



Highland Lakes Reserve

HLR Board of Directors Meeting
November 17, 2020
3:30pm VIA ZOOM

Agenda

Call to Order

Review and Approve Minutes from 9/15/20

Financials

2021 Budget

Unfinished Business

- Contractors Agreement
- FLP Update from Dusty

New Business

- ARC
 - o Breezeway 12'

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting

September 15, 2020

3:30pm VIA ZOOM

MINUTES

Board Members Present: Kevin Bock, Robert Finnie, Bill Lanzisera, Dusty Johnson and Laz Martine

Call to Order

Kevin called the meeting to order at 3:30pm

Review and Approve Minutes from 7/21/20

Bill motioned to approve the minutes as presented and Dusty second the motion. Motion passed unanimously.

Financials

Robert wanted to know what the budget was for 2020 on the gates and Linda said it was for \$11,000 and they have spent already \$8,300

Linda went over the financials with the board. Tree trimming was a little over everything else is pretty much inline as far as expenses. There is really nothing that stands out on the budget. One question was asked about the mowing amount in negative on balance sheet and Linda explained the owners are billed out prior to the cuts and vendor is paid monthly. This will start to drop off as they make payments and invoices are collected. Laz looked at the financials and has a suggest on the P&L and easier to read is to add a percentage so the board can see the percentage point they are compared to the budget vs expenses. Jillian will add this to the report going forward. Laz made a motion to accept the financials as presented. Dusty second the motion. Motion passed.

Unfinished Business



Board to decide what to do with filling in the swale at 2016 Forest Lake Rd, Jarod and Morgan Davis: A letter was prepared by the attorney and Linda sent it to Mr. Davis to sign. The board and the attorney would like Mr. Davis to take responsibility if anything were to happen on the property. Linda tried contacting the builder with no responses. Dusty feels to put some type of culvert underneath the pipe so water can flow through it. The choices are either fix it or sign letter given. Robert feels the attorney should send Mr. Davis the letter. Kevin concerns is he doesn't want the association to be responsible for this issue. Dusty motioned for a letter to sent to Davis from attorney and give him 30 days to comply by either signing letter or fixing the issue. Bill second the motion. Motion passed.

Edgewood Landscape spraying and Lime the hedge: In March it was discussed to do lime on berm areas. An aggressive treatment is needed. This has been brought to the board several times to discuss and approve. Basically, the soil that's there is from the muck of the ponds. The north side is where the plants are having the most issues and will die if nothing is done. Linda will follow up with Terry since this was approved at a prior meeting. Kevin and Linda wanted to let the new board know what was going on.

Lake Spraying concerns: Bill went over this with the board. The lakes are starting to sprout out. Several residents have voiced their concerns, especially at the eagle's nest area. Bill would like to have more vegetation around the lakes, and he met with Bobby and Kevin and discussed what could be done. They came up with five feet from the water so plants can grow and have enough oxygen in the ponds. Bill also consulted with FWC, one of the Florida colleges and the environmental protection agency and they pretty much agreed its not a bad a thing to have the vegetation because it covers the fish and gives them good oxygen. The HLR ponds should also be monitored with Bobby. Kevin thinks maybe having Edgewood trim down by the ponds a couple a times a year. Dusty feels since Bill has been on top of this situation that if he can continue to monitor this going forward and keep the board updated. Bill is okay with doing this. Laz thanks Bill for taking the initiative of taking care of this issue. Laz would like to consider adding into the budget trimming and spraying to make the creeks and ponds look nicer, possibly on a quarterly basis. Robert asked if anyone was familiar with Florida-Friendly landscape which was developed by the University of Florida. They recommend protecting the waterfront is a 10-foot maintenance free zone – including no pesticides. The board agrees this can be looked into.

New Business

Bobby Seeber's request: Wants a big enough gate to put trailers in. Dusty feels he can take the little road by main gate and that should be fine because by his lot it's not much area. Basically, he has a lot that has a dirt pathway behind it and he wants to get a gate put in there to use this way, but where the lot is makes no sense to do this because there is no right a way for him to drive through. There is a ditch and another lot and no other way out unless he drives through another owner's lot. Dusty feels a gate is already in place at HLR to use and the association will not approve anything that is close to another owners lot either. Robert made a motion to not approve this request and Laz second the motion. Motion passed. Robert will talk with Mr. Davis.

