

**RULES & REGULATIONS
EFFECTIVE
JANUARY 2009**

**LAKE HIGHLANDER
1500 County Rd. 1, Lot #287
Dunedin, FL 34698**

**A
*Retirement
Community***



<p>These Rules and Regulations for Lake Highlander Mobile Home Park were revised January 1, 2009, and supersede any Rules and Regulations in place.</p>

Welcome! Our objective is to provide a healthy, safe, fun and carefree way of life. All reasonable means have been taken to insure that your stay here is pleasant and enjoyable. Consideration and courtesy to others coupled with your maintenance of an attractive home and site will help sustain the standards of our community.

These Rules and Regulations are part of the Governing Documents (*Policies and Procedures Manual*) of the Lake Highlander R.O. Association, Inc., and are binding on each home owner, their heirs, renters and guests.

This document is subject to periodic review by the Board of Directors. Residents must comply with future amendments, revisions and/or additions.

The Board of Directors reserves the right to grant exceptions to these Rules at its discretion.

ELIGIBILITY FOR RESIDENCY:

No more than two (2) people may occupy each home. At least one person living in each home must be fifty-five (55) years of age or older, and no person under the age of 50 may reside in Lake Highlander.

The Board may give written permission for an exception. This exception must be requested in writing by the resident in advance and will be subject to periodic review. **While the Board of Directors reserves the right to grant exceptions to these Rules and Regulations, it is the intent of the Board to enforce them equally among all residents.**

Any individual applying for permission to reside as a “ Care Giver” to a resident in this community must submit this request in writing to the R.O. Board for approval. Such individual must also submit a copy of his or her official “ Legal Guardianship” papers naming this individual as the resident’ s legal guardian. These guardianship documents must be issued from the courts.

The Association will not deny any home owner the right to sell the owner’ s unit. However, the Association does reserve the right to approve the new owner(s) resulting from the sale of the unit. To insure prospective owners are qualified for residence in an over 55 retirement community, owners are to notify the office PRIOR to closing a sale. A new applicant must provide the Association with all reasonable information requested by the Association. Approval is further subject to the new owner’ s purchase of a Certificate of Membership (a share) in the Lake Highlander R. O. Association, Inc.

New shareholders will be asked to pay a processing fee at the time of closing on the share. The purpose of this processing fee is for the administrative documents necessary for the new shareholder. Any such fee may be preset, but in no circumstance shall exceed \$100 per applicant.

GUESTS:

All guests staying two (2) nights, or longer, must be registered at the office by their hosts.

Guests may stay up to fifteen (15) consecutive days or a cumulative total of thirty (30) days during the calendar. Those wishing to stay longer must obtain written permission in advance from the Board of Directors.

Guests must be able to show identification when using any common areas of the park. Guest vehicles must exhibit a Guest Parking tag when parking in common areas. There is no fee for Guest Parking tags. Such tags are available at the Park Office. Guests wishing to enjoy the swimming pool must obtain a Guest Pool tag. These tags are made available to residents through the Park Office for a \$2 deposit, refundable upon return.

Guests driving motorized or battery-powered vehicles in the park must have a valid drivers license.

RENTING:

A home may be rented by the owner, but for a period of not less than three (3) months and no longer than six (6) months for resident owned homes. Renters must meet the established requirements for occupancy in Lake Highlander and, before moving in, receive approval by the Board of Directors.

A copy of the rental agreement must be renewed annually and kept on file with the Park Office.

ADVERTISING & SELLING:

“ For Sale” or “ For Rent” signs may not exceed 9” x 12” and must be displayed inside a front window of the home. No advertising is permitted on your property.

When an owner intends to sell his/her home, the Park Office must be notified at least two (2) weeks before the sale is finalized. The prospective buyer(s) must go to the Park Office and provide the Association with proof of eligibility to live in Lake Highlander. The prospective buyer(s) must sign a statement declaring that they have read and understand Lake Highlander’ s Rules and Regulations and

agree to abide by them. The new home owner must purchase a share in Lake Highlander R. O. Association, Inc.

