



Property Owners Association, Inc.

## COMMON GROUNDS & AMENITIES POLICIES & PROCEDURES

Including restrictions there-in on parking, animals, and solicitation

### **Related References:**

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, especially Articles III & V.

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

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

Federal and Florida Fair Housing Acts

Florida Statutes Chapter 514, State Statute 64E - 9.004, and Florida Statute 320.01

Citrus County Health Department

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

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

Posted Rules & Regulations and Signs

Gate Operational Instructions as provided by Envera Systems

### **Covenants & Restrictions, Article III, C, 21. Liability of Owners:**

Each Owner shall be liable to the Association for any damage to the Common Area or to any of the equipment or improvements thereon which may be sustained by reason of the negligence or willful misconduct of the Owner or of his family, relatives, guests or invitees, both minor or adult.

### **General:**

- Skateboards, roller blades, roller skates, and any other in-line wheel products are prohibited on any common grounds within Arbor Lakes, including, but not limited to: Streets, sidewalks, docks, piers, tennis/pickleball court, shuffleboard court, and clubhouse interior and exterior.
- The use of the Arbor Lakes' common grounds and amenities by each non-resident guest under the age of 18 is limited to 30 days per calendar year and not more than 14 consecutive days.
- Property owners are responsible for their guest's compliance and damages.
- No signs except for ALPOA-placed signs may be placed in the common grounds.
- Contractors shall not cross common grounds with equipment or tools for any purpose without prior permission from the Board.
- Smoking, vaping, and smokeless tobacco are prohibited in any enclosed common areas including, but not limited to, the clubhouse and porch, pool area, tennis/pickleball court, shuffleboard court, and fishing gazebo.

### **Parking:**

1. No vehicle shall be parked on Arbor Lakes Property or on Lots except on a paved or concrete driveway or in a garage. The sidewalk in front of the driveway is not part of the driveway.
2. All non-garaged vehicles must have current license tags and be fully operational.
3. Parking on or across the sidewalk is prohibited.
4. Parking on the street is allowed only from 7 AM until 9 PM, but must allow visibility, room for traffic to pass, and access to fire hydrants, driveways, and mailboxes.
5. Panel trucks, semi-trailers, truck tractors, recreational vehicles (as defined by Florida statutes. golf carts, and boats must be stored in the garage or the privately-owned storage lot adjacent to Arbor Lakes; however, to clean or prepare for departure, recreational vehicles, and boats on trailers may be parked on the driveway, but not the sidewalk, for up to 24 hours.
6. During special events, activities in the park, construction, road paving, and short-term extenuating



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personal circumstances, parking in the roads and other common areas will be allowed only as directed by the Board.

7. After one written warning, vehicles in violation may be towed at owner's expense.

### Animals

- No more than two animals in aggregate, may be kept in any dwelling.
- No animals may be kept, bred, or maintained for any commercial purpose.
- No animals may be kept except common household pets, e.g., cats or dogs.
- Animals may only be housed inside the home (no dog houses).
- Pets and their environment must be maintained in a clean, sanitary, and humane condition.
- When outdoors, pets may not be a nuisance or danger to others.
- When outdoors, pets must be kept on a leash, under control of the caretaker.
- Pet owners will immediately pick up pet excrement.
- Animals are not allowed in the clubhouse, pool area, tennis court, or shuffleboard court.
- Exemptions for service dogs do not apply to emotional support animals.
- Pet owners must comply with Florida and Citrus County laws applicable to their pets.

### Pool

1. Pool use is limited to residents and their guests only.
2. Guests under the age of 18 must be supervised by a responsible adult at all times.
3. Swimmers must shower before entering pool.
4. Put a towel or sheet on lounge chairs before use to avoid damage from lotions and sunscreen.
5. Pool Hours are Dawn to Dusk. No Diving!
6. Swimmers must wear appropriate swimming attire and may wear a protective shirt.
7. Radios, CD's, etc. may be used only with headsets or during organized water aerobics.
8. Food and drink (except water in plastic bottles) is prohibited in the pool and wet deck area.
9. Glass containers and breakable objects of any kind are prohibited in pool and wet deck area.
10. Children not yet toilet-trained are not permitted in the pool.
11. The substantial cost incurred from having to drain, clean and refill the pool due to broken glass or defecation will be assessed to the violator's host resident.
12. Close the pool umbrellas when you finish using them.
13. Clean up your area before leaving.
14. The last person leaving is responsible for locking the gate.

