

**Crystal Bay Travel Park, Inc.**  
**2002 Ketch Circle, Palm Harbor, FL 34683**  
**Rules and Regulations**

**Record of Changes**

<b>Date Change Approved/Effective</b>	<b>Rule Changed</b>	<b>Change</b>	<b>Comment</b>
4/3/23	5 yr. update	Various changes	

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**PREFACE:** The **CRYSTAL BAY TRAVEL PARK, INC.** is a cooperative park, governed by the Board of Directors, comprised of Shareholders or appointed individuals or entities who are elected by the Shareholders.

Purchase of a share of stock in the Corporation entitles the Shareholder/Lessee(s) to the remainder of a ninety-nine (99) year lease on a given mobile travel trailer lot. However, there is no transfer of real property. Title to and ownership of the property remains in the name of the Corporation.

**RULES & REGULATIONS:**

**I. "55 or OVER" Park**

Pursuant to Rule H.R. 1158, dated 1988, the By-Laws and the Rules and Regulations have been amended to give the Board of Directors the right to refuse admittance to any prospective Shareholder or Tenant under the age of 55, and to further comply with the Fair Housing Act. Therefore, it is to be noted that: Crystal Bay Travel Park, Inc. is a "55 or Over" park. At least one resident of each Lot/RV must be 55 years or older.

**II. Shares of Stock**

No Shareholder(s) shall own or have an interest through an entity in more than two (2) shares of stock.

- A. Each prospective Shareholder/Lessee(s) of a Lot/RV must first meet with a member of the Board of Directors; and must be approved before any tentative sale can be consummated.
- B. All Share transfers shall be conducted by the park's Transfer Agent, but
  - 1. Seller is responsible for obtaining a Purchase Agreement from the Park-Administrator or a board representative.
  - 2. Both Seller(s) & Shareholder/Lessee(s) must complete the Purchase Agreement; and have it approved by a majority of the Board of Directors.
  - 3. The Seller(s) & Shareholder/Lessee(s) may meet with the park's Transfer Agent for completion of the stock transfer. Seller(s) & Shareholder/Lessee(s) will pay transfer fees.
- C. Before transferring a Share of Stock to a new Shareholder/Lessee(s), the Transfer Agent shall do the following:
  - 1. Give them copies of three documents:  
the By-Laws, the 99 Year Lease and the Rules and Regulations.
  - 2. Explain the 99 Year Lease.
  - 3. Advise them that non-compliance or any infraction of any of these three documents could subject them to possible fines, placement of a lien on Lot/park trailer and/or eviction.
  - 4. Present them with a Compliance Form, to be signed and notarized, bearing witness that they have read and understood the three documents.
  - 5. Ensure all financial obligations due to the Corporation, such as, but not limited to, maintenance fees, liens and fines are satisfied.

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- D. The Estoppel Certificate shall be compiled by the Park Administrator and issued to the requestor within ten (10) business days. The Board President is authorized to sign Estoppel Certificates. A service fee will be charged for an Estoppel Certificate.
- E. The Crystal Bay Travel Park, Inc. shall retain all original stock certificates. Shareholder(s) will receive a copy of their original Stock certificate.

**III. Assessments**

Assessments (Maintenance Fee) are due on the first of the month for that month. A late fee of \$15.00 is assessed after the tenth of the month due with an additional \$25.00 late fee assessed at the 1st of each following month thereafter. Collection to be turned over to the Corporate Attorney after forty-five (45) days in arrears. Attorney fees will be paid by the shareholder per the By-Laws.

**IV. Building Codes**

The Board of Directors reserves the right to establish building codes for any and all buildings and appurtenances placed on or within the boundaries of each Lot.

- A. In accordance with Florida Title XXIII, Chapter 320 the following types of Recreational Vehicles (RVs) allowed in the park:

- 1. A recreational vehicle-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. Recreational vehicle-type units, when traveling on the public roadways of this state, must comply with the length and width provisions of s. 316.515, as that section may hereafter be amended. As defined below, the basic entities are:

- a. The “travel trailer,” which is a vehicular portable unit, mounted on wheels, of such a size or weight as not to require special highway movement permits when drawn by a motorized vehicle. It is primarily designed and constructed to provide temporary living quarters for recreational, camping, or travel use. It has a body width of no more than 8 1/2 feet and an overall body length of no more than 40 feet when factory-equipped for the road.

- b. The “motor home,” which is a vehicular unit which does not exceed the length, height, and width limitations provided in Florida statute 316.515, is a self-propelled motor vehicle, and is primarily designed to provide temporary living quarters for recreational, camping, or travel use.

- c. The “private motor coach,” which is a vehicular unit which does not exceed the length, width, and height limitations provided in Florida statute 316.515(9), is built on a self-

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propelled bus type chassis having no fewer than three load-bearing axles, and is primarily designed to provide temporary living quarters for recreational, camping, or travel use.

d. The “park trailer,” (formerly called park model) which is a transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. The total area of the unit in a setup mode, when measured from the exterior surface of the exterior stud walls at the level of maximum dimensions, not including any bay window, does not exceed 400 square feet when constructed to ANSI A-119.5 standards, and 500 square feet when constructed to United States Department of Housing and Urban Development Standards. The length of a park trailer means the distance from the exterior of the front of the body (nearest to the drawbar and coupling mechanism) to the exterior of the rear of the body (at the opposite end of the body), including any protrusions.

e. The “fifth-wheel trailer,” which is a vehicular unit mounted on wheels, designed to provide temporary living quarters for recreational, camping, or travel use, of such size or weight as not to require a special highway movement permit, of gross trailer area not to exceed 400 square feet in the setup mode, and designed to be towed by a motorized vehicle that contains a towing mechanism that is mounted above or forward of the tow vehicle’s rear axle.