The Lake Highlander R. O. Association, Inc. is not responsible for establishing or enforcing the terms and conditions of a mobile home sale.

The parking of motor vehicles, golf carts, bicycles, and/or any personal items on the club house parking lots, with the intent to offer “ For Sale” is prohibited.

ALTERATIONS:

All residents wishing to paint, make any additions, alterations or improvements to the outside of their homes or on their home sites, must complete an Application for a Lake Highlander Building Permit. Applications must include a sketch showing location and dimensions, including materials and paint colors to be used in the project. (A building permit from the City of Dunedin may also be required.) Such application must be approved by the Board of Directors before any work begins. **It is the responsibility of the resident’s contractor to comply with the Sunshine State One Call-Dig Permits by calling 811 at least three days prior to any digging or excavating has begun. This includes tree and shrubbery planting.** Upon approval of the application, a Lake Highlander Building Permit will be issued. This Lake Highlander Building Permit should be posted at the site. Work is not permitted to begin on any alterations to the exterior of the home or home site until the Lake Highlander Building Permit is in the hands of the owner.

Lake Highlander Building Permits are valid for nine (9) months from the date of issuance. If alterations approved are not started within the 9-month period, the approval is null and void. Upon commencement of approved work, the work must be carried out in a reasonably, continuous manner so as to achieve completion within an appropriate time frame relative to the complexity of the alterations being made. Failure to do so will result in a private contractor being brought in to complete the project with the cost being billed to the home owner.

In order to achieve consistency throughout the Park, carports must remain as carports and not take on the appearance of garages without doors. Privacy screens and screened rooms within carports are permissible. Privacy screens of solid sheeting already in existence are grand fathered in, but are not to be removed or replaced with an approved material at the time of sale to a new owner.

Planters shall be constructed of mortared or interlocking white brick, and will only be approved when designed to be consistent with the rest of the community. Such planters cannot interfere with grass cutting or any other maintenance functions of the Park. Planters already in existence which do not conform are grand fathered in, but are to be removed and re-sodded at the time of sale to a new owner.

Trees cannot be planted or removed by residents, anywhere in Lake Highlander, without written request and approval by the Board of Directors.

Mailboxes must be white, topped by a nameplate which can be purchased through the Park Office.

Antennas, radio or TV, must be located either on the roof of the mobile or at the rear of the home within 2 feet of the outside wall/overhang.

MAINTENANCE:

Homes must be maintained inside and out in a condition consistent with local building, health and safety codes, and must conform to others in the Park. Landscaping around the home (including care of fruit trees) is the home owner’s responsibility. Fallen fruit must be removed, and in the owner’s absence, arrangements must be made for removal as necessary. If there is a failure to maintain landscaping properly, and after three notifications to the owner, the Board of Directors will remedy the problem at the expense of the owner.

Any new landscaping, including new plantings (except within the planters joined to the home), must be pre-approved by the Board of Directors. Nothing may be planted between planter and the street.

Only hand sprinkling of lawn or shrubs is allowed. (*See City of Dunedin watering restrictions.*)

Only grills, outdoor furniture or personal vehicles may be kept in carports. This area must be kept neat and clean.

All unsecured items must be stored in a secured structure if the resident is absent for more than 30 days.

VEHICLES:

Residents may have a maximum of two (2) vehicles per home including motorcycles **in addition to a battery powered golf cart.** All vehicles must have proper insurance, a valid registration (**if required**) and be in good running condition without loud or disruptive noise. Such vehicles must be parked so as not to obstruct the sidewalk or building entries. Lake Highlander Vehicle Identification stickers (available at the Park Office at no charge) are required for each motorized or battery-driven vehicle owned by a resident.

No commercial vehicles, recreational vehicles, boats or trailers of any kind may be parked anywhere in the Lake Highlander community. Parking is not allowed on the street overnight.

Automobile repairs (other than emergency procedures) are not permitted.

Residents are reminded to consider their neighbors when entertaining guests or when having work performed at their home. Residents should have guests or contractors park in such a way that their neighbors are able to enter and exit their homes. Also, remember the mail person.

