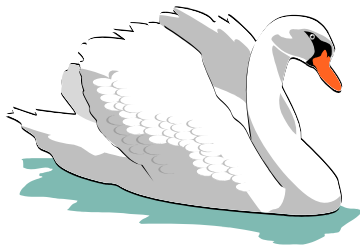


RULES & REGULATIONS
EFFECTIVE NOVEMBER 2020

LAKE HIGHLANDER

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

*A
Retirement
Community*



**This issue of Lake Highlander Mobile Home Park Rules and Regulations
supersedes any previous issue. Residents are urged to read them in full.
Ignorance of any rule will not be accepted as an excuse for violation**

Revised October 2020

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Welcome! Our objective is to provide a healthy, fun, and carefree way of life. All reasonable means have been taken to ensure that life 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 form part of the Governing Documents Amended and Restated Lake Highlander RO Association, Inc. Declaration of Master Form Proprietary Lease, Amended and Restated Articles of Incorporation, Amended and Restated By-Laws and these Rules and Regulations of the-Lake Highlander R.O. Association and are binding on each homeowner, their heirs, renters and guests. This document is subject to periodic review by the Board of Directors. Residents must comply with all provisions of the Governing Documents, as amended from time to time. No rule or regulation shall be deemed to have been modified or nullified by failure to enforce same.

Quiet hours are between 11 p.m. and 8 a.m. Excessive noise may be reported to local authorities for possible violation of the City of Dunedin noise abatement ordinance. Any time a resident witnesses a suspicious activity the appropriate action is to call the non-emergency # of 727 582 6200 or call 911 if there is a TRUE emergency.

1.0 ELIGIBILITY FOR RESIDENCY:

1.1 To ensure prospective owners are qualified for residence in an over 55 retirement community, the Association reserves the right to approve new owners prior to the purchase of a home in Lake Highlander. For approval of a potential owner (all persons to be listed on the membership certificate) the following actions are required, but may not be limited to:

- a. Background check
- b. Credit Check

1.2 No unit may be occupied by more than two (2) persons unless written approval has been obtained from the Association. Other than the registered occupants, no one may stay longer than the times allowed under Section 2.0 of these rules, *unless* said occupant meets all other requirements for eligibility, *and* is a son, daughter, father, mother, sister, or brother of the Owner, and the Owner has obtained the Association's prior written approval of said occupancy.

1.3 In accordance with Florida Statutes, at least one person living in each home must be fifty-five (55) years of age or older, a second occupant must be age 50 or older. The Board may give written permission for exceptions. Exceptions must be requested in writing by the resident in advance and will be subject to periodic review.

1.4 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. A letter from the resident's doctor will be required to substantiate the need for said Care Giver and such documentation will set forth the time frame for such

need. Such requests will be treated on a case- by-case basis.

2.0 GUESTS:

2.1 All guests, including family members, staying two (2) nights or longer, must be registered at the office by their hosts. Vehicle registration is also required for guests who have brought a vehicle onto the premises. Guests, who are not immediate family (see 1.2) may only stay while the homeowner or one of the permitted residents are then in occupancy.

2.2 Guests may stay up to fifteen (15) consecutive days or a cumulative total of thirty (30) days during the calendar year. Residents wishing guests to stay for longer than the cumulative 30-day limit must submit a written request for Board approval and must complete a background application for said guest.

2.3 No guest under the Florida legal driving age (13 years or older) may operate motorized or battery-powered vehicles in the park.

3.0 RENTING:

NOTE: Any resident who sub-lets (aka rents) their home and does not follow the Rental Procedure will be subject to sanctions by the Board.

3.1 Resident owned homes may be rented by the owner for a period of not less than three (3) months and no longer than six (6) months within a rental year (defined as September 1 to August 31).

3.2 All homeowners must notify the Association office of their intent to rent their unit and must adhere to the Rental Procedures adopted by the Association (available from the park office) and have all required documentation placed on file at the Association office prior to a renter taking up occupancy in said unit.

3.3 Renters must meet the established requirements for occupancy in Lake Highlander. (see 1.2 and 1.3 above). Prospective renters must pass the background check.

3.4 All first-time renters must meet with the park manager for orientation within their first week of occupying the rented home.

3.5 The Rental Agreement and Renter's Profile form must be renewed *annually*. This applies to all renters including renewals. It is the responsibility of the Owner to supply this paperwork prior to the renter taking occupancy of the said unit. Renters must follow the rules. Owners will bear the ultimate responsibility of any violations to LHROA rules and regulations.