**Please Note: Truck campers, van campers, tents and vans are Not permitted in the park as a dwelling or residence.**

- B. Park trailers require tie-downs to be installed to the state's standards no later than 45 days after set-up.
- C. All RVs brought into the park must be new or like new. The shareholders must submit a drawing and all particulars to the Board of Directors four (4) weeks prior to installation for the Board's approval. Each RV to be placed on a Lot as a dwelling/residence must meet a set of standards as to condition and type. A majority of the board members must inspect the RV and sign off that it meets park standards and is considered to be in excellent condition.
- D. The following park setbacks and procedure outline the process required before placing, replacing, adding to or altering any RV on a Lot. Refer to Drawing "A" in Appendix A and Drawing "B" in Appendix B
  - 1. Submit a drawing, in duplicate, showing the dimensions of the proposed RV. Show Lot number, size and setback from Lot lines (all four sides).  
Relationship of RV to Lot: Facing Lot, with one’s back to the road:  
Right setback – 5 feet to Lot line  
Left setback – 5 feet to Lot line  
Rear setback – 5 feet to Lot line (inside edge of seawall)  
Front setback – 5 feet from the lot line/inside edge of the sidewalk

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2. RVs with slide outs will be measured in extended position and must meet the above setbacks.
  3. County building codes establish the minimum above ground height for park trailers. This applies to all new, replaced, raised, altered park trailers and room additions.
  4. Designated Lots on rows "A" and "C" have variances from Pinellas County for existing park trailers only. All newly placed RVs must meet setback requirements as shown on Drawing "A."
  5. Sheds and any permanent structures require the same setbacks and must be tied down the same as park trailers. Mechanical devices such as A/C units may encroach the setback three (3) feet. Awnings must be a minimum of 6'6" above ground. Existing sheds may be replaced as long as the replacement remains in the same exact footprint and does not exceed the size of the one being replaced. A lot improvement form along with a sketch showing the location and size of the shed and site location in relation to the RV and lot lines must be submitted for Board review and approval.
  7. All park trailers must be completely skirted to meet park conformity within one month after a certificate of occupancy is received from the county. The skirting must be approved in writing by the Board of Directors.
  8. Removable pavers, crushed rock, or permeable synthetic grass that sits above ground are the only materials allowed within the five (5) foot setback from the seawall.
  9. Concrete is not allowed over the top of water and sewer lines or within the five foot setback from the seawall.
  9. Any deviation from an approved drawing requires approval of the Board of Directors.
  10. Shareholder(s) are to submit the "final" approved drawing to the Building Dept., Pinellas County, Florida, requesting variance (if needed), and pay any fees.
  11. A copy of all approved permits must be submitted to the park office.
  12. Approved plans expire six (6) months after approval. If a project is not started within six (6) months, a new request is required for the project.
- E. Any lot or park trailer exterior improvement/change requests , sheds/patios/porches (open & enclosed) must be submitted, in writing, with drawings to the Board of Directors for approval; and must comply with the Pinellas County Codes. See Appendix G, Lot, and Park trailer Improvement Request Form
- G. Improvement requests are not required for interior improvements or changes.
- H. Structural changes, made before obtaining written approval from the Board of Directors, will be subject to fines up to the maximum allowable by law.
- I. Shareholder(s) are required to obtain written approval from the Board of Directors when planning to make exterior improvements, such as the installation of awnings, sheds, cement walks, and overhead coverings on patios and open porches. (See Appendix G – Lot & Park Trailer Improvement Request Form)
- J. Permission, in writing, must be obtained from the Board of Directors to plant trees &/or shrubs (other than in raised planters) due to the overhead and underground location of utilities and in order to protect the rights of neighbors. Also, specific care should be

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taken to avoid any obstacles when maintaining the landscaping. Compliance with setback specs is required (Drawing "A", Appendix A).

- K. Upon completion of the approved project the Shareholder will notify the office. The park will inspect the completed project to ensure it is in accordance with the approved plan.
- L. Shareholders who install pavers where there was grass previously or within the five foot setback from the seawall are responsible at their expense for the removal and installation if maintenance is required for underground utilities. (I recommend this to cover recent requests to install pavers previously and they agreed to.)

**V. Davits and/or Lifts**

- A. Watercraft cannot exceed a maximum of twenty-four feet as listed on the watercraft title or registration. No part of the boat or motor can be closer than two (2) feet from each side of the shareholders' property line. Copies of all watercraft titles and/or registrations will be kept on file in the park office.
  - 1. If the adjoining Shareholders agree to allow another Shareholder's boat to be within the two (2) foot setback from the lot line, the Shareholders may can sign a notarized document stating they have given their permission. However, such permission may be revoked at any time. Should the permission be revoked the Shareholder whose boat is closer than two (2) feet from the lot line will have five (5) days to come into compliance with the setback rule.
- B. Installation
  - 1. Plans, for the installation of davits or lifts to be erected on seawalls must be submitted in writing to the Board of Directors. The plans must adhere to and be in accordance with the approved plans and specs on file with the Board of Directors. (See Appendix F)
  - 2. Upon written approval from the Board of Directors, the Shareholder(s) are required to sign a letter accepting full responsibility for any damage to the seawall. (Appendix E)
  - 3. Should the Shareholder(s) not conform to the requirements stated herein, fines up to the maximum allowable by law will apply.
- C. Any shareholder who allows use of his davits/lifts or rents his davits/lifts must provide the office with contact information for the boat owner and the boat owner must provide proof of liability insurance prior to putting a boat on the davits/lifts.

**VI. Park's Responsibilities for Lots**

- A. The Board of Directors reserves the right to enter a lot in emergencies or after a forty-eight (48) hour notice to Shareholder(s)/Tenant(s), to enter lots only at reasonable hours to investigate complaints or to perform maintenance or repairs on a common element.
- B. Mowing, lawn edging, and tree trimming will be done by the park. Other than this, each resident is responsible for keeping the Lot, planters, planting, sod, etc. neat and orderly at all times, for the pleasure and protection of all. The Board of Directors, after due notice to the Shareholder(s), reserves the right to have the work done, for which the Shareholder(s) will be billed. The park shall have the right to a lien and foreclosure for nonpayment, as outlined in the By-Laws.

