



Property Owners Association, Inc.

HOMES & YARDS POLICIES & PROCEDURES

References

Florida Statute 720 for Homeowners Associations, <http://www.leg.state.fl.us/statutes>

Amended and Restated Declaration of Protective Covenants and Restrictions for Arbor Lakes – Units I, II, III & IV as stated and amended through January 15, 2024, or latest version - see especially Article III and Article V, Section A(a), C, and F.

Amended By-Laws for Arbor Lakes Property Owners Association, Inc. as stated and amended through January 16, 2017, or latest version, especially Article VII, Section 1(A)

Citrus County Land Development Code, Sections 4430, 4431, 4432, 4433, and 4434.

Citrus County Ordinance (C.O. 90-14)

National Fire Protection Agency (NFPA) 58, appendix 1

Florida Statute 373.185(1)(b)

Adopting a Florida-Friendly Landscape: Steps for Converting a Traditional Development

Landscape to a Florida-Friendly Landscape (ENH1135, University of Florida)

[Florida-Friendly Landscaping™ Program - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS \(ufl.edu\)](#)

ARCHITECTURAL REVIEW COMMITTEE (ARC)

C & R Article III, D. (1) *In order to preserve the values and appearances of Arbor Lakes, the following restrictions upon the Residential Property are hereby established. Except for Dwelling Units, buildings, structures, and other improvements installed or placed by or with the approval of Developer or Board of Directors...no “significant” addition, alteration, modification or change ...shall be made without the prior written approval of the Architectural Review Committee...*

Any changes to landscapes, yards, or common areas that may affect drainage and water retention areas must first be approved by an engineer. No waivers will be permitted to storm drain easements.

Buildings, projects, repairs, maintenance, or planting in common areas that were approved by vote of the Board of Directors do not require ARC approval.

Arbor Lakes residential property owners must complete the “Application to Modify Exterior” form (available in the library at the Clubhouse) and submit the application to ARC for consideration no later than 10:00 AM the Friday before the next ARC meeting. ARC meetings are the first and third Thursday of each month.

A separate “Application to Modify Exterior” form is required for each project or category. (see application for categories)

Arbor Lakes is a deed-restricted community. All exterior work which can be seen from the street or by your neighbors, must have an application submitted and approved by ARC unless listed in the section “ARC Approval Not Required”.

The Following are Just Some Examples Requiring ARC-Approval:

1. Any new residential construction or exterior addition visible to others.
2. Installation of a propane tank or propane fire pit.
3. Installation of fencing on perimeter lots.
4. Trash bin exterior storage enclosure in the back half of the yard. Trash containers may not be in



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- view except 24 hours before or after pickup.
5. Installation of shutters including hurricane panels and shutters.
 6. Removal of trees or shrubs except that diseased or damaged trees, and removal of trees for health and safety concerns may be removed without application. *
 7. Any change of landscaping, new trees, barrier shrubs. *
 8. Front yard ornamentation and artificial flowers or plants.
 9. Expansion of driveways up to 2' on each side.
 10. Patios and pavers. Patios may not exceed 250 square feet.
 11. Replacing or installation of walkways or driveways.
 12. Generac type permanent generators.
 13. Reroofing your home or villa with asphalt shingles or metal roofs rated 25 years or better. *
 14. Repainting your home an ARC-approved base pastel/neutral color other than the existing color. *
 15. Repainting your trim or doors – must be satin or semigloss only. *
 16. Installation of removable rack-type clotheslines in the backyard which must be removed between sunset and sunrise. *
 17. Installation of flagpoles no more than 20' in height. *

*Asterisked items may be approved in writing by the ARC Director or their appointed delegate without a meeting. All rejections require a meeting and vote and must cite the Florida statute, ALPOA restriction, or ALPOA Policy & Procedure requiring rejection. Emergencies may be handled by electronic (phone/internet) vote of a quorum.

All approved applications are subject to a post completion inspection, at the ARC Director's discretion. Completed projects found in violation of the approved application will be brought to the home owner's attention for correction. Continuing violations will be reviewed for corrective action.

When the ARC-approved application is returned, place it in the front window of your home where it can be seen clearly from the street, until your project is completed.