### Clubhouse:

#### General

1. **THE CLUBHOUSE IS FOR THE EXCLUSIVE USE OF PROPERTY OWNERS.**
2. Occupancy is limited by the Fire Marshall and is posted in the appropriate clubhouse rooms. Occupancy is limited to 86 with tables and chairs.
3. Children under 18 years of age must be accompanied and supervised by an adult while in and around the clubhouse and while using the pool table or other amenities.



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4. If WIFI is needed, the password may be obtained by contacting the Clubhouse Director or President and completing the password application form. Password use is limited to the Homeowner/Resident who signs the form and must NOT be shared with anyone else.
5. Notify the Clubhouse Director or their designee of any malfunctioning equipment.
6. Multiple functions can be held in the clubhouse simultaneously. Groups requiring less space should use the multi-purpose room.
7. Do not place liquid or food items on furniture or musical instruments.
8. Do not overload the electrical circuits or outlets.
9. Do not use nails, tacks, tape, or glue on clubhouse walls.
10. All supplies are for the express use of Arbor Lakes' functions and not for personal use.
11. There will be no preset-up for any activity or event unless no other activity/event is scheduled for that prior day or until the last scheduled activity/event has ended.
12. You must receive authorization from the Clubhouse Director or designee to place donated items in the clubhouse. Donated items become the property of ALPOA. Outdoor items must receive prior approval from ARC before being placed on the clubhouse porch.
13. BOD hired contractors are allowed access to the clubhouse restrooms and kitchen while under contract to ALPOA, provided the kitchen is cleaned after each use and left as found.

### Reserving the Clubhouse for Community Events

1. Reservations for use of the clubhouse must be requested by completing a reservation form (available in the clubhouse) at least 30 days prior to the event and submitting it to the Clubhouse Director or their designee. Reservations are on a first-come/first served basis.
2. Reservations must be posted on the clubhouse calendar in ink by the Clubhouse Director or their designee, including the time of reservation, sponsor name, and posting date.
3. Prior to the event, an inspection reviewing the beginning condition of the clubhouse is required by the event sponsor with the Clubhouse Director or their designee.
4. Memorial services or gatherings for a deceased Arbor Lakes homeowner, not to exceed six (6) hours, will take priority over other Arbor Lakes events scheduled at the clubhouse, and be free of charge, only if open to all Arbor Lakes residents.
5. Community service organizations wanting to hold a community affairs meeting must have Board approval and may be exempt from all fees.
6. The following listed dates are reserved for community sponsored parties and events that are open to all residents and their guests. However, if no community event is scheduled, a resident may reserve the clubhouse: Valentines Day, July 4<sup>th</sup>, Thanksgiving Day, St. Patrick's Day, Labor Day, Christmas Day, Memorial Day, Halloween, New Years Eve
7. Dishware left in the clubhouse will be donated to a local charitable organization.
8. Do not use the fireplace, light candles, or have any other type of fire in the clubhouse.
9. At the conclusion of an event, the sponsor ensures that all stove and appliances are turned off, windows are secure, all lights are out, all fans are off, and the doors are locked.
10. Residents not attending the event may not use the space where the event is in progress, but are allowed access to gym, library and restrooms.