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**VII. Storage**

Storage of items, except as noted herein, will be permitted under completely skirted Park trailers.

- A. Storage is prohibited around the Lot/RV. Both working and/or non-working Appliances (e.g., washers/dryers & refrigerators) are to be kept in RVs or approved sheds.
- B. Bicycles and patio furniture are allowed on the Lot.
- C. Gasoline or other flammables can only be stored in boats.
- D. Gasoline and other flammables cannot be stored within or under the RV, in utility shed(s) or on the Lot.

**VIII. Clotheslines**

The park approved fenced-in drying area is provided adjacent to the Laundry Room.

**IX. Storage of Utility Trailers, Boat Trailers, Boats, etc.**

Utility trailers, boat trailers, boats, jet skis etc. may not be parked on Lots from November 1 to March 31 (except for short-term maintenance, not to exceed five (5) days), but can be parked on Lots from April 1 to October 31. Shareholder/Tenant may have Kayaks, canoes, or rubber rafts if they are stored at the rear of the lot, behind or under the park trailer and are secured in a safe manner. Any deviation of the above must be approved in writing by the Board of Directors.

**X. Noise Level**

Each Shareholder, Tenant, guest, or employee shall use the Lot occupied, and the improvements thereon, in such a manner as to allow neighbors to equally enjoy the use of their Lots/Units, and so as to ensure that everyone in the park lives in peace and tranquility. Radios, record players, televisions, voices, boat motors, motor vehicles and other sounds should be kept at a moderate level at all hours. Quiet time is between 11:00 p.m. and 7:00 a.m.

**XI. Lot Address**

A name sign is permitted, but a street number and lot number are required under common specifications set forth by the U.S. Postal Service, with agreement of the Board of Directors. Street numbers will be of sufficient size and color to be seen from the road.

**XII. Contact Information**

For use in the event of emergencies, the Board of Directors is to be furnished with the name, address and telephone number of a family member, friend, or legal representative. Shareholders must provide off-season contact information for themselves along with an emergency contact.

**XIII. Rental Rules for RV/Lot or Apartment**

A. Lot/RV Rentals:

- 1. BOTH "Long Term & "Short Term tenants" are required to have a copy of the Rules and Regulations:
  - a. It is the responsibility of the Shareholder(s) to give the Rules and regulations to their Tenant(s) prior to occupancy.

B. Long-Term Tenants: For Rentals over thirty (30) days - up to one year: requires the majority approval of the Board of Directors:

- 1. Applications are contained in Appendix C, Application for Long Term Renter(s)



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2. Long term rental applications must be submitted to the board at least seven (7) days prior to rental start date. Completed applications must include the application fee, a copy of renter's driver's license or a photo I.D., and confirmation by the owner that a working smoke detector is in the rental RV.

- C. Submit the completed application and the application fee to the office:

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- D. When a rental is renewed in a subsequent year without changes, there is no application fee. Written notice of renewal is to be given to the office at least seven (7) days before the start of the new lease wherein the owner/shareholder must confirm, if applicable, that there is no change in parties, RV, or duration. The shareholder must confirm there is a working smoke detector in the RV.

- E. Short-Term Tenants (a maximum of thirty (30) days):

In addition to providing the tenant a copy of the Rules and Regulations, the Tenant(s) must have a letter in their possession, signed by the shareholder(s) or legal Representative, identifying the Lot number and name(s) of the Tenant(s), with the dates of occupancy. Also, the Shareholder(s) must notify the Board of Directors, in writing, 30 days before occupancy.

Note: For Lot rentals, RVs must maintain designated setbacks. Refer to Drawing "A", Appendix A.

- F. Apartment Rentals: Refer to copy of Appendix D, Apartment Rental Agreement and Appendix D1, Apartment Cleanup Requirements.
- G. A current list of all Tenant(s) is to be posted in the Clubhouse by the Secretary or Park Administrator. This is an on-going procedure, updated as rentals change. See Rental Form -Appendix D.

#### **XIV. Common Facilities**

Each resident of a Lot, Unit and the Apartment is entitled to the use of the common facilities. Specific rules governing the use of each facility shall be as posted.

- A. Shareholders and their guests are entitled to the use of common facilities. Guests will be under the shareholder's supervision.
- B. If the shareholder is not present at the time of guests' visits, the shareholder, before the visit, must submit to the office:
  1. The guests' names, number of guests, address or lot number where the guests will be staying, the duration of the visit, and a contact phone number for the guest(s).
  2. The make/model of their car and license plate information.

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- C. When the lot/unit is rented, all park privileges (except the use of dock space) are forfeited by the Shareholder(s) and are transferred to their Tenants. For dock space see XXVII Dock Space for more information.
- D. Shareholder(s) will be held responsible for damage to the property of others, as well as recreational facilities and equipment, caused by their Tenant(s) or guest(s) in Lot/RV &/or Apartment, whether caused by negligence or deliberate act.
- E. The Laundry/bathhouse is only for washing clothes and personal hygiene. Washing of other items or storage of personal items is prohibited.
- F. Storage of personal items in Clubhouse, except when hosting a party or for a community event is prohibited. The park administrator is allowed to store her food in the refrigerator. Shareholders may request to temporarily store food in the Clubhouse refrigeration in case of emergency.

**XV. Clubhouse Reservation**

Shareholder(s) or Tenant(s) are required to notify the Park Administrator in order to reserve the Clubhouse or the second floor Blue Bayou Room for a private gathering on a specified date. Ongoing park activities, such as cards, potluck dinners, social hour, crafts, etc. take priority. A refundable \$100.00 security deposit will be collected for private parties. The person(s) reserving the facility is responsible for cleanup.

**XVI. Signs**

No signs of any kind shall be displayed on anything within the park without written permission from the Board of Directors.