ARC Approval is Not Required for:

1. Cable (including satellite dishes less than 39" diameter) and telephone installation – renters must first obtain written permission from their landlord.
2. Security cameras and monitors.
3. Repainting your home or villa the same base color.
4. Decorative lighting.
5. Interior construction, remodeling, or repairs.
6. Plants, flowers, small bushes, vegetables, and mulch not changing the landscape.
7. Seasonal decorations and ornamentation 30 days before and 15 days after a holiday recognized by the United States Government.
8. Replacement of mailboxes conforming to these Policies & Procedures.
9. Repairing or replacing existing screens, windows, "bird cages", exterior doors, and garage doors.
10. Garage screens that are white, brown, beige or gray, including the screen and frame. Any other color will require an application and review by ARC.
11. Installation of invisible electronic pet barriers.



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Forbidden in Arbor Lakes – Applications Will be Rejected for:

1. Flat roofs except for porches and screen enclosures.
2. Fire pits other than propane.
3. Painting the white perimeter fence.
4. Freestanding storage buildings on residential property.
5. Window air conditioners.
6. Fencing, except for the rear half of perimeter lots and as trash bin enclosures.
7. Alteration to any residential lot or common area that would change the level of the land or alter the flow of drainage.
8. Storm drain easement encroachment. No waivers shall be granted.
9. Newspaper tubes.
10. Signs in yards or visible from the street, except as detailed on page 12 of these policies.

NEW HOME & VILLA CONSTRUCTION (Form B)

Submission of Plans

- The application form, Form A for new home and villa construction must be completed by the home/villa owner in duplicate and submitted to ARC no later than two weeks prior to filing for any necessary building permits.
- Villas also require two weeks prior approval by the Villa Committee.
- All plans submitted for review must have samples of outside colors to be used on the finished structure, including roof shingles, wall and trim paint chips.
- Any modifications of the plans must also be submitted to ARC for approval prior to start of construction.
- One set of plans will be retained by the Architectural Review Committee for future reference.

Site Preparation

- Site development grading to assure that finished grading prevents water flow onto neighboring property and also does not impede mowing with conventional grass mowing machines.
- Setbacks for Homes are Front: 22.5' (47.5' CL); 2nd Front: 15' (40' CL); Rear: 10'; Sides: 7.5' and Villas are Front: 22.5' (47.5' CL); 2nd Front: 15' (40' CL); Rear: 10'; Sides: 0'w/10' Building Separation.
- Easements: Homes: 10' Front for Utilities; 15' Rear Landscape Buffer on Lots abutting Apache Shores and Villas; 5' Front for Drainage and Utilities; see plat for 30' Drainage and Utility Easement. No waivers of easements will be granted.
- All building sites must have a metal dumpster on the job site. The dumpster is not to be filled above the top rim. When full, the Contractor must have the dumpster hauled and dumped.
- Job sites must be equipped with a silt fence around the perimeter to prevent erosion and/or wind-blown dirt from invading neighboring property. The silt fence must be maintained until construction is completed.
- Job sites must be kept orderly and clear of objects that can become missiles during extreme weather such as hurricanes and tornadoes. Building materials, supplies and equipment must be kept on the job site and not on neighboring lots.
- Contractor and sub-Contractor personnel must maintain a reasonable decorum during work hours with regard to loud radios, cursing, etc. No construction will begin prior to 7:00 AM.