Pedestrians, bicycles and golf carts, etc. have the right of way on our Park streets. Personal vehicles (bicycles, golf carts, etc.) must be stored in a carport and equipped with a light if driven after dark.

Parking cars, motorcycles or personal vehicles on any grass area is prohibited.

Residents and guests are asked to obey all road signs. This includes speed limit signs, stop signs, handicapped parking signs and “ Laundry Parking Only” signs near the drying yard.

Park-owned vehicles or any other motorized equipment shall not be used for personal use by residents. If residents are helping the maintenance staff and have to leave the common grounds, approval must be obtained from the **Board of Directors or their representative.**

DELIVERIES:

Association personnel will not assist with, or be responsible for, deliveries made to your home in your absence.

TRASH & GARBAGE:

Trash containers must be stored in sheds. Large items other than trash must be reported to the office for pickup, and the town of Dunedin dumping charge for disposal will be incurred from the Lake Highlander office. Trash bags must be securely fastened at the mailbox post in front of their homes on the designated morning of pick-up (never the night before).

Residents are asked to break down boxes and crates and make special arrangements with the Park Office for the removal of larger items.

Private contractors may not use our dumpsters to dispose of waste due to remodeling or alterations.

PETS:

Residents may have a bird and/or a house-bound cat. No other animals are permitted in Lake Highlander homes or brought onto Park property.

UTILITIES:

Services from utility companies are available at the perimeter of each home site. Lines from the perimeter to the home are the responsibility of the home owner. Service must be applied and paid for by the home owner. Utility connections must comply with Federal, State and Local regulations.

The water must be shut off at the main any time a resident will be away for a period of seven (7) days or more. The resident may request, in writing (form available in Park Office), the maintenance staff to provide the service.

LAUNDRY:

The Laundry Facility and Drying Yard are for the exclusive use of Lake Highlander residents. The Association will not be responsible for loss or damage to clothing resulting from the use of these facilities. Hanging laundry outside to dry at home sites is not permitted.

SOLICITATIONS:

Carport and yard sales or any commercial enterprise is prohibited.

Door-to-door solicitations are permissible only for official business of Lake Highlander R.O. Association, Inc. or with advance written permission of the Board of Directors.

SPECIAL USE FEES:

The following special use fees apply to all unit Owners and Lessees of the Lake Highlander Community:

- a) Late Payment Charge: A ten dollar (\$10.00) late payment fee is applicable on all delinquent payments be they for note payments, maintenance fees or lot rent. If full (note, maintenance or rent) payment is not received by the end of eight (8) calendar days after the due date, the payment shall be deemed delinquent.
- b) Returned Check Charge: The amount for any check returned to Lake Highlander R. O. Association, Inc. due to lack of funds will be charged thirty dollars (\$30.00).
- c) Site Maintenance Charge: The amount for correction of inadequately trimmed, weeded or maintained unit site will be charged at the current staff hourly rate.
- d) Guest Visitation Charge: Guest visitation fees of ten dollars (\$10.00) per day per guest will be charged for any occupant of the unit staying more than fifteen (15) consecutive days or a total of thirty (30) days during a calendar year, unless said occupant is a son, daughter, father, mother, sister or brother of the owner.

QUIET TIME:

Quiet hours are between 11 p.m. and 8 a.m. **Loud, crude or vulgar language will not be tolerated at any time within the park.**

CLUBHOUSE:

The Lake Highlander clubhouse is a smoke-free facility.

To avoid confliction of dates, all clubhouse functions must be scheduled through the Lake Highlander Park Office. The clubhouse may be used for private parties/events only with the prior written consent of the Board of Directors. **A \$100.00 refundable damage deposit is required upon approval of the Board of Directors.**

Premises must be left clean and in good condition after all functions.

SHUFFLEBOARD COURTS:

Lake Highlander Shuffleboard Courts are available to residents and guests. All are asked to abide by the following:

- Visitors/Guests must be with a resident
- No bare feet, open-toe shoes or bathing suits
- Use rubber tip of cue to remove discs
- Clean the scoreboard after game
- No playing after 10 p.m.
- Do not walk on the courts

POOL ROOM:

The Lake Highlander Pool Room is available to all residents and guests. All are asked to abide by the following:

- Visitors/Guests under the age of 16 must be accompanied by a resident.
- Established protocol for play will be followed.
- No equipment shall be removed from the Pool Room.
- Soda and water is available at a price of fifty cents (\$.50) each.
- The Pool Room should be left as found.