Exception: General notices and articles for sale may be posted on the Clubhouse bulletin board. One "For Sale" sign may be placed on or inside the RV or on a line strung across the front of a vacant Lot, but behind the parking area.

**XVII. Commercial and/or Professional Activities**

Commercial and/or Professional services by Shareholders or tenants cannot be carried on within the park with the exception of Telework. Professional services are hired and managed by the park to maintain the facilities. If there are questions or concerns with the professional services contact the office or a board member.

**XVIII. Pets**

No pets are allowed within the park at any time, with the exception of one indoor house cat per RV or an approved service animal (SA) or emotional support animal (ESA).

- A. SAs and ESAs must be approved by the Board of Directors before being admitted into the park.
- B. SAs and ESAs must be on a leash at all times.
- C. SA and ESA waste must be picked up immediately and disposed of properly.
- D. Pet noise emanating outside a RV is not allowed.

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**XIX. Use of Roadways**

- A. The Board of Directors, individually or in conjunction with proper governmental authorities, specifically reserves the right to control all peddling, soliciting, delivery, vehicular and pedestrian traffic, and to establish speed limits within the boundaries of the park. Any of these activities for commercial purposes are prohibited, except upon written consent of the Board of Directors.
- B. Golf carts, mopeds, and electric scooters
  - 1. Driver is required to have any current state's driver's license.
  - 2. Drivers must abide by the park speed limit (10 mph). (One shareholder requested more speedbumps and they be placed ten feet apart and to reduce speed limit to 5mph)
  - 3. Drivers must abide by all parking regulations.
  - 4. Golf carts and other vehicles must be confined to paved roads and paved driveways.

**XX. Street Parking**

- A. No street parking will be permitted at any time, except for short-time visitors, approved deliveries, pick-ups, or loading and unloading vehicles.
- B. There shall be NO parking of utility trailers, recreational vehicles, boat trailers, boats, etc. in the parking section of the recreational area and along the side of the fence on the east side of the park.
- C. Apartment parking is designated by the shed along the fence line on the east side of the park.

**XXI. Lot Parking**

- A. Parking is permitted for up to two cars on a Lot, provided Shareholder(s) have the space to do so. There will be no parking on the grass or obstruction of the sidewalk.
- B. The park does not provide parking for extra vehicles that do not fit on the Shareholder's lot.
- C. Written permission must be obtained from other Shareholder(s) when parking on their driveway. A copy is to be submitted to the office to be kept on file.

**XXII. USE OF GRAVEL, STONES, SHELLS OR OTHER AGGREGATE ON LOTS**

The use of any aggregate such as stones, gravel, shells, etc. must be requested and approved as described in Rule IV, paragraph E of this document. All aggregate must be totally enclosed with concrete, wood, or plastic in such a way that none may escape the enclosed area. Motorized vehicles in regular use may not be parked on aggregate. Motor homes, private motor coaches, fifth wheels or travel trailers may be parked on aggregate if they are moved no more than once per year except as necessary for servicing.

**XXIII. Garbage & Trash**

All garbage or trash must be bagged or wrapped and placed in the dumpsters provided. Cartons, big or small, are to be compressed or folded before discarding. To minimize trash collection costs recyclable materials should be taken to the county pick-up sites. When dumpsters are full, garbage is not to be placed on the ground. It is to be taken back to your RV.

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**XXIV. Boat Launching Ramp**

The boat launching ramp is for the use of Shareholders and their overnight guests only.

**XXV. Clubhouse & Laundry/Bathhouse**

Doors to the Clubhouse and Laundry/Bath Houses are to be locked at all times. (One Shareholder requested the bathroom locks stay locked at all times and require a key to open. Do we want to adopt this as a rule?).

**XXVI. Dumping**

Dumping of "anything" in the waterways around the park is prohibited.

**XXVII. Dock Space**

- A. The dock master assigns dock spaces.
- B. The dock master assigns an available dock space to a qualifying shareholder and it remains their dock space until they no longer want it or have not actively used it for a 30-day period between November 1 and April 1. Shareholders using dock space must show proof of insurance and current watercraft registration in their name prior to mooring the boat.
- C. The dock master will maintain a log of boats on the dock and a waiting list. The dock master will post the list/log on the clubhouse bulletin board.
- D. The length of all watercrafts using assigned space at the park dock shall not exceed 23 feet, including motor in the up position and other attachments.
- E. No overnight occupancy is allowed on any boats at the seawall or dock.
- F. Shareholder/Tenant may have one boat in the park. Shareholder/Tenant may also have Kayaks, canoes, or rubber rafts. See Rule IX for storage.
- G. The transfer of dock space to a tenant is not permitted. The shareholder's boat must be removed from the dock. The vacated space is given to the longest waiting shareholder on the waiting list. The dock master will maintain the waiting list. Tenants may be assigned a temporary dock space if available and the waiting list is empty. A shareholder may "bump" the tenants and secure the tenants' temporary dock space. Renters wishing to use a space on the dock will pay a fee. (Sari to check CH 719 to see if legal)
- H. Any appendages (ladders, cleats, etc.) that are attached to the dock being corporation property must be approved by the dock master and automatically become the property of the corporation.
- I. Attached ladders will be uniform and placed in a manner as to not create an unsightly appearance or prevent safe access to the waterway.
- J. Dumping of oil, gas, chemicals or other foreign materials is strictly prohibited.
- K. The provided life rings and fire extinguisher are provided for emergency use only.

**XXVIII. Pool Area**

- A. When in the pool area, all children, under the age of eighteen (18) years, must be accompanied by an adult.
- B. State of Florida, Department of Health, No. 10D-5-137, requires the pool area to be uncovered (cover to be removed completely) prior to anyone using the pool and/or pool area. Gates are to be locked when the pool area is not being used and the pool cover is on. An area of four (4) feet wide around the perimeter of the

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pool must be unobstructed, meaning that no furniture or other items are allowed within this area.