FLP: This didn't work out, so it died, per Kevin. A discussion on this was made and right now they were no clear explanations, and the board wants further explanation on what needs to be done. Laz suggested for Dusty to call them and get clarity on the issue. Dusty will reach out to them and get back to the board.



Gates – Ray Brooker

Ray Brooker acknowledged HLR has had a terrible year with lightning strikes. HLR is in a very bad spot to attract lightning strikes. He presented one of the panels that was hit by lightning and showed the board what happened to it. The whole component was shot and has a hole in it, and this has been the biggest expense for the association recently. Ray recommends to not change their operators because they are good operators. The information that has been entered into the system is what was entered by Sara, whether or not the customer gave the correct information could be the problem or Sara not entering it in correctly, but Ray said when there is a problem with a resident not being able to get in it's due to this reason. He had a tech with him at the gate one night and the tech was able to see Marty's information only had a 4-digit code and nothing else. This was one reason Marty was having problems at the gate. Ray believes the system HLR has is a great system. He would like to sell them better equipment, but they really do have a good system that works. Their biggest problem is the lightning strikes. Kevin asked Ray about electric grounding. Ray mentioned the more grounding is done, the more magnetic they become for lightning. Ray recommended Central Electric to possibly consult with them on grounding. Ray is confident come next month the association will not have any problems because lightning will not be an issue. Linda asked if any belts or improving needs to be done. Kevin asked about maintenance as well. Ray is hesitant on contracted maintenance because it will cost a lot of his time and he will be losing out on money. He says the way things are now is good, he gets a call for something wrong and he will check on other things to take care of at the same time. Ray assured the board the operators are all working fine. The cellgate system on 66 does need to be replaced that is the one Edgewood took out. Kevin would like to cover up the concrete with either stainless or aluminum behind the cellgate just to cover it up. Ray said that is something they can do. Basically, he recommends the association to not change their system, but maintain them. They are just going to have a lightning issue due to their location. Ray estimates to replace all gate operators will run about \$24,000. Robert Finnie asked about the budget on the gates, and Linda said this will be discussed under financials next. Laz would like to not be complacent on these gates and he has heard good things about Brooker fence. He is hoping the association will have better luck in the future.

Board to give list of requirements for the contractors and the subs: Kevin started a list and Laz added a few. Dusty questioned the disabling of the vendor codes on Sunday's. Reports could be generated to check on what vendors did in fact use codes on a Sunday. This will be a part of the application for building a home. A warning and fine procedure was discussed for repeat offenders. Possibly \$250 - \$500. CAM will create the list and send to board to look at and the board will decide to add or subtract what was discussed.

Adjourn – Kevin motioned to adjourn at 5:00pm



Highland Lakes Reserve POA, Inc

Balance Sheet

As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Contingency Fund	464,979.71
HLR POA-HNB Checking	279,235.73
Mid Florida savings	100.00
Total Checking/Savings	744,315.44
Accounts Receivable	
Accounts Receivable	6,919.88
Total Accounts Receivable	6,919.88
Other Current Assets	
Due from Owners - Mowing Costs	-9,810.00
Inventory Asset	
Gate Remotes	202.66
Total Inventory Asset	202.66
Total Other Current Assets	-9,607.34
Total Current Assets	741,627.98
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	750,627.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	11,000.00
Debris Deposits	9,000.00
Total Other Current Liabilities	20,000.00
Total Current Liabilities	20,000.00
Total Liabilities	20,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	624,401.18
Net Income	106,226.80
Total Equity	730,627.98
TOTAL LIABILITIES & EQUITY	750,627.98