4.0 ADVERTISING & SELLING:

4.1 Owners must notify the Association office of their intent to sell their unit prior to any sale and complete an "Agreement to Sell Real Property" form. Owners must adhere to the Sales Procedure adopted by the Association and available from

the office. Prospective buyers must provide all reasonable information requested by the Association to show eligibility for residency and submit to a credit and background check prior to any sale.

4.2 No signs other than For Sale or For Rent, security or pest control are permitted. For Sale or For Rent signs may not exceed 15" x 19" and must be displayed inside a front window of the home. No advertising is permitted outside your unit.

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

4.3 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. Items for sale may be posted on the notice board located at the rear clubhouse patio.

4.4 Carport and yard sales are not permitted and solicitations by any commercial enterprise are prohibited.

5.0 MAINTENANCE:

5.1 Homes must be maintained inside and out in a condition consistent with local building, health and safety codes. Maintenance of landscaping around the home (including bushes, flowers, fruit trees, **pest control**, etc.) is the homeowner's responsibility.

5.2 Flower beds must be kept weed free, shrubs must be kept trimmed, fruit trees must be maintained and fallen fruit picked up. If there is a failure to maintain landscaping properly, after notice has been given by the park manager the Board of Directors will take action to remedy the problem. This may incur a fee for the resident.

5.3 New landscaping may be planted within the existing planters joined to the home. NO new landscaping may be planted between the front white brick planter and the street or between the back of the home and the perimeter fence, or anywhere behind the home.

5.4 Only hand sprinkling of lawns or shrubs is allowed. For other water restrictions see the City of Dunedin Water Use Restrictions in Lake Highlander phone book

5.5 Only grills, outdoor furniture or personal vehicles may be kept in carports. This area must be kept neat and clean; building materials may not be stored in driveways.

5.6 All unsecured items must be stored in a secured structure if the resident is absent **for more than fourteen (14) days**. Any unsecured items remaining outside

will be picked up and disposed of by Park maintenance and a fee of \$50.00 will be charged to the resident account.

6.0 ALTERATIONS:

6.1 All new construction requires prior approval and a City of Dunedin Building Permit if required. New construction is defined as anything that changes the outline of the existing home, or the installation of a new mobile home. New homes must be a minimum of 24 feet in width (i.e. a double wide or single wide plus sunroom) excluding carport, and a minimum of 48 feet in length. Details on placement requirements for new homes is available from the office.

6.2 All residents wishing to paint their home, or make any additions, alterations or improvements (Examples: existing doors, windows, siding, roof, trim carports, gutters, etc.) to the outside of their homes or on their home sites, must complete an Application for a Lake Highlander Alterations Request.

Applications must include a sketch showing location and dimensions, including materials and paint colors to be used in the project. *Paint colors for siding and trim must closely match those of the color palette held in the park office.* All applications must be approved by the Park Manager and a Lake Highlander Building Permit issued before any work begins. (Depending on the type of alterations a building permit from the City of Dunedin may also be required.)

It is the responsibility of the resident or the resident's contractor to comply with the Sunshine State "One Call Before You Dig" law by dialing 811 at least three days before any digging or excavating begins. 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 six (6) months from the date of issue. If alterations approved are not started within the six (6) month period, the permit 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 may result in the Association asserting its rights of access under FS719.104(1) to correct any unsafe/unsightly conditions.

6.3 In order to achieve consistency throughout the Park, carports must remain as carports and not take on the appearance of garages without doors. Lattice type privacy screens and screened rooms within carports are permissible, however a minimum distance of twenty-five feet (25') must remain open between the sidewalk and the screen room. Screens of solid sheeting already in existence are grandfathered in.

6.4 New planters ("planter" is defined as attached to the home) must be pre-approved by park manager and 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 (See also 5.2). Such planters cannot interfere with grass cutting or any other maintenance functions of the Park.

6.5 Maintenance of trees within Lake Highlander is the responsibility of the Association. Debris from trees (leaves, needles, etc.) that may fall within an individual unit property is the sole responsibility of the unit owner. Planting and removal of trees anywhere in Lake Highlander is at the sole discretion of the Board of Directors. The Association reserves the right to remove any tree or shrub that may be diseased, neglected, or has become a liability, in order to maintain safety and the appearance of the overall landscaping of the Park. Homeowners will be notified of any pending action by the Association to plant or remove any tree within their lot lines unless it is in an emergency situation.

