



## *Highland Lakes Reserve*

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### 14-DAY NOTICE OF RULES AND REGULATIONS CHANGE HIGHLAND LAKES RESERVE ASSOCIATION

TO ALL MEMBERS,

On October 5, 2022 at 3 p.m. via zoom the association will have a board meeting for the purpose of updating the rules and regulations.

Attached is the agenda packet including the updated rules and regulations.

Dated: 9/20/2022  
Highland Lakes Reserve Board of Directors



## *Highland Lakes Reserve*

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HLR Board of Directors Meeting  
October 5, 2022  
3:00 pm VIA ZOOM

### **AGENDA**

Call Board Meeting to Order

Review and Approve Minutes from 6/21/2022

Unfinished Business

- Road Improvement Update

New Business

- Update Rules and Regulations: Section F # 4
- Speed limit reminder of 25 MPH to everyone
- Fence around property at 66

Adjourn





## *Highland Lakes Reserve*

HLR Board of Directors Meeting  
June 21, 2022  
3:30 pm VIA ZOOM

### MINUTES

#### **In Attendance:**

**Board: Dusty Johnson, Bob Finnie, Cardiff Brown, Andrew Fells & Laz Martinez**

**Members: Cynthia Dyal, Tina Teagarden, Larry Atkins, Greg Smith, Sergei Hagley, Gerardo Sepulveda, Nancy Mayer, & HCSO - Gunn**

**CAM: Linda Boring & Amanda Carnahan**

Call Board Meeting to Order: Dusty called to order at 3:33pm

Review and Approve Minutes from 5/27/2021, 1/18/2022, and 4/19/2022: Cardiff motioned to approve as presented. Bob seconded. Motion passed

Financials: Linda reviewed, as of 5/31/2022 the balance on the contingency fund is 230,312 & in checking a balance of 301,966. Half of the balance for the comcast fund came from the contingency fund & the other half was drawn from the checking account. On the P&L she briefly touched on the standard operating costs. Linda encouraged anyone with questions on the P&L. Laz stated the overage in the insurance category was for the additional coverage they had obtained. Linda stated that was correct. The fidelity bond was implemented because of the million dollars on account which needed to be insured. That amount had just been reduced due to the reduction in money. A partial refund on rates should be reflected next month. Laz asked for explanations on items which appeared to be well over budget. The boat ramp roof sealed & park, spray fertilizer. all showing way over budget. Linda advised these need to be broken down over

the remainder of the year and/ or put under a different category. They will look into & send updates. Laz made a motion to accept the financials. Cardiff seconded. Motion carried.

#### Unfinished Business

- Comcast Update: Comcast has been compensated for the project. It should be completely done by the end of this week. Dusty will distribute notices when able to set up service.
- Property Conditions/Non-Compliance: The Brinling's were sent a final notice & some work has been started. Some projects have been completed, some are still pending. Equipment is still not obstructed from view. The playpen has been removed from the adjacent lot but now there's a basketball hoop laying across the driveway. She was given the opportunity to get with Laz as he had some vendors she could contact. Fencing will be priced to cover the equipment. The other items are minor. Andrew Fells asked if the vehicle has been removed. Linda has called and the gentleman who handles those arrangements was out today. She hopes to hear from him tomorrow. Linda advised they had to check with legal to make sure the association was within their rights to have it removed. Andrew offered to make follow up calls if needed.
- Road Improvement Update: Tal coming out this month or next month. Marty, Dusty & Wohl rode around & assessed needed repairs. There's 13 manholes which need repairs mainly on Woodland Creek. He believes this is due to the construction vehicles using this road. Dusty explained there were soft shoulders they had originally discussed putting in sod. Tal & Dusty discussed using asphalt millings instead which will be much cheaper. Between this change & a reduction in the linear feet from previous bid. Dusty believes the cost will be substantially cheaper than originally bid. He requested questions on this topic. Laz wanted to make sure that everything that needs to be dealt with is being included in this bid. Dusty advised that was why he had Marty accompany him since this was his line of expertise. Dusty stated the original bid was basically a worst case scenario which has since been addressed in a more discriminatory manner. He assured Laz nothing was being left out. Additionally, the concrete/curb previously discussed to be added in the mailbox area Roughly 50 ft of concrete at both mailboxes it comes to \$31,800. Laz would like to get a minimum of 3 bids for every project just to give the members more of an idea where these projects run in cost & quality. Dusty will reach out to a couple more concrete companies to obtain other bids. : Laz would like to check with our post office to see if the community could possibly get the mail distributed to each household. Originally, the head postmaster had advised the community boxes were the only option for their mail delivery.
- Horses: Linda has checked and horses are not permitted. Farm animals of any kind are not permitted. She thought this was no longer an issue but someone had stated they had seen horses in the neighborhood again. A discussion had taken place with the people who were the offenders. Linda stated she thought that this would fall under the zoning laws. Andrew advised that the city does not have jurisdiction. The board