**XXIX. Rules & Regulations**

Everyone is expected to abide by the RULES & REGULATIONS deemed necessary by the Board of Directors.

- A. Shareholders who observe a possible violation of these rules may report the matter by filling out a complaint form located in the clubhouse. Shareholders are encouraged to discuss the possible violation(s) with the possible violator to resolve the issue.
  - 1. A complaint will be recorded in the office and include the complaint, date of the complaint, resolution, and date of resolution.
- B. As stated in Article XXX, the Board of Directors will allow reasonable time to correct any infraction. Pursuant to the 99 Year Lease, items 8, 14A and 14B, any persistent breach may be deemed as sufficient grounds for eviction.
- C. The Board of Directors may utilize any remedy available at law or in equity to ensure compliance with the By-Laws, 99 Year Lease, and the Rules and regulations.
- D. All addendums to the RULES & REGULATIONS will be posted on the Clubhouse-Library Bulletin Board.
- E. Shareholders may submit requests for variances to these rules and the board will consider all requests while keeping the best interests of the park as their first priority.

**XXX. Compliance Issues**

Compliance with the Rules and Regulations - Pursuant to the Crystal Bay Travel Park, Inc. By-Laws and 99 Year Lease:

- A. Should any shareholder[s] and, if applicable, the RV's occupant, licensee, or invitee (hereinafter "shareholder and person(s) involved") fail to comply with any of the provisions of these documents, as these documents may be amended from time to time, the following procedures are to be followed to obtain compliance:
  - 1. The Board of Directors and the Compliance Committee will decide all compliance issues.
  - 2. The Compliance Committee shall undertake to obtain compliance with the Rules and Regulations, By-Laws and/or the 99 Year Lease, by discussing the reported violation/infraction with the shareholder and person(s) involved, and seeking thereby to obtain future compliance and/or correction of the problem.
  - 3. Should this informal meeting not secure compliance, the Board of Directors will follow this procedure:
    - a. Send a written notice to the shareholder and person(s) involved notifying them of the violation or infraction and that after fourteen (14) days the right of the Shareholder, their tenant, guest, or invitee to use common elements, facilities or other community property may be suspended for a reasonable period of time and/or that a daily fine will be levied by the

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Board of Directors if the condition is not corrected. Such notice shall inform of the opportunity to request a hearing before a Fining Committee as provided in paragraph 3, below. That Committee shall set forth a date at least fourteen (14) days from date of the initial letter at which time a hearing before said Fining Committee will be held.

- b. Should such notice obtain the requested compliance, the matter will be disposed of immediately.
- c. Should such notice not obtain the requested compliance within the time specified, a hearing with the shareholder will be held before a Fining Committee comprised of three (3) other shareholders who are not Board members nor persons residing in a Board member's household. The purpose of the hearing shall be to confirm or reject the suspension and/or fine levied by the Board. If the Committee does not agree with the suspension or fine, it shall not be imposed. If the Committee confirms the suspension and/or fine, such shall be imposed by the Board with the fine to be paid within forty-eight (48) hours.
- d. Failure to correct the condition shall constitute a continuation of the infraction punishable by a daily fine levied for each day the violation/infraction is observed, up to the maximum aggregate total fine allowable.
- e. If the current and accrued fine are not paid within thirty (30) days, the shareholder or person(s) involved use of the Common Areas (excluding those used only by that RV, or needed to access the RV, utility services or parking spaces of that RV) may be suspended for a reasonable period of time. Use of Common Areas shall be reinstated upon payment of the total fine.
- f. If the total fine is not paid within ninety (90) days, the right of use of common areas (with exclusions as above) may be suspended until the obligation is paid in full. In addition, the voting rights of the shareholders may be suspended. These suspensions end upon full payment of all obligations currently due or overdue to Crystal Bay Travel Park, Inc. Suspensions enumerated in this paragraph must be approved at a properly noticed Board meeting and, if approved, the park will notify the shareholder by mail or hand delivery.
- g. If, after payment and reinstatement, the same rule is again violated, the procedures of this section may consider past rule violations.

**XXXI. Seasonal Closedown of RVs**

- A. Before leaving the park at the end of the winter season, shareholders are responsible for removing all items that will float or fly away in high winds or high water, such as:
  - 1. Turn off main water supply valve
  - 2. Drop awnings and secure
  - 3. Removal of all hanging items
  - 4. Patio furniture
  - 5. Grills.

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6. Lumber
7. Metal objects
8. Bikes
9. Secure access to water heater
10. Lock sheds

**XXXII. Budget and Maintenance Fees**

The amount of the Budget and Maintenance Fee is to be voted on by the Board at the December meeting each year. The proposed budget must be mailed to all shareholders in accordance with Article III, D Section 3 of the By-Laws. The proposed budget, with a summary of expenses for the next fiscal year, is to be posted on the Clubhouse bulletin board at least two weeks before the December meeting. In addition, a summary of the expenses for the 12 months, November 1 through October 30 will be posted. In addition,

- A. All contracts greater than \$10,000.00 must be competed with a minimum of two contractors when possible.
- B. The Board approves contracts over \$10,000.00.
- C. Approval of maintenance expenditures items not to exceed \$5000.00 and budgeted items in the approved budget may be made by the President or Treasurer.
- D. The Board of Directors having designated an Executive Committee further direct the Executive Committee shall have full authority to exercise all of the powers of the Board of Directors when circumstances and urgent timing dictate the need.

**XXXIII. SMOKING**

Smoking is not allowed on the dock or within twenty-five feet of any common area building.

**XXXIV. Concluding Statements**

1. The Board of Directors reserves the right to change the Rules and regulations at any time.
2. The Board of Directors has the authority to hire or appoint a Park Administrator or employee(s) to work for the pleasure of the Board.
3. All new or changed Rules and Regulations, approved by the Board of Directors as directives for the park, will be added to the existing Rules and Regulations as addendums and emailed to Shareholders and posted in the clubhouse. Shareholders are responsible for upgrading their files.
4. At least every five (5) years, the Board of Directors will appoint a Rules and regulations Committee to incorporate all newly approved addendums from the prior five (5) years into the existing Rules and Regulations, thus forming a viable and working document, easy for all Shareholders and tenants to read and comply with at all times.