SWIMMING POOL:

The Lake Highlander Swimming Pool is available to all residents and guests. All are asked to abide by the following:

- All visitors/guests wishing to enjoy the pool must have a Guest Pool tag with them. These tags are made available to residents through the Park Office for a \$2 deposit, refundable upon return.
- **Residents need to be with guests.**
- Visitors/Guests under the age of 16 must be accompanied by an adult.
- Pool hours are 9 a.m. to 11:00 p.m. (The hours between 1:00 and 4:00 p.m. are reserved for bathers 16 years of age and older.)
- ALL bathers must shower before entering the pool.
- Suntan oil users must cover chairs before using them.
- Regular swimsuits only
- **Babies are required to wear swim diapers to enter the pool.**
- No wet swimsuits are allowed in the clubhouse
- Capacity of pool is 17 people
- No toys, rafts, inner tubes or rough play
- **No food or glass containers are permitted in pool area.**
- Swim at your own risk.
- No loud music in pool area -- head sets are recommended.
- A cover-up is required when going to and from the pool area.
- No diving is permitted.

The Board of Directors may from time to time, open the pool to all swimmers regardless of their age. This notice will be posted on the park bulletin board when in effect. This policy is being implemented to accommodate residents with family or guests visiting during holidays or school breaks.

LANAI:

The lanai is a place for our residents and guests to relax and socialize with protection from the sun. This area is available for Association meetings, club and social activities as well as a place for private gatherings. All residents and their guests are asked to abide by the following:

- The lanai is a smoke free area.
- To avoid conflicts of dates and times, special functions must be scheduled at the Park Office.
- The lanai may be used for private parties/celebrations only with the prior written consent of the Board of Directors.
- Food and beverages are permitted. **NO GLASS DUE TO THE PROXIMITY TO THE POOL!**
- Premises must be left clean and in good condition after all functions.

SANCTIONS:

RULE ENFORCEMENT : Procedure for Filing a Complaint.

Residents with problems, complaints, or questions should make their comments known through a written, signed note presented at the park office.

After a complaint has been verified, the park office will notify the offending party, in writing, of the rule violation and the resident will be given 5 days to correct the violation.

This will be a legal document signed by five (5) Board members and contain:

- A description of the nature of the alleged violation.
- A statement identifying which provision of the governing documents has been allegedly violated.
- A 10 day time frame in which to abate the violation.

The following Sanctions may be imposed by the Board of Directors for violations of these Rules and Regulations:

- 1) Imposition of a fine not to exceed \$25.00 per violation. Each day the problem continues will constitute a separate violation.
- 2) Suspension of voting rights.
- 3) Suspension of privileges to use any or all common elements of the Park.
- 4) Institution of legal proceedings to compel compliance to rules or to obtain damages for the violation, including recovery of court costs and attorney fees.
- 5) Any other sanctions provided by law.

If the complaint is still unresolved, then the Corporation will begin action as directed by Article XII of the Corporation By-Laws.

CONFLICT RESOLUTION:

If a resident feels that the Board of Directors has made an improper decision, he/she can appeal that decision through the Grievance Committee and deliver to the park office.

FAILURE TO ENFORCE RULES:

No rule or regulation shall be deemed to have been modified or nullified by the failure to enforce same.

It is understood and agreed that these Rules and Regulations are part of the Governing Documents of the Lake Highlander R. O. Association, Inc. And, as such, they shall be binding upon and shall take effect to the

benefit of each unit owner, or lessee, their heirs, executors, administrators, successors and assignees. It is further understood and agreed that, except as otherwise provided herein, these Rules and Regulations may be amended and added to by the Board of Directors and each unit owner or lessee shall comply with any subsequent Rule and Regulation as promulgated. See Lake Highlander R. O. Bylaws, Article 8.1(a).