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance

11/13/20

October 2020

Cash Basis

	Oct 20	Budget	% of Budget	Jan - Oct 20	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Annual Dues	0.00	0.00	0.0%	237,000.00	237,000.00	100.0%	237,000.00
Interest Income	19.69			908.54			
Other Income							
Estoppel Fees	225.00	0.00	100.0%	1,500.00	750.00	200.0%	750.00
Funds from 2019	0.00	0.00	0.0%	0.00	125,000.00	0.0%	125,000.00
Plan and Specification Review	0.00	0.00	0.0%	7,500.00	4,500.00	166.7%	4,500.00
Other Income - Other	0.00	0.00	0.0%	1,440.00	1,000.00	144.0%	1,000.00
Total Other Income	225.00	0.00	100.0%	10,440.00	131,250.00	8.0%	131,250.00
Total Income	244.69	0.00	100.0%	248,348.54	368,250.00	67.4%	368,250.00
Gross Profit	244.69	0.00	100.0%	248,348.54	368,250.00	67.4%	368,250.00
Expense							
Administrative/ Management							
Plan Submission and upload	0.00	0.00	0.0%	1,200.00	450.00	266.7%	450.00
Administrative/ Management - Other	650.00	650.00	100.0%	6,500.00	6,500.00	100.0%	7,800.00
Total Administrative/ Management	650.00	650.00	100.0%	7,700.00	6,950.00	110.8%	8,250.00
Annual Owners Meeting Expense	0.00	0.00	0.0%	263.75	250.00	105.5%	250.00
Annual Reports	0.00	0.00	0.0%	61.25	70.00	87.5%	70.00
Attorney Fees	0.00	0.00	0.0%	1,822.20	2,500.00	72.9%	2,500.00
Computer and Internet Expenses	225.00	12.00	1,875.0%	623.00	120.00	519.2%	144.00
Copy and Reproduction Costs	0.00	12.50	0.0%	0.00	125.00	0.0%	150.00
Insurance							
Insurance/Liability	0.00	0.00	0.0%	2,286.37	1,600.00	142.9%	1,600.00
Insurance/Property	0.00	0.00	0.0%	2,142.79	2,050.00	104.5%	2,050.00
Total Insurance	0.00	0.00	0.0%	4,429.16	3,650.00	121.3%	3,650.00
Office Supplies	0.00	25.00	0.0%	0.00	250.00	0.0%	300.00
Postage and Delivery	0.00	12.00	0.0%	0.00	120.00	0.0%	144.00
Professional Fees	350.00	0.00	100.0%	350.00	500.00	70.0%	500.00
Repairs and Maintenance							
Common Area Mowing							
Boat ramp/park	2,500.00	800.00	312.5%	10,700.00	8,000.00	133.8%	9,600.00
Entrances	2,400.00	2,400.00	100.0%	26,400.00	24,000.00	110.0%	28,800.00
Ponds/Eagles Nest	970.00	885.00	109.6%	2,910.00	8,850.00	32.9%	10,620.00
Total Common Area Mowing	5,870.00	4,085.00	143.7%	40,010.00	40,850.00	97.9%	49,020.00
Docks	0.00	0.00	0.0%	0.00	5,000.00	0.0%	5,000.00
Entrance Gates	0.00	0.00	0.0%	11,440.00	11,000.00	104.0%	11,000.00
Entrance/Hwy 66/Maintenance							
Entry/Hwy 66 Repair and Replace	0.00	0.00	0.0%	602.05	2,000.00	25.1%	2,000.00
Mulch	0.00	0.00	0.0%	3,300.00	3,300.00	100.0%	3,300.00
Spray/Fertilizer	0.00	0.00	0.0%	500.00	4,000.00	12.5%	4,000.00
Tree Trimming	0.00	0.00	0.0%	1,225.00	2,000.00	61.3%	2,000.00
Total Entrance/Hwy 66/Maintenance	0.00	0.00	0.0%	5,627.05	11,300.00	48.9%	11,300.00
Entrance/Sparta/Maintenance							
Entry Sparta/Repair and Replace							
Entry/Sparta Rd Sod	0.00	0.00	0.0%	0.00	8,000.00	0.0%	8,000.00
Entry Sparta/Repair and Replace - Other	149.96	0.00	100.0%	4,007.23	2,000.00	200.4%	2,000.00
Total Entry Sparta/Repair and Replace	149.96	0.00	100.0%	4,007.23	10,000.00	40.1%	10,000.00
Mulch	0.00	0.00	0.0%	3,300.00	3,300.00	100.0%	3,300.00
Mulch Buffer	0.00	0.00	0.0%	1,605.92	5,500.00	27.4%	5,500.00
Spray/Fertilizer	0.00	0.00	0.0%	1,499.90	4,000.00	37.5%	4,000.00
Tree Trimming	0.00	0.00	0.0%	2,730.00	2,000.00	136.5%	2,000.00
Total Entrance/Sparta/Maintenance	149.96	0.00	100.0%	13,043.05	24,800.00	52.6%	24,800.00
Fence Line Vegetation	0.00	350.00	0.0%	0.00	1,400.00	0.0%	1,400.00
Landscaping/Irrigation	0.00	250.00	0.0%	2,034.62	2,500.00	81.4%	3,000.00
Pond Maintenance	3,479.74	3,500.00	99.4%	11,639.22	17,500.00	66.5%	17,500.00
Repairs Common Area	0.00	833.00	0.0%	2,536.99	8,334.00	30.4%	10,000.00
Total Repairs and Maintenance	9,499.70	9,018.00	105.3%	88,230.93	122,684.00	70.3%	133,020.00
Supplies	0.00			147.00			
Telephone Expense	0.00	292.00	0.0%	1,238.84	2,916.00	42.5%	3,500.00
Utilities	492.43	425.00	115.9%	5,455.61	4,250.00	128.4%	5,100.00
Total Expense	11,217.13	10,446.50	107.4%	108,321.74	144,385.00	75.0%	157,578.00
Net Ordinary Income	-10,972.44	-10,446.50	105.0%	140,026.80	223,865.00	62.5%	210,672.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance

October 2020

	Oct 20	Budget	% of Budget	Jan - Oct 20	YTD Budget	% of Budget	Annual Budget
Other Income/Expense							
Other Expense							
CAPITAL IMPROVEMENTS							
Erosion Repair	0.00	0.00	0.0%	0.00	7,625.00	0.0%	7,625.00
Fence Replacement	0.00	0.00	0.0%	24,000.00	24,000.00	100.0%	24,000.00
Internet Installation	0.00	0.00	0.0%	0.00	70,000.00	0.0%	70,000.00
Preserve Controlled Burn	0.00	0.00	0.0%	10,150.00	16,800.00	60.4%	16,800.00
Total CAPITAL IMPROVEMENTS	0.00	0.00	0.0%	34,150.00	118,425.00	28.8%	118,425.00
Reserve - Capital Appropriation	0.00	0.00	0.0%	0.00	92,247.00	0.0%	92,247.00
Total Other Expense	0.00	0.00	0.0%	34,150.00	210,672.00	16.2%	210,672.00
Net Other Income	0.00	0.00	0.0%	-34,150.00	-210,672.00	16.2%	-210,672.00
Net Income	-10,972.44	-10,446.50	105.0%	105,876.80	13,193.00	802.5%	0.00

Highland Lakes Reserve POA, Inc Profit & Loss Budget Performance

11/13/20

Cash Basis

October 2020

	Oct 20	Budget	Jan - Oct 20	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
Annual Dues	0.00	0.00	237,000.00	237,000.00	237,000.00
Interest Income	19.69		908.54		
Other income					
Estoppel Fees	225.00	0.00	1,500.00	750.00	750.00
Funds from 2019	0.00	0.00	0.00	125,000.00	125,000.00
Plan and Specification Review	0.00	0.00	7,500.00	4,500.00	4,500.00
Other income - Other	0.00	0.00	1,440.00	1,000.00	1,000.00
Total Other income	225.00	0.00	10,440.00	131,250.00	131,250.00
Total Income	244.69	0.00	248,348.54	368,250.00	368,250.00
Gross Profit	244.69	0.00	248,348.54	368,250.00	368,250.00
Expense					
Administrative/ Management					
Plan Submission and upload	0.00	0.00	1,200.00	450.00	450.00
Administrative/ Management - Other	650.00	650.00	6,500.00	6,500.00	7,800.00
Total Administrative/ Management	650.00	650.00	7,700.00	6,950.00	8,250.00
Annual Owners Meeting Expense	0.00	0.00	263.75	250.00	250.00
Annual Reports	0.00	0.00	61.25	70.00	70.00
Attorney Fees	0.00	0.00	1,822.20	2,500.00	2,500.00
Computer and Internet Expenses	225.00	12.00	623.00	120.00	144.00
Copy and Reproduction Costs	0.00	12.50	0.00	125.00	150.00
Insurance					
Insurance/Liability	0.00	0.00	2,286.37	1,600.00	1,600.00
Insurance/Property	0.00	0.00	2,142.79	2,050.00	2,050.00
Total Insurance	0.00	0.00	4,429.16	3,650.00	3,650.00
Office Supplies	0.00	25.00	0.00	250.00	300.00
Postage and Delivery	0.00	12.00	0.00	120.00	144.00
Professional Fees	350.00	0.00	350.00	500.00	500.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	2,500.00	800.00	10,700.00	8,000.00	9,600.00
Entrances	2,400.00	2,400.00	26,400.00	24,000.00	28,800.00
Ponds/Eagles Nest	970.00	885.00	2,910.00	8,850.00	10,620.00
Total Common Area Mowing	5,870.00	4,085.00	40,010.00	40,850.00	49,020.00
Docks	0.00	0.00	0.00	5,000.00	5,000.00
Entrance Gates	0.00	0.00	11,440.00	11,000.00	11,000.00
Entrance/Hwy 66/Maintenance					
Entry/Hwy 66 Repair and Replace	0.00	0.00	502.05	2,000.00	2,000.00
Mulch	0.00	0.00	3,300.00	3,300.00	3,300.00
Spray/Fertilizer	0.00	0.00	500.00	4,000.00	4,000.00
Tree Trimming	0.00	0.00	1,225.00	2,000.00	2,000.00
Total Entrance/Hwy 66/Maintenance	0.00	0.00	5,527.05	11,300.00	11,300.00
Entrance/Sparta/Maintenance					
Entry Sparta/Repair and Replace					
Entry/Sparta Rd Sod	0.00	0.00	0.00	8,000.00	8,000.00
Entry Sparta/Repair and Replace - Other	149.96	0.00	4,007.23	2,000.00	2,000.00
Total Entry Sparta/Repair and Replace	149.96	0.00	4,007.23	10,000.00	10,000.00
Mulch	0.00	0.00	3,300.00	3,300.00	3,300.00
Mulch Buffer	0.00	0.00	1,505.92	5,500.00	5,500.00
Spray/Fertilizer	0.00	0.00	1,499.90	4,000.00	4,000.00
Tree Trimming	0.00	0.00	2,730.00	2,000.00	2,000.00
Total Entrance/Sparta/Maintenance	149.96	0.00	13,043.05	24,800.00	24,800.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance

11/13/20

October 2020

Cash Basis

	Oct 20	Budget	Jan - Oct 20	YTD Budget	Annual Bud...
Fence Line Vegetation	0.00	350.00	0.00	1,400.00	1,400.00
Landscaping/Irrigation	0.00	250.00	2,034.62	2,500.00	3,000.00
Pond Maintenance	3,479.74	3,500.00	11,639.22	17,500.00	17,500.00
Repairs Common Area	0.00	833.00	2,536.99	8,334.00	10,000.00
Total Repairs and Maintenance	9,499.70	9,018.00	86,230.93	122,684.00	133,020.00
Supplies	0.00		147.00		
Telephone Expense	0.00	292.00	1,238.84	2,916.00	3,500.00
Utilities	492.43	425.00	5,455.61	4,250.00	5,100.00
Total Expense	11,217.13	10,446.50	108,321.74	144,385.00	157,578.00
Net Ordinary Income	-10,972.44	-10,446.50	140,026.80	223,865.00	210,672.00
Other Income/Expense					
Other Expense					
CAPITAL IMPROVEMENTS					
Erosion Repair	0.00	0.00	0.00	7,625.00	7,625.00
Fence Replacement	0.00	0.00	24,000.00	24,000.00	24,000.00
Internet Installation	0.00	0.00	0.00	70,000.00	70,000.00
Preserve Controlled Burn	0.00	0.00	10,150.00	16,800.00	16,800.00
Total CAPITAL IMPROVEMENTS	0.00	0.00	34,150.00	118,425.00	118,425.00
Reserve - Capital Appropriation	0.00	0.00	0.00	92,247.00	92,247.00
Total Other Expense	0.00	0.00	34,150.00	210,672.00	210,672.00
Net Other Income	0.00	0.00	-34,150.00	-210,672.00	-210,672.00
Net Income	-10,972.44	-10,446.50	105,876.80	13,193.00	0.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Annual Dues	237,000.00
Interest Income	1,000.00
Other income	
Estoppel Fees	1,200.00
Plan and Specification Review	7,500.00
Other income - Other	1,020.00
Total Other income	9,720.00
Total Income	247,720.00
Gross Profit	247,720.00
Expense	
Administrative/ Management	
Plan Submission and upload	750.00
Administrative/ Management - Other	7,800.00
Total Administrative/ Management	8,550.00
Annual Owners Meeting Expense	275.00
Annual Reports	65.00
Attorney Fees	2,000.00
Computer and Internet Expenses	2,700.00
Copy and Reproduction Costs	150.00
Insurance	
Insurance/Property	2,600.00
Total Insurance	2,600.00
Office Supplies	120.00
Postage and Delivery	60.00
Professional Fees	350.00
Repairs and Maintenance	
Common Area Mowing	
Boat ramp/park	9,600.00
Entrances	28,800.00
Ponds/Eagles Nest	11,640.00
Common Area Mowing - Other	5,400.00
Total Common Area Mowing	55,440.00
Docks	5,000.00
Entrance Gates	6,000.00
Entrance/Hwy 66/Maintenance	
Entry/Hwy 66 Repair and Replace	1,500.00
Mulch	3,300.00
Spray/Fertilizer	2,000.00
Tree Trimming	3,000.00
Total Entrance/Hwy 66/Maintenance	9,800.00
Entrance/Sparta/Maintenance	
Entry Sparta/Repair and Replace	4,000.00
Mulch	3,300.00
Mulch Buffer	2,500.00
Spray/Fertilizer	7,780.00
Tree Trimming	3,000.00
Total Entrance/Sparta/Maintenance	20,580.00
Landscaping/Irrigation	3,000.00
Pond Maintenance	14,000.00
Repairs Common Area	8,000.00
Total Repairs and Maintenance	121,820.00