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**Appendix A to Rule IV**  
**Setback Requirements**

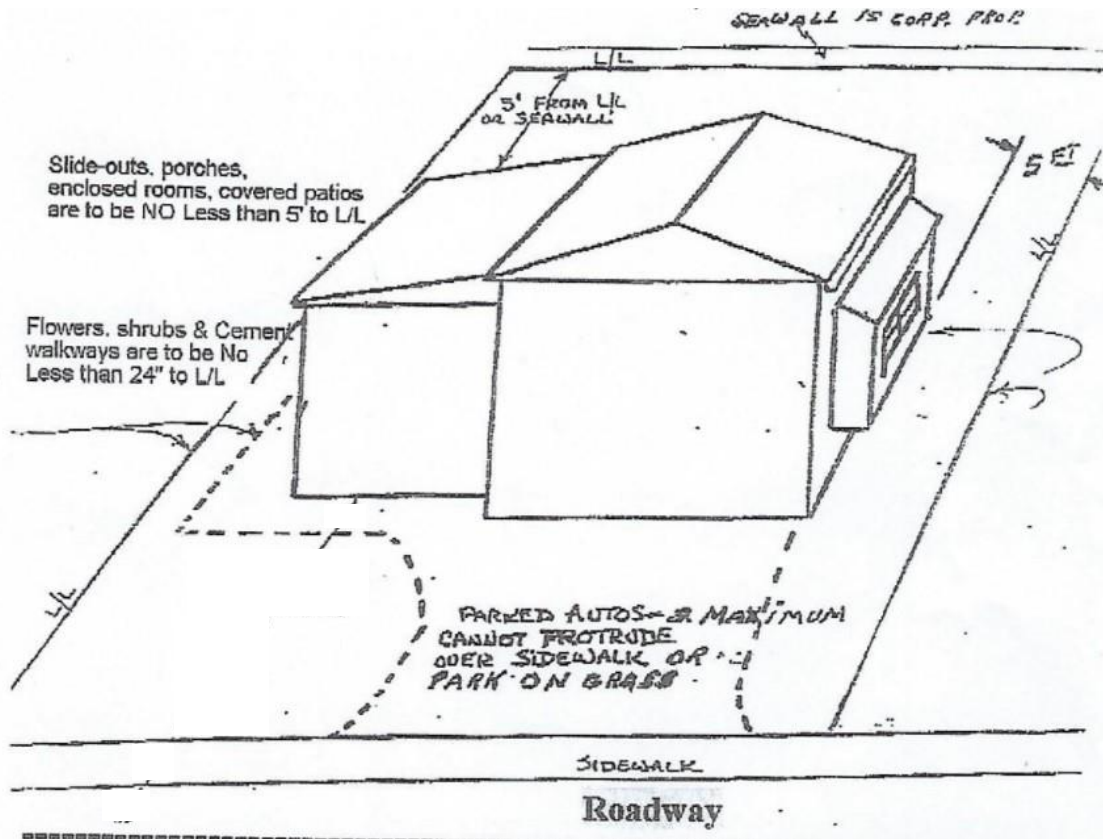
Front: Twenty-five (25) feet from the center of the road

Back: Five (5) feet back from the lot line or inside side of seawall.

Note: Seawall is corporate property.

Right and left side of lot pins: Five (5) feet back from pin/line

Drawing A



Front setback is 5 ft from lot line/inside edge of sidewalk to RV

This Addendum from April 5, 2000, to Drawing A, referring to Rule IV, Section B, increased the setback from one (1) foot to five (5) feet from the lot pin/line. It applies to placing or replacing any RV on a lot. Existing RVs remaining "as is" are grandfathered.



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**Appendix B to Rule IV**

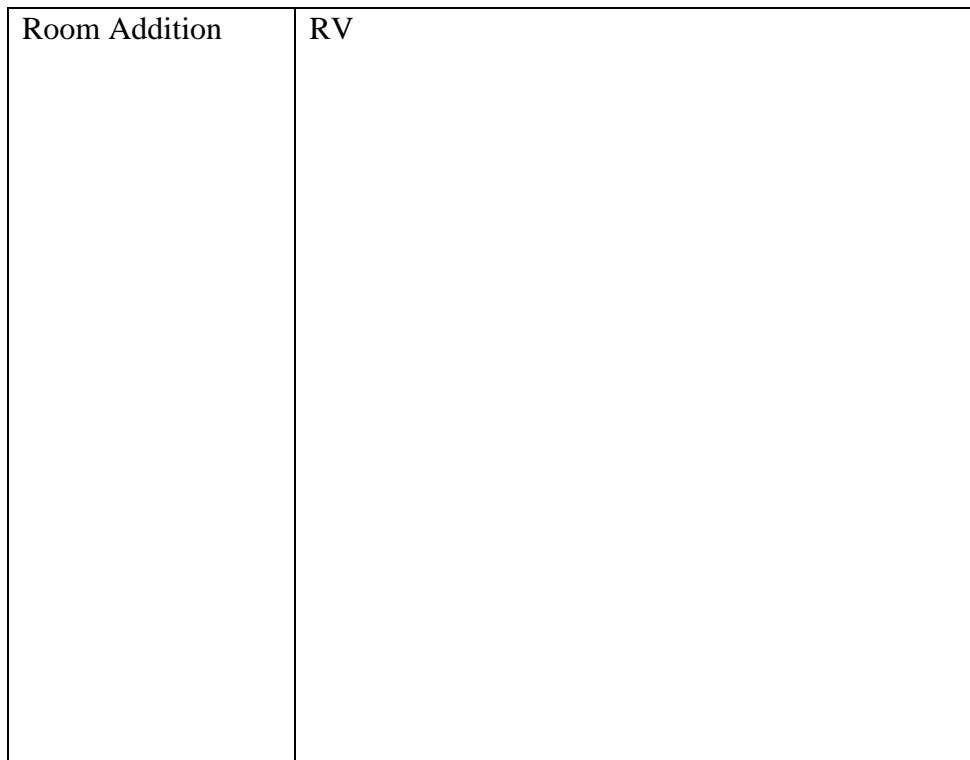
**Drawing**

(Drawing is not to scale)

L/L means Lot Line

Show all dimensions.

