to prior approval by the ARB (Architectural Review Board) This includes, but is not limited to painting, doors, windows, glass enclosures, hot tubs, security cameras, antennae, satellite dishes or receivers, solar panels, screen enclosures, signs, gates, flower boxes, shelves, statues, or any other outdoor ornamentation. Alteration of the landscaping or topography of the Property and all other modifications, alterations or improvements must be preapproved by the ARB. Satellite dishes must receive ARB approval and NO Satellite dishes can be installed on the roofs. ARB will determine all dish locations.

Please see Design Review Manual on TownSq for specific rules pertaining to exterior lighting, front doors, rear step outs, AC Units, Barbecues, door ornaments, flags and flagpoles, garage doors, generators, hoses, mailboxes, security cameras, signs, storage of tools & supplies, water softeners, purifier systems, window tinting, paver sealer, lawn use items, flowers, furniture, holiday decorations, potted plants & remodeling guidelines. Basically, when in doubt, refer to the DRM, fill out an Architectural Review Application or contact the Property Manager. **This Design Review Manual is not a substitute for reading all the governing documents and is not a substitute for the ARB application process.**

Board of Director's Meetings-held the 4th Monday of the month at 6:30 pm in the clubhouse.

Management Company
Associa CMC of Jacksonville
7400 Baymeadows Way Suite #317
Jacksonville, FL 32256
Phone: (904) 367-8532
Fax: (904) 367-8554
Email: Vizcaya@cmcfaxfla.com

Onsite CAM Assistant-Margaret Flowe
Monday, Wednesday, and Friday, 9:00 am – 6:00 pm
Vizcaya@cmcjaxfla.com
904-423-0721