will need to hold a meeting allowing for a 14 day notice to update the rules & regulations to address the subject. Laz made a motion to have the attorney draft the correct verbage to be added into the rules so that it does not contradict what is going on in lot 1. Andrew seconded the motion. Motion passed. A special meeting will be scheduled.

#### New Business

- Increase number of board members: Someone had said they thought maybe more board members. 5 members is what the association calls for & is the amount of members serving. Additional board members would require a special meeting to add more. Linda stated as a board, additional committees can be established at any time to allow for more input from the community. If people want to get involved that would be a great way to include others. In order to add board members, Linda advised it would involve passing an amendment as 5 members is what the by-laws states.
- Limit the amount the board can spend without approval from the members-\$100k: Dusty believes that the board is really open to the members. Every expense has been presented to them in order to get their input on the subject at hand. He doesn't see the need to adopt a cap. Laz agreed with these statements. The board makes the decisions but they have discussed with the members prior to those decisions. Bob stated he thought it was mainly due to the fact that the members do not get to vote. Dusty recognized Andrew who added that the \$100k is just an unrealistic number when dealing with infrastructure upkeep & repair. Laz agreed.
- Update the website-post minutes and spelling errors: All minutes that have been approved are being uploaded to the website. Laz wanted to add the board member names & contact information be added to the website as well.
- Organize a directory of utility contacts, preferred vendors, and HOA members (with their consent): This weekend Dusty stated they could speak to the members & see what type of directory lists would like. Linda advised that there is a form that the members can fill out with what information they want publicized. .
- Speed limit reminder of 25 MPH to everyone: This has been a topic every meeting. Linda has sent out reminders. Dusty stated that he's seen just yellow lines on the roads which make people think there's a speed bump there. Dusty asked for suggestions on any other ideas. Maybe have those self speed limit signs which display the current speed. Laz said he likes the idea of the sign or hiring someone to monitor traffic. Also a topic to bring up & get feedback on this weekend. 1 camera is not currently working but all other cameras are working. Laz has seen a man & boy fishing the pond off SR 66. He didn't stop or approach them. He didn't know if they had permission from an owner or something. He suggested getting some nice signs made to put around the pond. Dusty stated he had heard that they have gone around the entire pond which would put them on people's private property. He also thinks

some are riding their ATVs to gain access to the pond. This subject he was wanting to add to the agenda this time & had forgotten. Dusty suggested getting a survey completed so that they know where the neighboring properties lie in comparison to the association's properties. So this will be added to the agenda for the next meeting.

- Break out the accounting fee as a subaccount of the professional fees: Dusty stated that there is only 1 accounting fee which is at the annual year end taxes. Since this is minimal & singular it was decided to add under professional fees.
- Operating a business from home: The board has received complaints regarding an owner having a lot of commercial activity. Several vehicles, assumed to be employees, there on a daily or more frequent basis. Bob stated this is regarding his neighbor. He has a business called SF Aquatics LLC. Bob stated he has a "weed eater" boat that he has had parked in his driveway, in the street, in his yard. He also has an advertisement on the side of his personal vehicle both of which is violating association rules. He moves them around everyday. Linda has sent him prior notices. However, she was not aware of how many vehicles were involved. Laz made the motion to contact the owner giving him 60 days to remedy the situation. Bob seconded the motion. The vote was called for & motion passed. Linda will extend the notice with a copy of the rules he is breaking. . Andrew wanted to bring up that the annual report filed in April of 2022 is reflecting the wrong officers. It needs to be updated with the correct information. The information will change after the meeting Linda advised. So the correct information will be updated at that time.