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Construction Plans

1. 1100 square feet minimum square feet of air-conditioned living space.
2. Minimum 20' x 20' attached two-car garage.
3. The height maximum is 25 feet and is measured from the top of the highest point of the structure to the average grade level of the lot.
4. Concrete foundation fully reinforced with steel that ties solidly to wall and roof ties per Florida Hurricane Building Code and 3000 PSI fiber glass reinforced concrete floor.
5. Continuous water lines of copper or other suitable material under the slab, approved by Citrus County permit.
6. Exterior walls of concrete block construction with appropriate reinforcing steel and concrete.
7. Complete stucco or masonry finished outside with approved primer and paint colors.
8. Minimum 25+ year fungus resistant architectural style roof shingles or approved metal roofs.
9. Energy saving roof ridge vents.
10. Aluminum fascia and soffit.
11. Paver or concrete driveway with lateral and longitudinal expansion joints.
12. Concrete or paver walkway from driveway to entrance.
13. Concrete sidewalk adjacent to street and/or streets, including between driveway & street. Pavers may not be used for the sidewalk.
14. Finished walls and ceilings in garage.
15. Two exterior weatherproof 110 Volt outlets.
16. Three outside hose bibcocks.
17. 200 Amp power service with all copper, or other suitable material approved by Citrus County permit, wiring in building.
18. Surge arrester in main power panel.
19. TV cable & telephone prewire.
20. Washing machine hookup.
21. Dryer hookup.
22. Two full baths.
23. Exhaust fans in all baths.
24. Icemaker water line of suitable material approved by Citrus County permit.
25. Hot water heater.
26. Central air condition system with high efficiency heat pump.
27. Landscape allowance.
28. Within 30 days after a Certificate of Occupancy has been issued, sod, with an automatic underground sprinkler system must have been installed and be operational.
29. Flag poles are to be no more than 20' high and white, bronze or brushed aluminum with plastic flag clips.
30. Propane tanks must be located in the back or to the back side of the home/villa. Propane tanks must have landscaping to maintain the aesthetic value of Arbor Lakes. National Fire Protection Agency (NFPA) 58, appendix 1 provides specifications for the location of the Department of Transportation (DOT) and American Society of Mechanical Engineers (ASME) containers. A copy of the code requirement is available at the Citrus County Building Department and may also be obtained from ARC. A permit is required from Citrus County.



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Mailboxes

- The installation and original mailbox will be paid for by Arbor Lakes. Coordinate with the ARC Director when construction nears completion.
- Mailboxes must be the standard 6.5" wide x 19" long x 9" high and be 38" to 42" high and match the existing group height.
- Mailboxes for non-villa homes must be white, either vinyl or metal. The post and supports must be 4" x 4" natural treated wood. The supports must not protrude out of the backside so as not to interfere with the sidewalk.
- Villa mailboxes will be mocha vinyl with matching posts.
- The address must be placed vertically on the post and may also be placed on the outside of the mailbox door.
- The mailbox shall be plain or but may be individualized with a nature or seasonal design.
- The property owner must keep the mailboxes clean and in good repair, including replacement and maintenance of the mailbox and post.

Additional Villa (Phase III and IV of Arbor Lakes) Construction Requirements

- Villa construction must have harmony in design with existing Villas, meet the following additional criteria and be approved by the Villa Committee and ARC no later than two weeks prior to filing for any necessary building permits.
1. Paint colors will match the approved Villa colors of the Phase where the villa will be built, as listed below. Body and trim paint must be Sherwin Williams special match mix - presently SUPERPAINT EXTERIOR LATEX SATIN EXTRA WHITE, before approved color mixes.
 2. See map on page 6 for Lot color assignments:
 - a) Phase III Scheme 1 Body –SW6099 – Sand Dollar
 - b) Phase III Scheme 2 Body – SW6371 – Vanillin
 - c) Phase III Scheme 3 Body – SW6091 – Reliable White
 - d) Phase IV Scheme Body – color schematics on file at Sherwin Williams-Inverness
 3. Exterior window frame finish throughout the body of the home must be white. Any windows in the front porch area must have white frame casing.
 4. Landscape Plants must be similar type and similar size and style of existing Villa homes. Plants and shrubs that will be serviced with lawn maintenance contracts pertains to plants directly in front of the villa and on the sides in close proximity to the front up to a maximum of 15 plants.
 5. Sprinkler system must be established and operational with a timer installed on the exterior of the Villa Home as part of the system. Concrete donuts must be installed around all ground-level sprinkler heads.
 6. Exterior lighting will consist of one lamp on each side of the garage and one lamppost in the front lawn area, consistent in style and color to existing villas.