6.6 Mailboxes must be white, topped by a nameplate with lot number. These can be purchased through the Park Office. Mailboxes must be kept clean and free from mold and dirt.

6.7 TV antennae or dishes, must be located either on the roof of the mobile home or a pole at the rear of the home within 2 feet of the outside wall/overhang.

7.0 VEHICLES:

7.1 All resident-owned vehicles whether an automobile, motorcycle, or battery powered golf-cart MUST be able to fit in the resident's carport. Overflow parking at clubhouse, along the streets, and laundry is not permitted for any vehicles that do not fit in an owner's carport. All vehicles must have proper insurance, a valid registration (if applicable) and be in good running condition without emitting loud or disruptive noise. Such vehicles must be parked so as not to obstruct the sidewalk, mailboxes or building entries. Current vehicle information must be provided to the office-make, model, year, color, and tag number. If resident purchases a new vehicle the vehicle information must be updated with the Office within 15 days.

7.2. Parking is not allowed on the street overnight **from midnight to 6 a.m.** Parking within 25 feet of any corner, and double parking, is not permitted. Yellow curb lines indicate "no parking at any time."

7.3 No commercial vehicles, recreational vehicles, boats or trailers of any kind may be parked anywhere in the Lake Highlander community. A "commercial vehicle" is defined as any vehicle, which evidences visible uses or modifications for commercial purposes. **CONTACT OFFICE FOR SPECIFICS.**

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

7.5 Pedestrians, cyclists and golf carts, have the right of way on Lake Highlander streets.

7.6 Personal vehicles (bicycles, golf carts, etc.) must be stored in a carport and equipped with lights if driven after dark.

7.7 Parking of highway-licensed vehicles on any grass area is prohibited. Visitors must register their vehicle(s) at the office and will be given a guest pass for the vehicle if overflow parking will be necessary. Golf carts may park in grass areas for short periods but not overnight.

7.8 Residents and guests must obey all road signs. This includes speed limit signs, stop signs, handicapped parking signs and Laundry Parking Only signs near the drying yard. Resident owned golf carts may not be driven over grassy areas.

7.9 Park-owned vehicles or any other motorized equipment shall not be used for personal use by residents. Residents helping maintenance staff and using Lake Highlander owned vehicles or any other motorized equipment are not permitted to leave the common grounds unless pre-approved as an authorized operator from the park manager.

8.0 DELIVERIES:

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

9.0 TRASH & GARBAGE:

9.1 Trash containers must be stored in owner's shed. Trash bags must be securely fastened and placed at the mailbox post in front of their homes by 9 a.m. on the designated morning of pick-up (never the night before). Anything that cannot be contained within a standard size trash bag will not be picked up. Items for recycle will not be picked up with the trash collection.

9.2 Residents must break down boxes and crates and take them to the maintenance area for pick up. Items approved for disposal at the maintenance area are limited to landscaping yard waste only and such yard waste may only be disposed of in the roll-off dumpster. Branches must be cut in approximately 4-foot long sections and loose brush may be placed in bags.

Disposal of any large or small items such as the following but not limited to: appliances, carpets, beds, furniture, tires, hazardous material/waste, waste from remodeling or alterations, televisions, electronics, must be removed at the owners expense and may not under any circumstance be left at the park dumpster.

Disposal of any items other than landscaping yard waste will be in violation of this rule and will result in sanctions being levied.

Recyclable material may be disposed in the appropriate recycle bins and normal household trash must be disposed of in the compactor dumpster.

Weekly trash pickup is for normal household trash only, which is to be contained in tied trash bags and left in front of your home in the morning.

9.3 Residents must make special arrangements with the Park Office for the removal of larger items such as appliances, furniture, and remodeling waste. Such items must be removed from the park at the owner's expense or arranged through the

office for a small fee levied by the city. Under no circumstances can these types of items be left at the park dumpster. Please contact the Office for further details.

9.4 Private contractors must not use Lake Highlander Association dumpsters to dispose of waste resulting from home remodeling or alterations.

10.0 ANIMALS

10.1 Residents may have a bird and/or a house-bound cat. Cats may be walked outside if on a leash. No other animals are permitted in Lake Highlander homes or brought onto Park property except for service or emotional support animals as provided in Section 10.2 below.