Adjourn: Dusty looking forward to seeing everyone Saturday. The Annual Meeting is scheduled at the AG center for this Saturday at 10 am. Dusty adjourned the meeting at 4:57pm.

**HIGHLAND LAKES RESERVE PROPERTY OWNERS' ASSOCIATION, INC.**  
**RULES AND REGULATIONS**

The Board of Directors (hereinafter, the "Board") of the Highland Lakes Reserve Property Owners' Association (hereinafter, the "Association"); pursuant to Section 10.25 of the Declaration of the Covenants and Restrictions for Highland Lake Reserve (hereinafter, "Declaration"), may make and enforce reasonable rules and regulations governing the use of all property subject to the Declaration, which Rules and Regulations shall be consistent with the rights and duties established by the Declaration.

Pursuant of §720.305, *Florida Statutes*, the Association may impose and levy fines against its members for violations of the Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, and the Architectural Control Standards (hereinafter, the "Governing Documents").

The Association may, pursuant to §720.305, *Florida Statutes* (as amended or renumbered from time to time) impose fines and suspension of certain rights against a parcel owner and the parcel owner's agents, tenants, occupants or invitees, for failure to comply with the provisions of the Governing Documents. A fine may be imposed for each day of continuing violation at the highest rate allowed by law per violation (currently limited to \$100.00 per day) with a single notice and opportunity for hearing, provided that no fine shall in the aggregate exceed the maximum amount permissible by law (currently \$1,000.00). The party against whom the fine or suspension is sought to be levied shall be provided written notice thereof (at least 14 days' notice) and afforded an opportunity for a hearing before a committee of at least three (3) other Association members. If the party sought to be fined is not the parcel owner, the Association shall notify the parcel owner of the violation and the intent to fine.

The party against whom the fine is sought (and the homeowner if the offending party is a tenant, guest or invitee) shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association. The hearing shall be held before a Committee of Association members appointed by the Board, which may not include Board members, relatives of Board members, or persons residing in a Board member's household. If the Committee does not agree with the fine, the fine may not be levied. Parcel owners are jointly and severally liable for the payment of fines levied against their tenants, occupants, guests, or invitees.

## Introduction

The Rules & Regulations, hereinafter enumerated, cover the parcels, roads, common property, and conservation areas, and are deemed in effect until amended by the Board. They shall apply to, and be binding upon, all parcel owners, their tenants, occupants, guests, and invitees. The parcel owners shall at all times obey the Rules and Regulations, and shall be responsible for informing their families, guests and lessees of said Rules and Regulations. Parcel owners are deemed in control of their families, guests and lessees, and, ultimately, are responsible for any infraction committed by them.

Violation of the Rules and Regulations may subject the violator to any and all remedies available to the Association, as provided by the provisions of the Governing Documents and Florida law.

The Association may remedy violations by fines, injunctive relief or other legal means, and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees against any person or violator, and, ultimately, from parcel owners responsible for their guests, agents, and lessees if not otherwise collected.

The Board may, from time to time, adopt new or amend previously adopted Rules and Regulations governing the details of the use, maintenance, management and control of the parcels, roads, common property, and conservation areas or services made available to the parcel owners and their agents, tenants, occupants or invitees.

### **A. Construction Activities**

1. Construction work and related deliveries shall be conducted only between the hours of 7:00 a.m. and 6:30 p.m., Monday through Saturday. No construction activities or construction-related deliveries shall occur on Sundays.
2. Construction sites must be cleaned immediately following the cessation of construction activities each day, but no later than 7:00 p.m.
3. Damage caused by construction activities to parcels, properties, common property, roads, drainage areas, retention ditches and conservation areas must be repaired to the satisfaction of the Board.