Site Plan



Driveway



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**APPENDIX C to Rule XIII**  
**APPLICATION FOR LONG-TERM RENTALS**  
(Over thirty (30) days to maximum of one (1) year)

DATE of APPLICATION: \_\_\_\_\_

I/We apply to the Board of Directors for approval of the following people to rent my home/lot  
# \_\_\_\_\_ at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**PROPOSED RENTERS:**

	Name:	Date of Birth:	Home Address:
1.			
2.			

Home Tel. # \_\_\_\_\_ Cell # \_\_\_\_\_

**EMERGENCY CONTACT FOR RENTERS:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TEL# \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

The shareholder attests he/she has provided the proposed renter with a copy of Crystal Bay Travel Park, Inc.'s Rules and Regulations and the proposed renters have read, understand, and agree to abide by the Rules and Regulations. We also agree any activity which would interfere with other shareholders' enjoyment, homes/lots, or the common elements of the park will be just cause for eviction and disapproval of any future renting in the park. Finally, the shareholder renting his/her property agrees he/she will take full responsibility for any and all damage to any shareholders' property or the common elements of the park and both the shareholders and renters agree that the RV has a smoke detector and that it has been tested and is in good working order.

Shareholder and renter **Please initial here:**

CRYSTAL BAY TRAVEL PARK WILL COLLECT A \$100 NON-REFUNDABLE FEE EACH TIME A SHAREHOLDER'S PROPERTY IS RENTED.

SIGNATURE(S) OF SHAREHOLDER(S)      SIGNATURE OF PROPOSED RENTER(S)


APPROVED and DATED \_\_\_\_\_ FOR THE BOARD OF DIRECTORS

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**Appendix D to Rule XIII**  
**APARTMENT RENTAL AGREEMENT**

1. **Reservations** for Apartment Rental to **family members** of Shareholder(s) are accepted from OCTOBER 1 to DECEMBER 1 in advance of the upcoming season which is January through April. All reservations and payments must be made by and come from the shareholder.

2. All available time slots open as of DECEMBER 2nd may then be rented to **non-family guest(s)** of Shareholder(s).

3. The maximum limit is one (1) week or two (2) non-consecutive weeks starting 01/2024. Applies JANUARY to APRIL for family or friends. Each week starts on a Saturday and ends on a Saturday. **Check-in and Check-out times are 4pm check-in and 11am check-out.**

4. One half of the rent is due at the time reservations are made along with a \$100.00 refundable security deposit.

5. Balance due at time of arrival or occupancy.

6. Deposit is refundable if cancellation is made up to two (2) months prior to the reserved date.

7. Deposit is refundable within the two (2) months prior to the reserved date if the apartment is rented to someone else for that time. If not rented, the deposit is then forfeited.

8. Children are welcome, but if eighteen (18) years or older, there is a charge of \$5.00 each, per night.

9. Current rental fees per week are for two (2) adults and two (2) children or four (4) adults' maximum. However, an extra charge of \$5.00 per adult over two (2) per night is added to the weekly rate. A nightly rate applies for rentals less than seven (7) days.

Please see Park Administrator for current rates.

10. The security deposit will be returned after the apartment has been vacated and deemed to be left in good condition per the instructions posted in the apartment. See Appendix D-1

11. Close apartment windows anytime when leaving the park.

12. The Recreation Hall is used early, so please bear with any inconvenience this may cause.

13. Cleaning of the apartment after checkout is available for a fee. This must be arranged with the Park Administrator when the apartment is reserved. Ask for the current rate. If the apartment is not cleaned by 11am on the day of check-out the Shareholder will be billed the applicable cleaning fee.

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**SHAREHOLDERS(s):**

Shareholder(s) who sponsor guests(s) for rental of the apartment, whether family or friends, are responsible for:

1. Balance of rent due to be paid upon arrival.
2. Rain damage (see #10 above) or any other damage to the apartment, park property, or Shareholder(s) properties.
3. Cleaning fees if applicable.
4. Returning keys to the Park Administrator.
5. Encourage renters to report malfunctions, necessary repairs, or suggestions to either the Park Administrator or a responsible Shareholder who should then relay this information to the Park Administrator for correction or repair.

Thank you for your cooperation in helping to maintain the apartment in good condition.

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**Appendix D1 to Rule XIII**

**WELCOME TO THE APARTMENT**

Please remember Check-out time is 11am

Please observe the No Smoking rule inside the apartment.

WI-FI is available. The password is 3e4afd1045.

To ensure the apartment is ready for the next occupants, please take care in doing the following:

- All linens and towels must be washed and the bed be remade with clean linens. To help with this process an extra set of bed linens are in the closet left of the bathroom door.
- Clean all kitchen appliances and remove ALL food items in the refrigerator and cabinets that you have purchased.
- Take out all trash to the dumpster.
- Close and lock all windows.
- Clean the bathroom to include the sink, tub, and toilet. Cleaning supplies are provided and are under the bathroom sink.
- Use the Swiffer dust/wet pads and Swiffer to clean the vinyl floors.

We hope you enjoy your stay. Please remember your sponsor is ultimately responsible for the apartment if you do not take care of the items listed above.

Should you have any maintenance issues or questions, please call the office at 727-483-9275 or contact your sponsor if no one answers and it is urgent.