3:02 PM
11/17/20
Cash Basis

Highland Lakes Reserve POA, Inc
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21
Supplies	180.00
Telephone Expense	1,500.00
Utilities	6,600.00
Total Expense	146,970.00
Net Ordinary Income	100,750.00
Other Income/Expense	
Other Expense	
CAPITAL IMPROVEMENTS	
Erosion Repair	8,500.00
Total CAPITAL IMPROVEMENTS	8,500.00
Total Other Expense	8,500.00
Net Other Income	-8,500.00
Net Income	92,250.00

ARCHITECTURAL CHECKLIST FOR CONTRACTORS

- 3.1.1 Two (2) sets scalable drawings with 1 electronic copy of all plans

must be submitted in one PDF file

- 3.3 Construction Plans. Complete plans and the following required information

must be submitted in order to gain approval to commence any construction on a parcel. Unless waived by the ACC, all plans shall be prepared, signed and sealed by an architect or engineer, said person to be employed by and at the expense of the Owner.

- 3.3.1 Survey of the existing property

- 3.3.2 Site Plan – All plans should be submitted in consistent scale of no less

than 1 inch = 20'. Site plans must depict any and all structures, foundation plans, access streets, walkways, driveway, and well, and other exterior improvements. In addition, site plans must show culverts, any drainage easements, and Parcel Drainage System showing compliance with Surface Water Management System. All culverts shall have poured mitered ends and driveways to receive a concrete, brick paver or asphalt apron to Highlands County Engineering specifications.

- 3.3.3 The applicant is responsible for obtaining all required state and local permits for building. The applicant shall provide copies of such permits

to the ARC prior to the commencement of any construction on a parcel.

- 3.4 Architectural Drawings. Architectural drawings must be drawn to scale and include the following:

- 3.4.1 Total enclosed air-conditioned square footage (stated by floor in the case of a multi-floored residence).

- 3.4.2 Floor plans including the computation of the square footage of each floor.

- 3.4.3 Approximate elevation drawings of all sides indicating both existing and final grade.

o3.4.4 The wall section must clearly show size, profile, and material of typical cornice, etc.; rafter bearing height; typical window with casings and sill; and special features such as belt courses, jack arches etc.

o3.4.5 Preliminary landscaping plans (drawn at not less than 1"=20') must show, in general terms, exterior house plantings, lawn areas, shrubbery beds, and natural areas.

Contractors Rules & Regulations for building at HLR:

1. No parking vehicles on property owners' lots that have already been developed
2. All contractors are to look out for waterlines when parking on the side of the roads
3. The safety, loss or damage on job sites are not the responsibility of Highland Lakes Reserve Association
4. No working on Sundays
5. Porta Johns need to be onsite prior to start of construction
6. Dumpster(s) will need to be onsite prior to placement of trusses and framing
7. Jobsite must be kept clean and free of **ANY** blowing trash
8. Any road damage due to construction will be the sole responsibility of the contractor
9. At no time should the roads be cut into without ARC approval
10. All Contractors are responsible for all and any actions of Subcontractors and vendors
11. The amenities of HLR are off limits to all contractors, subs and vendors

Failure to abide by these rules will result in the following:

- ❖ Warning first
- ❖ First Fine \$250
- ❖ Second Fine \$500

Thank you,

Highland Lakes Reserve ARC Committee

Contractor Name

Date

Name of Contractor: _____

Start Date: _____

Address Site: _____

Name of Owner: _____

Lot # _____