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Arbor Lakes

ON LAKE TSALA APOKA



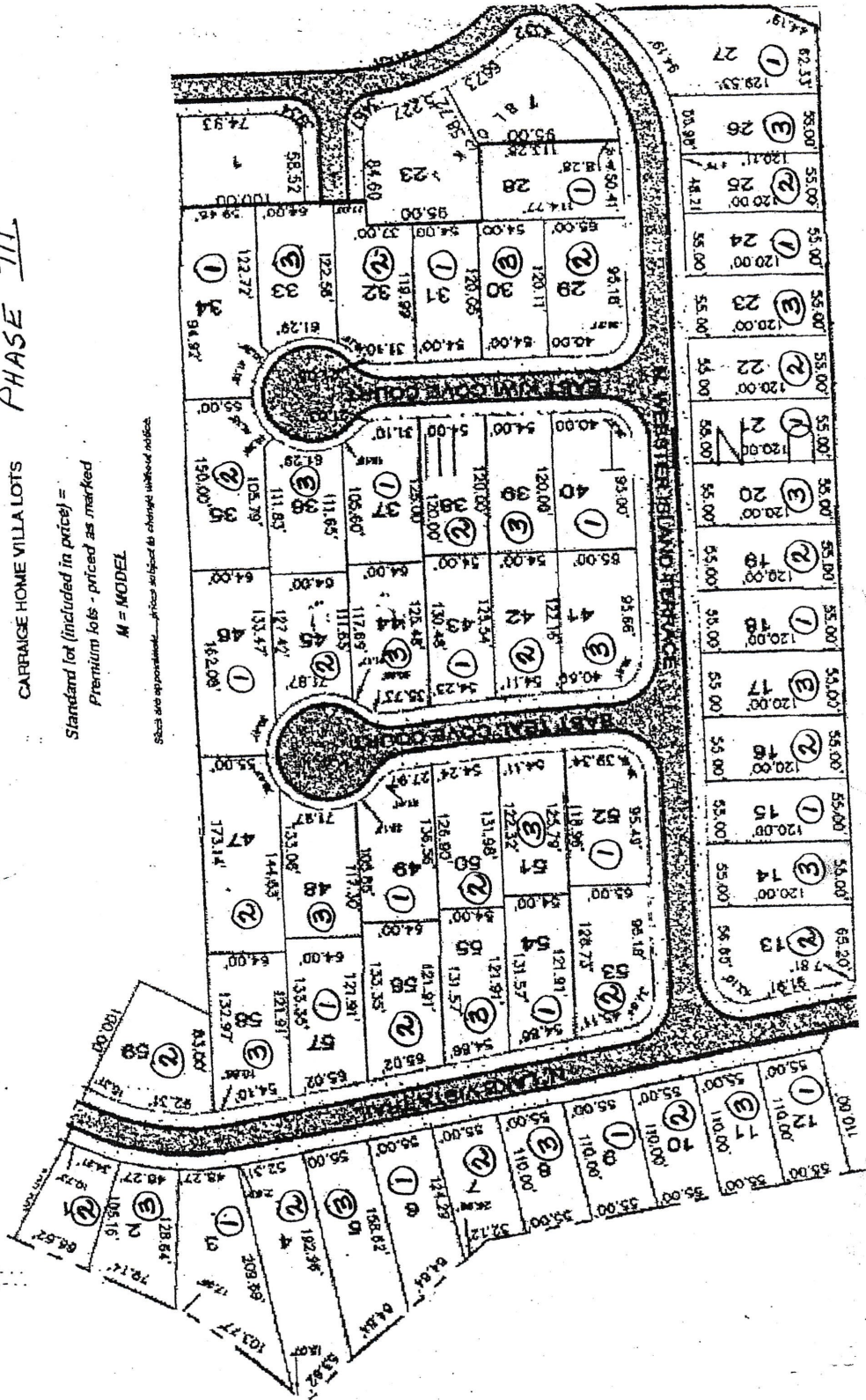
PHASE III

CARRIAGE HOME VILLA LOTS

Standard lot (included in price) =
Premium lots - priced as marked

M = MODEL

Prices and appointments subject to change without notice.