Thank-you,  
Becky, Park Administrator

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**Appendix E to Rule V**  
**Boat Davit or Lift Installation**

Date: \_\_\_\_\_

TO: Board of Directors, Crystal Bay Travel Park, Inc.  
2002 Ketch Circle  
Palm Harbor, FL 34683

Subject: Boat Davit or Lift Installation

I request approval to install davits or a lift on Lot # \_\_\_\_\_. I understand and agree I am responsible for any and all damage to the seawall resulting from installation and/or usage of the davits and watercraft.

Best regards,

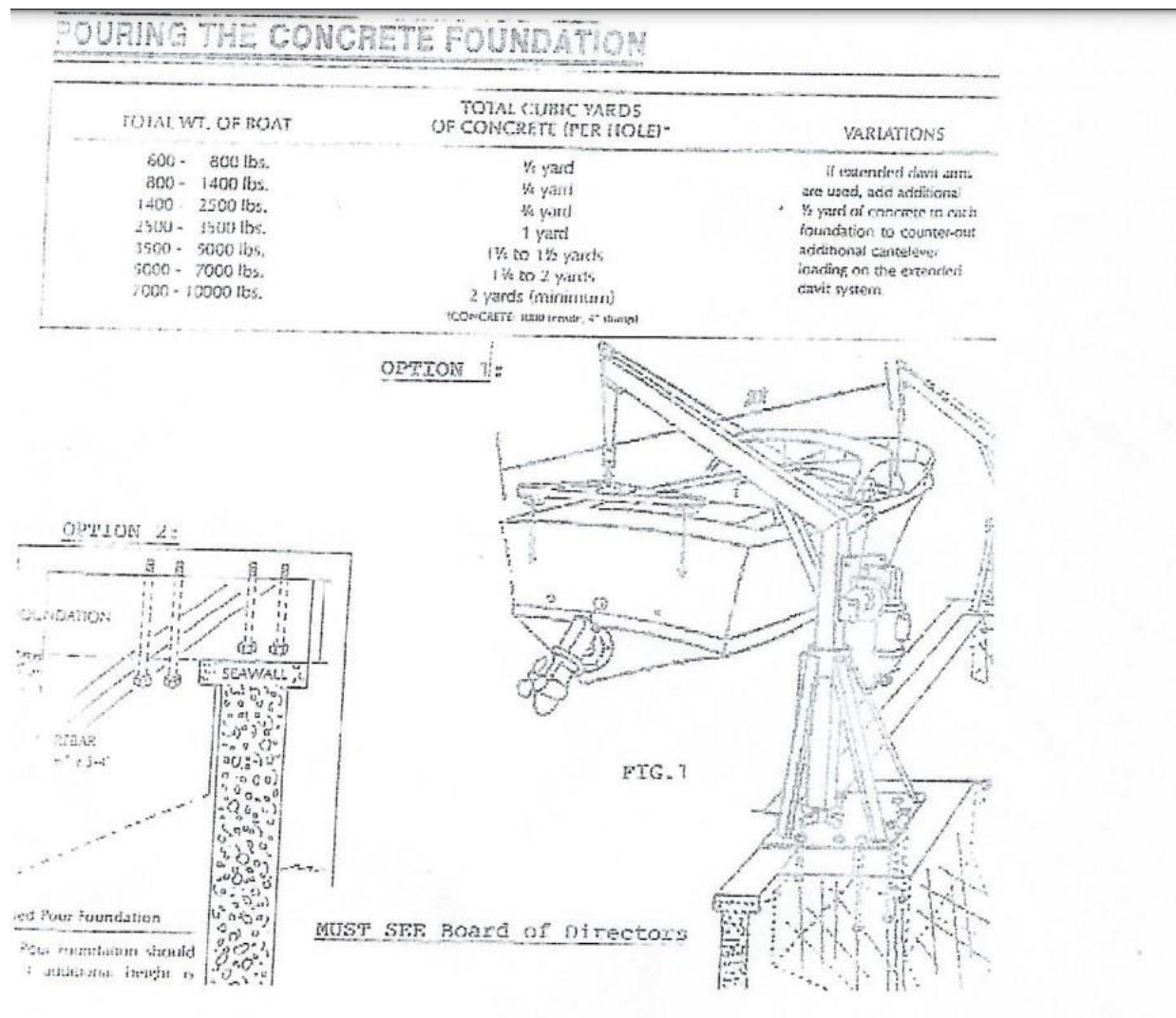
Shareholder Print Name	Shareholder Signature	Shareholder Print Name	Shareholder Signature

Approved by Board of Directors


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**Appendix F to Rule V**  
**Davit Installation Drawing**

Provide a concrete base for the davit (see below) heavy enough to more than offset the weight of the boat. Dig two holes of the necessary size directly behind the seawall. If possible, both holes should be placed so that when poured the concrete will encompass one of the seawall tie-back rods. Pour the concrete and level base flush with the top of the seawall.

Insert 5/8" diameter x 8" long bolts into the soft concrete leaving 1-1/2" of the bolts above the concrete. (Locate the bolts by use of a template made to match davit base.) All of the bolts must be in the concrete base except the front two which may be anchored in the seawall cap. After the concrete has set, the template may be removed. The davits may be bolted down several days later, but the boat should not be hung on the davits for at least one week.



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**Appendix G to Rule IV**

Lot & Park Trailer Improvement Request Form

Date: \_\_\_\_\_

TO: Board of Directors, Crystal Bay Travel Park, Inc.  
2002 Ketch Circle  
Palm Harbor, FL 34683

I plan to make improvements to my Lot/Park Trailer at Lot # \_\_\_\_\_.

The type of improvement is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is a plan/sketch of the work to be done.

I understand and agree it is my responsibility to obtain any necessary permits from Pinellas County to start and complete the improvements. I further understand and agree I must present a copy of the permit(s) (if applicable) to the office prior to commencement of the work and notify the office upon completion of the work so the Board may review the work completed matches what was requested on this form.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

<u>Approved:</u>		<u>Date:</u>