### **B. Maintenance Standards**

1. Dwellings and all other structures erected on each parcel must be kept clean, in good repair and maintained in good general appearance. All exposed wood shall be stained or painted. Every part shall be clean of graffiti, litter, dirt, mildew or other debris; and, where surfaces are painted, once painted or normally painted, no portion may be free of paint. Painted surfaces must be maintained without peeling.
2. The exterior of windows may be covered for no more than 30 consecutive days, or 90 total days per year. However, if the material used to cover the window is metal, anchored to the structure and specifically manufactured to resist high winds, that material may cover the windows for up to 180 consecutive days or 180 total days per year. Examples of specifically-manufactured materials include roll-type coverings, awning-style coverings and accordion style coverings, but do not include wood of any type or scrap metal.
3. Display of holiday decorations and holiday decorative lighting shall be limited to the four (4) weeks prior to, and the two (2) weeks after, the nationally-recognized date of the holiday for which the decorations and decorative lighting are displayed.
4. Garbage cans and receptacles shall be stored in a manner as to be hidden from view from all roads and common areas. Garbage cans and receptacles shall be placed for collection no sooner than 6:00 p.m. the day before scheduled collection and returned to a proper storage location no later than midnight the day of collection.
5. Storage and other types of moving “pods” may not be located on any parcel for more than fourteen (14) days in any sixty (60) day period.
6. When not in use, children’s toys, bicycles, tools, power equipment, and other portable personal belongings shall be stored in a manner as to be hidden from view from all roads and common areas.
7. Mailboxes are prohibited from being placed on the parcel owner’s property.

### **C. Lawn and Yard Care**

1. Lawns are to be cut weekly during the growing season (April 1 through November 30) and as needed in the dormant season (December 31 through March 31).
2. Electric-powered or gas-powered lawn equipment may be utilized only between the hours of 7:00 a.m. and 6:30 p.m., Monday through Saturday, and between the hours of 8:00 a.m. and 6:30 p.m. on Sundays. No contracted for yard work may be performed on Sundays.
3. All shrubbery and bushes must be clipped and maintained as needed. All fallen leaves, cut or dead limbs and branches, and clippings must be immediately removed from the parcel, or at least bagged/tied for removal and placed for pick up.
4. Lawn debris bagged for removal must be removed within one (1) week of being placed for pickup.

### **D. Vehicles, Vessels, and Trailers**

1. Vehicles, including but not limited to golf carts, all-terrain vehicles, and utility vehicles must have front and rear lights illuminated after dark.
2. No unregistered or inoperative vehicles may be kept on any parcel, unless such vehicle is kept or stored in an enclosed garage.
3. Use of recreational vehicles, all-terrain vehicles, and utility vehicles ("Off-Road Vehicles") is limited to members and their guests. Operation of Off-Road Vehicles is restricted to roads, common areas (excluding conservation areas) and those certain parcels upon which the member operating the Off-Road Vehicle has the parcel owner's permission to do so.
4. The Lake Charlotte boat ramp is for the exclusive use of Association members and their guests. Guests must be accompanied by an Association member at all times.
5. Overnight storage of vessels, trailers, or vehicles in the parking lot and park area of the Lake Charlotte boat ramp is subject to approval by management and shall not exceed 7 consecutive days.

### **E. Security Measures**

1. Association members, tenants, and their family members are prohibited from releasing gate codes to non-residents.
2. The established procedure for the admittance of contractors, workmen, delivery personnel, and non-residents must be strictly adhered to.

3. The Association manager, on an as needed basis, may assign persons requiring entry for legitimate business purposes a temporary limited-life entry code.

#### **F. Pets**

1. No pets shall be permitted to roam outside its parcel unless on a leash.
2. Animals with mean or violent temperament are deemed a nuisance and thereby prohibited.
3. Pet owners must curb and pick up after their pets.
4. Except for leashed dogs, cats, or other small, household pets, no member, resident or guest shall cause and domestic animals (including, but not limited to horses and livestock) to enter any portion of the Common Property (as that term is defined in the Declaration of Covenants and Restrictions).

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#### **G. Garage & Estate Sales**

1. Garage or sidewalk sales are restricted to one (1) community sale per year.
2. All estate sales are subject to Board approval.