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POST CONSTRUCTION ADD-ONS:

Hurricane Panels & Hurricane Shutters

- The request for approval must include the type of material being used, method of installation, type of brackets or fasteners being used, and the name of installer.
- Panels will only be used and shutters will only be closed when the Citrus County Emergency Operation Emergency Center declares a weather emergency, not as security for vacations or extended absences.
- Remove panels or open shutters within seven days after the weather emergency ends.
- No residence may be “boarded up” by any means so as to create a “vacant” look.

Driveway Expansion, Patios, & Trash Bin Exterior Storage Requirements

- Driveway expansion must not exceed a width of 2 feet on each side of the original driveway. Construction material may be concrete or pavers.
- Concrete, pavers or other permanent material patios are permitted; not to exceed 250 square feet.
- Arbor Lakes trash bin storage must be placed in back or the side (back half) of home. Corner lots are to use either of two sides that are not facing adjacent streets.
 - Florida Statutes require that items stored (trash bins) not be visible from property frontage or adjacent parcels.
 - A concrete slab, pavers, or other substrate are required as a base for the storage area.
 - To properly hide the two trash/recycling containers, the approximate required dimensions of structure are 4’ to 5’ height, 4’ width, 8’ in depth.
 - White vinyl fencing material with design options consisting of lattice, slats, or similar must be used to conceal the containers.

Landscaping & Ornamentation in General

Any changes to landscapes, yards, or common areas that may affect drainage and water retention areas must first be approved by an engineer. This applies to both private yards and to the common areas.

The property owner **MUST** call 811 at least two days prior to the start of any digging to have utilities marked. This service is free and required by law.

Any change to villa yard landscaping, requiring use of non-standard mowing equipment, weed control, and special plantings, is the responsibility of the villa owner. Our Covenants and Restrictions do not allow a reduction to the villa dues if the owner elects to landscape in such a manner that standard bulk lawn care cannot be used.

Where there is significant variation from these Policies & Procedures, residents may submit a complaint for covenant enforcement to the management company.

Maintaining Your Yard

1. Homeowners must maintain their yards in a neat and orderly manner so as not to detrimentally affect the overall Arbor Lakes Community or adjoining properties.
2. Snowbirds and others absent for extended periods must assure their yards are maintained in their absence.



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3. Yard maintenance includes ongoing watering, mowing, edging, fertilizing, mulching, weed control, and pest management. These responsibilities are dependent on seasonal requirements and Citrus County watering regulations.
4. Sidewalks including the gutter, walkways, and driveways must be kept free of mold and mildew by scrubbing and/or pressure washing, annually or as needed.
5. Landscaping beds and Florida Friendly yards must show good weed control. Additional mulch may be required as existing mulch disintegrates.
6. Shrubs and trees must be maintained in a neat and orderly manner. Shrubs, hedges and tree branches must be trimmed to NOT encroach upon sidewalks, driveways, streets, or the owner's residence, or adjoining property. Owners of vacant lots must ensure that shrubs, hedges and trees are maintained in a manner that will not impede lawn mowing. Dead vegetation shall be removed and promptly discarded. Palm trees shall be trimmed periodically to remove dead fronds. When shrubs, hedges and trees share both private and common areas, the homeowner must maintain and trim branches within their property.
7. Large bare or brown areas on the lawn must be addressed when they begin to consume the yard. Sod plugs or re-sodding may be necessary, or may be addressed with Florida-Friendly type islands.
8. Keep yards free of debris or obstacles that interfere with an uncluttered appearance.
9. Homeowners must properly dispose of yard waste. Do not put leaves and debris into streets, storm drains, any common areas, or adjoining properties.

Lawn Ornamentation

1. Lawn ornaments include bird baths, bird feeders, statuary, fountains, garden furniture glazed spheres, pots and plant pots. A grouping or set is considered one piece. Decorative lighting is not considered lawn ornamentation.
2. Lawn ornamentation in the front yard of any Arbor Lakes home, whether in a single group or placed separately, may not exceed three (3) in number without ARC approval.
3. Front yard is defined as grass, beds, driveway and walkway beginning at the street and continuing to the mid-point of the side of each residence/lot. On corner lots, the front yard continues the length of the street side of the residence/lot.
4. Lawn ornaments in the rear yard not clearly visible from the street are not limited.