### Additional Restrictions for Private Parties – All Community Rules also Apply



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1. A private party is any event including memorial services, sponsored by an Arbor Lakes property owner, that is not open to all Arbor Lakes' residents.
2. ALPOA is a 55+ community, as provided by the Federal Fair Housing Act. Private party reservations will be reviewed and determined with this standard in mind
3. The event sponsor of a private party must be in attendance at all times.
4. Private parties shall not use the gym, library, pool table, piano, or sound system. The TV may be used, but no equipment may be added, reconfigured, or disconnected. The settings must be left as they were, and the TV must be put back flat against the wall.
5. Hours of Private Party Reservations are limited so as not to unduly inconvenience residents desiring to use the facilities.
6. There will be no pre setup for any activity or event unless no other activity/event is scheduled for that prior day or until the last scheduled activity/event has ended.
7. The event sponsor is responsible for making arrangements with Envera for gate admittance. Guests and deliveries should be instructed to state they are here for a private party in the clubhouse.
8. The event sponsor is responsible for wiping down tables and returning tables and chairs to closet, cleaning kitchen counters and all surfaces, sweeping and/or mopping tile floor.
9. The event sponsor is responsible to see that the clubhouse is left in a clean condition and that tables and chairs are returned to their respective storage areas.
10. The event sponsor must properly dispose of leftover food and not leave it in the refrigerator.
11. Bag your garbage/trash and put it in the two-wheel trash carts on the southwest corner outside the clubhouse. Rinse your recyclable items and take them out to the recyclable cart next to the trash carts.
12. The event sponsor is responsible for any monetary damages incurred to clubhouse and/or surrounding amenities during a private party and signs a reservation form to that effect.
13. Fees for Private Parties (all plus 6% Florida Sales Tax):
  - Up to 40 people and taking four hours or less (plus one hour each for set-up and clean-up): **\$100** plus a refundable damage/cleaning deposit of **\$100** for a total of **\$200**
  - Over four hours but less than 24 hours (including set-up and clean-up), and/or over 40 people: **\$200** plus a refundable damage/cleaning deposit of **\$200** for a total of **\$400**
  - Private parties requiring more than 24 hours are discouraged in favor of residents' use but may be negotiated on an individual basis.
  - Fees shall be payable to ALPOA and given to the Clubhouse Director or designee at the time the reservation is made for deposit to an Arbor Lakes bank account.

### Borrowing Clubhouse Equipment

1. First, call the Clubhouse Director to receive permission and clear the date and time in advance. The item you wish to borrow may be needed.
2. When removing/returning equipment, please use the sign in/out sheet located in the kitchen.
3. Return the equipment clean and in a timely manner agreed upon with the Clubhouse Director.
4. Only the white tables and chairs, or the pole to reach high ceiling lights may be borrowed.
5. Ladders CANNOT be borrowed.
6. The equipment borrowed shall not leave the community of Arbor Lakes.



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### Library:

1. Our library is maintained by volunteers.
2. Acceptance of donations is at the discretion of the library volunteers. Please check before donating a large number of books or puzzles.
3. You may donate fiction, nonfiction books, audio books, CD's, and puzzles in good condition.
4. We do not accept magazines, children's books, cookbooks, or medical books.
5. Return books and items to the drop-off bin located in the library. Do not return to shelves.
6. Please do not return damaged materials to the library – repair or dispose of them.
7. As a courtesy to others, please do not keep borrowed items for an excessive time.

### Fitness Room:

1. No children - you must be at least 18 years of age to use the equipment or even be in the gym.
2. Persons using the exercise room assume the risk of injury and agree to hold ALPOA harmless.
3. Persons with health problems, high blood pressure, heart disease, or taking medicine, shall not use the exercise equipment without first discussing such exercise with their physician.
4. Persons consuming alcohol shall not use exercise equipment.
5. The exercise room is closed between the hours of 10:00 PM and 6:00 AM.
6. Shoes must be cleaned before using the equipment.
7. Immediately report any personal injury or damage to the equipment to the Clubhouse Director.
8. Wipe down all equipment you use with Lysol wipes or disinfectant spray before and after use.
9. Remove weights from the equipment and return to the closet – don't leave them on the floor.
10. Clean up any debris and leave the room in an orderly manner.
11. Close any open windows when you leave the exercise room.
12. Shut off lights, machines, fans, electronic equipment, and the TV before you leave.
13. Do not remove equipment or weights from the exercise room.

### Bulletin Boards:

1. The bulletin board to the left side of the kitchen door is only for Association information and may only be posted or removed by a Board member.
2. The bulletin board to the right side of the kitchen door will be used only for Arbor Lakes events and events sign-up sheets, and will be removed the day of the event.
3. The bulletin board in the rear hall is for the sale of personal items, and for cards, photos, and other information. Business cards of vendors may be placed on the back Bulletin Board. Please date the back of the card. Take a picture - do not remove the card from the Bulletin Board.
4. The Clubhouse Director will oversee placement of event notices and sign-up sheets. Outside solicitation or events not related to Arbor Lakes may be posted on the back bulletin board no more than 2 weeks prior to the event. All Items must be signed and dated or they will be removed.
5. The size of material posted is limited to 8 ½ by 11". Cards and photos and other information must be removed after 14 days. Sale items must be removed after 30 days.

