

**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 6:00 p.m. 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 at least once a month. All fallen leaves, cut or dead limbs and branches, and clippings must be immediately removed from the parcel, or at least bagged 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 prohibited.

### **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.

**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.