Landscaping

1. One rain barrel per home is allowed with the following restrictions: it must be covered with the original lid, earth tone colors, maximum size of 60 gallons, made of plastic or Rubbermaid material, and an optional stand under the barrel is limited to 2 feet in height. The barrel must be in the back or side yard. Barrels that can be seen from the front must be concealed by shrubbery.
2. An outdoor propane fire pit is permitted and requires ARC approval. No other source of fuel is permitted.
3. Existing flowerbeds and bushes may be replaced without ARC review. Any artificial plantings or shrubs must be approved by ARC.
4. Planting or removal of trees or screening shrubs requires ARC approval.
5. All front, rear and side yards on any residential lot shall be grassed or sodded except for acceptable landscaping and except for driveways, sidewalks and walkways. Paved or gravel yards in lieu of grass or sod are not be permitted.



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6. The approved Florida grasses are listed with the University of Florida IFAS Extension, Document ENHO4. The following grasses are recommended for Arbor Lakes: St. Augustine, Bahia, and Zoysia. These grasses are non-invasive to your neighbor's yard. Rye grass may be used as a temporary winter grass.
7. "Xeriscape" or Florida-Friendly Landscaping™ is permitted. Refer to Florida Statutes 720.3075(4) and 373.185(1)(b) for more information.
 - a. Any future changes to landscaping in Arbor Lakes shall comply with Florida-Friendly Landscaping™ principles. Florida-Friendly Landscaping™ means quality landscapes that conserve water and protect the environment and are adaptable to local conditions and which are drought tolerant. The nine principles of Florida-Friendly Landscaping™ include 'Right Plant, Right Place', 'Water Efficiently,' 'Recycle (composting),' 'Fertilize Appropriately,' 'Manage Yard Pests Responsibly,' 'Protect the Waterfront,' 'Reduce Stormwater Runoff,' 'Mulch,' and 'Attract Wildlife.'
 - b. Florida-Friendly Landscaping™ does not mean eliminating all turf and plants and replacing with rocks or mulch.
 - c. Total replacement of turf grasses with artificial turf or 'river rock' is not considered Florida-Friendly Landscaping™ due to excessive heat reflection, which may actually result in increased water consumption. River rock may only be used in areas where moisture retention is not desirable, such as around the home foundation. Rubber mulch and artificial turfs are NOT Florida-Friendly.
 - d. Your Florida-Friendly Landscaping™ application to ARC must include a drawing showing the entire lot and include all impervious surfaces and the house position on the lot. Plant beds must be shown, as well as the plants that are intended for each bed.
 - e. Even Florida-Friendly Landscaping™ requires some irrigation and maintenance. Consider the use of a Drip Irrigation system to deliver water to each plant rather than spraying the whole area. Call the Citrus County Department of Water Resources at (352) 527-5543 for the current water restrictions for newly installed plants.
 - f. Use proper amounts and appropriate fertilizers and pest control methods to maintain the new landscape and protect the waterfront from excessive runoff. Contractors used for fertilizing and pest management should have a certification of training in Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries from the UF/IFAS Extension Service. A list of local contractors who have been trained in these Best Management Practices (BMP) is available from the UF/IFAS Extension in Lecanto.

VILLA SHARED MAINTENANCE – ARBOR LAKES UNITS III & IV ONLY

Association Provided Bulk Lawn Maintenance & Landscaping

As needed and determined by the Association, the following services will be provided:

- Bulk lawn mowing with riding mowers.
- Edging around driveway and sidewalks with debris removed.
- Weed whacking the perimeter of the exterior of the dwelling, shrub beds, and other areas too small to maneuver the riding mower.
- Lawn fertilizing, weed control, and pest control.
- Builder's package* shrub beds will be trimmed and sprayed for weeds.



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- Builder's package* shrub beds will be mulched annually in the first four months.
- Annual testing, repair, and adjusting of sprinklers in the first quarter.
- Sprinkler maintenance will be provided after the builder's one-year warranty expires and will include all items beyond the zone valves to the sprinkler heads and donuts. Owner must report any problems to the Villa Committee representative.