### Canoe & Kayak Racks, Boat Ramp, Docks, Shoreline

1. The Recreation Director provides registration and rules for storage on the provided racks.
2. A storage rack is provided for personal canoes and kayaks near the boat ramp. Arbor Lakes assumes NO responsibility or liability for vessels stored in, on, or near this rack area, nor for liability for damage caused by canoes or kayaks stored on these racks.





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3. All vessels must be seaworthy, clean and well maintained.
4. Only one canoe or two kayaks can be placed on each rack.
5. Only one rack per lot-owner.
6. Boat Ramp: After launching, boat trailers and vehicles are to be removed from the launching ramp area to allow other boats access to the facilities.
7. The cleaning or disposing of fish is not allowed on the docks, piers, or the shoreline area.
8. Boats leaving or approaching the dock area should do so at idle speed to minimize the possibility of damaging boats tied up at the dock.
9. Boats may be beached along the shoreline area while loading or unloading.
10. Boats MAY NOT remain tied up at the dock overnight.
11. Residents must remove all their trash from the common area.
12. Because of the inherent danger and liability in these areas, persons under the age of eighteen must be accompanied and supervised by an adult.
13. Safety Recommendations:
  - a. When backing the boat trailer onto the launching ramp, someone should provide guidance and directions to the driver to assure that it is safe to proceed.
  - b. Boaters should wear proper footwear to minimize the danger of slipping.

### **Picnic Area, Horseshoes, Shuffleboard, Tennis & Pickleball:**

1. Established leagues have first choice for use.
2. After league play, play will be on a first-come first-serve basis.
3. Shuffleboard, tennis, and pickleball courts will only be used for those specific sports.
4. No other activity, including dog activities, will take place on those courts.
5. Wear only clean tennis shoes with non-marking soles on the tennis/pickleball court.
6. The shuffleboard courts are waxed. Do not walk on them!
7. After use of picnic area or courts, clean the area and properly store the equipment.
8. Players under the age of 18 must be accompanied and supervised by an adult.

### **Gate Procedure:**

1. Only persons authorized to Envera by the Board are able to process registrations or report issues.
2. The Management Company reports new residents to the Secretary for delivery of the Welcome Packet and RFID stickers, and to process the registration. New residents are emailed their username, password, and PIN within two business days. US mail takes up to 15 business days.
3. Report gate issues to the Management Company or the Grounds Director.
4. Signs are clearly displayed instructing that no more than one vehicle may enter at a time and that all visitors (including vendors and contractors) must use the left lane and kiosk. Please be courteous to and aware of entries from the visitor side. Do not steal the visitor's entry!
5. DO NOT BLOCK THE FRONT GATE! When multiple residents enter consecutively the RFID reader should read the next sticker in line in time to open the gate.
6. If you see a gate violation, email the Management Company with the date and time of the violation so we can review the video. Do not risk injury to yourself and others, damage to your vehicle, or hold up other residents and visitors by blocking the entry or confronting the violator.
7. RFID Windshield Stickers & Cost: New residents will be issued up to two free gate passes. Additional/replacement stickers will be provided to residents at the actual cost.
8. RFID Sticker Application Instructions: Before permanently affixing the RFID sticker, check MyEnvera.com/RFID to assure that yours is not one of the vehicles requiring alternative credentials



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or special placement. Apply the sticker on the inside of the windshield, near the center, approximately the height of the rearview mirror. You may want to use a little clear tape until you assure the sticker works where applied. Do not place stickers in the tinted visor or embedded wire areas. Place the sticker at least two inches from the SunPass.