10.2. In certain circumstances Federal and Florida law requires that a reasonable accommodation be granted to an individual with a disability to allow such individual to have an animal despite it otherwise being a violation of the animal restrictions of Section 10.1. above. Accordingly, any individual requesting he or she be allowed to have an animal as a reasonable accommodation must obtain approval of the Board before the animal is permitted to enter and reside in the Park. Documentation approved by the Board must be completed and submitted to the Park Manager for Board approval. The documentation must substantiate the need for the requested accommodation. It is understood that there may be compelling reasons why such restrictions may not apply in a particular circumstance such as an obvious disability of being legally blind requiring a seeing-eye dog.

10.2.2

a. An animal owner being accommodated under Section 10.2 shall annually complete and sign the uniform registration form adopted by the Board of Directors to indicate that he or she still owns the animal; his or her acknowledgement of these rules, and that required vaccinations and licensing are current, and shall provide an updated photograph of the animal.

b. Any animal that is permitted outside of the mobile home shall be required to wear a collar with identification information for the animal and the name, address, and telephone number for the animal's owner.

c. The animal will not be left outside of a mobile home unattended and will not be left alone in the mobile home for more than ten (10) consecutive hours.

d. The animal will be leashed and restrained and under control at all times when outside of the mobile home and on the park Property and the leash shall not extend more than six (6) feet.

e. The animal's waste shall be picked up, bagged and sealed, and properly disposed of in garbage containers. Without limiting the ability to impose fines for other violations of rules and regulations, the owner of the animal is hereby specifically notified that failure to remove and properly dispose of the animal's waste may result in the imposition of waste removal fines and/or waste removal fees in an amount as may be determined by the Board of Directors from time to time. Waste removal fines shall only be levied after notice and an opportunity for hearing before a fining committee established in accordance with Florida law, but waste removal fees may be

imposed in relation to costs actually incurred by the Association in removing such waste.

f. The animal will not be allowed to bark or howl or make other noises excessively or otherwise infringe on the quiet enjoyment of other residents, be aggressive, or to otherwise become a nuisance or danger to other residents or their guests or invitees. Failure to remedy a nuisance after written warning may result in the Association demanding the immediate removal of the animal. Three (3) documented noise complaints, no less than three (3) months apart, from different residents, after the Association has given a written warning for each complaint received, shall constitute grounds for removal. If the animal exhibits aggressive behavior, the Association may demand immediate removal of the animal and the owner would be permitted to replace the animal with a non-aggressive animal.

g. The animal and owner must comply with City of Dunedin and Pinellas County ordinances and similar regulations relating to licensing, vaccinations, control, and other matters pertaining to safety.

h. As a courtesy to the other residents, to the extent that it is possible, the animal should be carried when inside the Clubhouse building.

10.3. Providing food, water, or shelter for any animals (including the use of bird feeders) outside the home is strictly prohibited.

11.0 UTILITIES:

11.1 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 for and paid by the home owner. Utility connections must comply with Federal, State and Local regulations.

11.2 The water supply must be shut off at the main any time a resident will be away for a period of **fourteen (14) days or more**. The resident may request, in writing (form available in Park Office) or by email, the maintenance staff to provide the service. The resident is totally responsible for shutoff of water at its entrance to the home and is advised to turn off the hot water heater. The park will not be responsible for damage caused to the home when the water is not shut off as described.

11.3 Cable Services-The office is not responsible for resident cable installation. It is the responsibility of the owner to work with the cable company to see that all requirements are fulfilled and that the installed cable lines are placed underground.

11.4 Street light outages-Owner reporting street light outages to the office must supply the pole # on the pole itself and the Lot # it is nearest to. The Office will then contact the electric company to request maintenance.

12.0 LAUNDRY:

12.1 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.

12.2 Hanging laundry outside to dry at home sites is not permitted.

13.0 ADMINISTRATIVE FEES:

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

13.1 Late Payment Charge: A ten dollar (\$10.00) late payment fee is applicable on all delinquent payments on promissory notes, maintenance fees or lot rent. If full payment (note, maintenance or rent) is not received by the end of ten (10) calendar days after the due date, the payment shall be deemed delinquent.

13.2 Returned Check Charge: A fee for any check returned to Lake Highlander R. O. Association, Inc. due to lack of funds will be charged according to the current bank rate.

14.0 SANCTIONS

Violations of these rules and Regulations may result in sanctions as permitted under FS719.303 (3), as follows:

The Park Manager is responsible for monitoring and enforcing the rules and regulations of Lake Highlander R.O. Association.