Excluded Exterior Items:

The villa owner is responsible for the performance and cost of:

- Obtaining ARC approval and contracting replacement of roof shingles.
- Pressure washing of the home (other than as preparation for HOA scheduled exterior painting), driveway, curb, gutters, and sidewalks.
- Repair or replacement of concrete driveways or walkways, except HOA repair or replacement of the front concrete common sidewalk along the street. (ARC)
- Exterior stucco repair or replacement.
- Repair of front and side entrance door frames.
- All trees, all flower beds, "islands", gardens, annuals, perennials, shrubbery not in the builder's package*.
- Shrub removal and replacement. (ARC)
- Removal of excess mulch.
- Tree trimming, removal, and replacement. (ARC)
- Sod removal and replacement. (ARC)
- Observing the working condition of the sprinklers and timers.
- Programming the irrigation system.
- Providing sufficient watering time for each zone, and complying with the existing Citrus County watering regulations.
- Irrigation controls, up to and including the zone valves.
- The cost of sprinkler repairs if the damage is caused by the action of the owner or their guest; or if the owner contacts the contractor directly.
- Failure to remove pet excrement or pets from your yard will result in lawn services not being provided to that part of your yard.
- Adding fences or other landscape barriers may result in reduced lawn services. (ARC)

*The "builder's (or developer's or contractor's) package" serviced by the HOA pertains to plants directly in front of the villa and on the sides in close proximity to the front up to a maximum of 15 plants. In most villas, this includes shrubbery across the front of the house and garage, and along the concrete walkway between the front door and the front sidewalk, continuing around the end of the front porch, and the concealing shrubbery around the heat pump.

Villa Exterior Painting – Approximately 7 - 10-Year Rotation

- To ensure consistency, all villa exterior walls, porch and lanai walls, garage door and side utility door must be repainted in the existing original base color. The original color of trim, window ledges or front door may be changed provided the villa owner:



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- Submits a form and color sample to the Architectural Review Committee (ARC) for approval and receives ARC approval prior to painting.
- Purchases the approved alternate trim color paint, which must be Sherwin Williams Exterior SuperPaint or of a quality equivalent to what is being used.
- Preparation, including pressure washing, sanding and priming to properly complete painting is the responsibility of the Association.
- At the onset of painting, a Villa Committee Representative and the painter will review the contract with the villa owner, as well as any owner-paid additions or modifications.
- Upon completion of painting, there will be a final inspection by the villa owner and a Villa Committee Representative. Signatures from both are required to ensure the project was completed to the satisfaction of all parties.
- The villa owner is responsible for removing furniture and all other items from the front porch and lanai prior to painting; and for the cost of painting ceiling and floors of the front porch and lanai, if desired.

HOME BUSINESS

To conduct a commercial business from their residence in Arbor Lakes, residents must first obtain and present a certificate of home employment from the Citrus County Land Development Department and a home occupation permit from the Citrus County Tax Collectors office, along with a letter explaining the nature of the business to the Secretary of the Arbor Lakes Property Owners' Association to be filed at the Association office. If a permit is not necessary or the business is exempt from county regulation, the letter to the Secretary must note the reason that no certificate or permit was required. The following policies and procedures will be followed:

1. Only members of the family living at the residence may be engaged in the business.
2. The residence must remain a home and the residential character of the structure unaltered.
3. No traffic greater than the normal residential traffic can be generated.
4. Equipment or tools used in the home business cannot create interference to neighboring properties.
5. Outdoor storage of materials is prohibited.
6. Business signs of any kind must not be displayed on the property.
7. Garages must not be used to warehouse material or equipment used in the business.
8. All land development codes of Citrus County, and requirements of the County Tax collector's office and Florida Department of Revenue must be followed.
9. All provisions of the Covenants and Restrictions must be followed.
10. The Arbor Lakes address and telephone directory and/or e-mail address list is for internal, personal resident use only. These listings may not be used to solicit or promote a business.

YARD, GARAGE & ESTATE SALES

No outside sales, including garage sales, estate sales, or yard sales, are allowed, except an annual community yard sale will be held on the 2nd Thursday of February of each year. The Yard Sale must **NOT** be advertised outside of the community and is open **ONLY** to Arbor Lakes residents.