9. RFID Reader: After properly applying your windshield sticker, use the right (resident) lane. The reader scans and admits one vehicle at a time. Do not tailgate! The reader may read consecutive vehicles – if the gate doesn't close, proceed with caution.
10. Virtual Monitoring Procedures: The Virtual Gate Attendant is available at the left lane kiosk 24/7/365. Eight cameras monitor traffic in the entry and exit gate areas, including both face and license plates. All gate activity, including gate strikes, damage, and other violations are recorded.
11. The Left Lane/Virtual Kiosk is for guests, and for residents using a vehicle without RFID stickers. For most permanent guest's, license plate recognition opens the gates when using the left lane after the first time that vehicle enters.
12. Maintain your profile and add visitors to your guest list at the MyEnvera.com website & Smartphone App (download to your Android or Apple device). Log on with your username and password. The information will be instantly saved to your account. Or, schedule guests or update information by calling Envera Customer Service at 1-877-936-8372 using your name and PIN to update your information. If you do not inform Envera of visitors, you will be called from the gate, and if you do not answer, your visitors will be turned away.
13. Hitting the gates with a vehicle, a tool, or breaking them by bending, sitting on, or forcing them in any manner is considered damage to the Common Area. Make arrangements for payment with the Grounds Director within 12 hours of the damage.
14. After two breakages by the same company without restitution, with proper notice to the company and the community, the Board may vote to "disinvite" a vendor or contractor.

### **Gate Fee Schedule Approved by Vote of the Board of Directors:**

- Minimum charge only: \$150 – no itemization required.
- Repair parts & labor – actual costs as documented.
- Camera footage, public records, envelopes, copies, postage, etc. – actual costs as documented.
- Mileage - the current IRS rate.
- Attorney's fees or other collections fees – actual costs as documented.

Appeal of the fees may be made to the Board in writing for video review and their vote at the next regular meeting.

After 60 days without payment and 15 days-notice, the amount shall be added to the Owner's account as an assessment, a lien placed on their property, and interest shall accrue at the prevailing rate.

### **Other Remedies upon Vote and Approval of the Board of Directors:**

No one collection action precludes other avenues of collection.

Pursue lawsuits to recover damages from vendors and contractors

A Corporate Officer may file charges or make a complaint with the Citrus County Sheriff or other authority; however, no charges or complaint shall be filed against Arbor Lakes Owners or their guests except in cases of overt, intentional and significant damage.



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### Solicitation

1. Door-to-door or other direct solicitation is not permitted within Arbor Lakes.
2. The Arbor Lakes address and telephone directory and/or e-mail address list is for internal resident use only and may not be used or provided to solicit or promote a business or cause.
3. Arbor Lakes Association Property and Common Areas are not to be used to advertise, promote or solicit business, except that business cards or flyers may be posted on the clubhouse bulletin board, subject to those rules.
4. Non-profit organizations invited by an Arbor Lakes resident or club may make presentations on such topics as health, security, nutrition, finances, wildlife, landscape, and others that benefit the residents and their property, and may solicit to further their cause, after obtaining approval of the Clubhouse Chairman and the Board of Directors.
5. Other presentations benefitting ALPOA or an Arbor Lakes club, and not the presenter, are permitted after approval of the Clubhouse Director and the Board of Directors.

### Fundraising

1. Groups or individuals desiring to hold a fundraiser for a project in Arbor Lakes must first submit a written proposal defining the project, the estimated cost of the project, and the methods to be used in fund raising to the Board for a vote on the agenda at the next Board meeting.
2. A spokesperson for the group must be present at the Board meeting to answer questions of the Board concerning the project.
3. Any project that may have a recurring cost, or a capital expenditure resulting in an increased cost to the budget must be voted on by the membership. Projects deemed to have no cost or a minimal cost to the Association may be approved by the Board of Directors.
4. Unless the group or individual provides a copy of their Florida sales and use tax permit and provides a statement in writing that they are responsible for the remitting of sales tax, all sales will be reported to the Vice President along with a report (below) and check for the tax due. The tax shall be deposited and reported to the management company for proper filing and payment.

### ARBOR LAKES PROPERTY OWNERS' ASSOCIATION, INC. REPORT FOR SALES TAXABLE ACTIVITIES

Please submit your check and report to the clubhouse office each month there are taxable sales

Club, Committee, or Individual Reporting: \_\_\_\_\_

Date & Activities: \_\_\_\_\_

Total Amount of Money Received: \_\_\_\_\_

Amount of Sales Tax Submitted with this Report: \_\_\_\_\_

The Sales Tax in Citrus County is 6%, so Total Amount X .06