Through personal monitoring, or complaints lodged by other residents, the Park Manager will verify any rule violation and attempt to resolve it through personal contact. Should this fail to resolve the issue a formal recorded notice will be sent to the party ("party" is defined as the membership certificate holder(s)) in violation.

This letter will contain:

- * A specific description of the alleged violation.
- * A statement outlining which provision of the rules or other governing documents is in violation.
- * A 30-day grace period in which to correct or respond to the alleged violation.

Under the provisions of Florida Statute 719.303(3) the Association is legally entitled to impose the following sanctions if the alleged violations are not resolved in the timeframe provided:

1) Imposition of a fine or suspension can be levied by the board; said fine not to exceed \$100.00 per violation, billed by the office. Each day the violation continues will constitute a separate violation up to a \$1000.00 maximum. A committee of three owners, other than board members or relatives of board members, will be appointed by the board who will determine whether to confirm or reject the fine or suspension levied by the board with a majority vote of the committee. Written notice, whether mailed or hand delivered, must be provided to the unit owner. A unit owner may request a hearing before the committee. A fine approved by the committee is due five (5) days after the date of the committee meeting at which the fine was approved.

2) Should the violation continue, the Association will pursue legal action to compel compliance to rules including any damages involved and recovery of any legal costs and attorney fees. (See Bylaws, article 12)

3) If a resident has an issue with a neighbor, it is the responsibility of the parties involved. The park does not get involved in “neighbor-neighbor” issues. The neighbor(s) are encouraged to call the police depending on the gravity of the issue.

4) Any other sanctions provided by law.

15.0 RECREATIONAL AREAS

NOTE: Failure to abide by the following rules may result in removal of privileges.

SWIMMING POOL:

The Lake Highlander Swimming Pool deck area surrounding the pool is available to all residents and guests who must abide by the following rules:

Designated Smoking Area: Please restrict smoking to the designated area in the pool area.

- * Visitors/Guests under the age of 16 must be accompanied by an adult.
- * Pool hours are 9 a.m. to DUSK
- * No food is permitted in pool deck areas or in the pool
- * Capacity of pool is 17 people in the water at any given time.
- * Divider rope must be in place at all times except for pool cleaning.
- * No diving is allowed
- * Running on the pool decks is not allowed
- * Glass items (drinking glasses, ash trays, etc.) are not allowed in the pool or the deck areas
- * ALL bathers must shower before entering the pool.
- * Suntan oil users should cover chairs before using them.
- * Regular swimsuits only, no street clothing
- * Babies are required to wear swim diapers to enter the pool.
- * No wet swimsuits are allowed in the clubhouse
- * No toys, rafts, inner tubes or rough play is permitted
- * No loud music in pool area -- head sets are recommended.
- * A cover-up should be used when going to and from the pool area.
- * Swim at your own risk.
- * No drinking of pool water.

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. All residents and their guests must abide by the following:

Social functions must be scheduled at the Lake Highlander Park Office to avoid conflicts of dates and times,

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

No glass items are allowed in the lanai due to the proximity to the pool

Food and beverages are permitted in the lanai.

No Smoking in the Lanai

SHUFFLEBOARD COURTS:

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

Visitors/Guests must be accompanied by a resident

No bare feet, open-toe shoes or bathing suits

Use rubber tip of cue to move discs

Clean the scoreboards 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 protocols for play will be followed.

No equipment shall be removed from the Pool Room.

The Pool Room must be left as found and with table covers replaced.

LIBRARY:

Our well equipped and maintained library is available to all residents and guests. All are asked to abide by the following.

The borrowing and returning of books is done on the honor system.

Donations of books and magazines is welcomed.

Donations and returns should be placed in the boxes provided.

Consumption of food and beverages within the library is not permitted.

16.0 SECURITY REMINDERS: HELPING OUR SECURITY SYSTEM WORK

1-Keep your vehicle information up to date. Any changes should be reported to the office if you purchase a new vehicle or change your tag.

2-Register your guests and their vehicle information with the office prior to their arrival or within 48 hours of arrival.

3-Notify the Office if resident is expecting commercial vehicles at their unit (Ex: moving vans, pest control ie –house tenting, construction vehicles).

4-Request permission from the Office for temporary placement of a storage container on the property for the purpose of delivery or removal of household goods.

5-Report observed solicitation activities or other activities that you might deem unusual to the non emergency police # 727-582-6200

6-If you have a non-emergency event (i.e., theft or vandalizing of property) take note of the DAY, TIME, and PLACE that the event occurs. Utilization of our security system is dependent upon this information.