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SIGNS

1. One realtor or “For Sale by Owner” sign no larger than 144 square inches and properly maintained may be placed in a yard or lot for sale.
2. Contractor signs to accommodate building permits may be present only until construction is completed and approved by Citrus County.
3. No other signs, including but not limited to, political signs, “Yard/Garage Sale” and “For Rent” signs, are permitted on private lots or visible from the street.

PROPERTY RENTALS

An Adult Community (C & R Article III, 31. as amended 1/16/2017)

At least one person who is 55 years of age or older shall occupy permanently at least 80% of the Dwelling Units. Persons under 18 years of age shall not permanently occupy a Dwelling Unit. No property shall be rented or leased to any person responsible in whole or in part for a minor under the age of 18. Temporary visits by guests under 18 are allowed but shall not exceed 14 consecutive days or 30 calendar days per year in aggregate.

Upon written request citing extenuating circumstances anticipated by law, statute, or provisions of the referenced Covenants & Restrictions, the Board may vote to temporarily waive this provision on a limited, individual, case-by-case basis.

Property Rentals (C & R Article III, C. 32. as amended 1/16/2017)

Any Owner of any Dwelling Unit shall be entitled to rent or lease that Dwelling Unit subject to the following terms and conditions:

1. The written lease agreement shall include the requirement that the tenant/renter is subject to all of ALPOA's governing documents including those governing the common areas.
2. A notice of tenancy, application, and copy of the lease shall be provided to the ALPOA Board of Directors or their Delegated Representative 30 days in advance of occupation and is subject to the Board's approval or rejection at their sole discretion.
3. The lease shall be for a minimum of six months and a maximum of one year.
4. Only the entire Dwelling Unit shall be rented or leased.
5. Rental or leases shall be for residential use only.
6. All occupants over the age of 18 are considered to be tenants/renters and shall each individually sign the lease agreeing to all terms and conditions.
7. No time shares are allowed.
8. The HOA (and Villa if applicable) dues are the responsibility of the Owner.
9. Maintenance of the Dwelling and yard are the responsibility of the Owner.
10. Damages to common areas and fees not paid by the tenant/renter are the responsibility of the Owner.
11. The Owner shall enforce all terms of the rental/lease contract and the ALPOA governing documents, including provisions for the common areas.
12. The lease agreement shall specify there will be no damage to or alteration of common areas by the tenant/renter.
13. Proposed tenants/renters shall furnish two forms of identification, one of which must be a recent photo ID including passport, driver's license, or other government-issued identification.
14. The Owner shall provide criminal background checks on all proposed tenants/renters.
15. Alternately, at its sole discretion, the Board or their Delegated Representative may run a criminal background check for which a fee will be charged to the Owner.



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16. No convicted felon, including sexual offenders/predators referenced later shall be allowed to rent or lease Dwelling Units in Arbor Lakes.
17. Proposed tenants/renters shall disclose the type and number of any pets they intend to board. Such pets and limitations are subject to the provisions of the Covenants & Restrictions and the Policies and Procedures of Arbor Lakes.
18. Subject to provisions of law, the Board shall have the right to disapprove any lease.
19. The Board shall have the right to terminate any lease for violations of any of the provisions in this Policy & Procedure or the Covenants & Restrictions, or for criminal behavior.

Restriction on Ownership of Multiple Lots (C & R Article III, C. 37. as created 1/16/2017)

No Individual, Family Group (including any legal entities), shall own more than three lots individually or in aggregate.

Prohibition of Sexual Offenders/Predators (C & R Article XIII as created 1/16/2017)

Permanent (ownership) or Temporary (lease or rental) of any property in Arbor Lakes is prohibited for anyone convicted of sexual offenses or required to register as a sexual offender or predator in any state or jurisdiction.

Renters Background Check Authorization Form (To be Completed by Lessee)

Date _____

Last Name

First Name

Middle Initial

Alias / Nickname (if any)

Current Address:

Street _____

City _____

State _____ Zip Code _____

Date of Birth _____

Social Security Number _____ - _____ - _____

Lessee Signature _____ Date: ____/____/202____

Signature gives authority to ALPOA to complete a Background Check on Prospective Lessee