

## I. INTRODUCTION AND FOREWORD

### TPCA Rules and Regulations For use by Members, Renters and Guests

#### A. Introduction

##### **Purpose and Introduction:**

This document serves to inform residents of the elements used to govern the Timber Pines Community Association, Inc. (TPCA). Timber Pines is a planned Common Interest Community for residents 55 years of age or over. Membership in the Association is mandatory and automatic. An owner owns his or her deeded lot and living unit. The TPCA owns all the common areas, including the land, roads, buildings, amenities and equipment for the use and benefit of the lot owners and their guests or tenants.

The Rules, Regulations, Policies and Guidelines in this Booklet have been prepared by a standing sub-committee of the Village Representatives Committee and approved by the Board of Directors. All persons using Timber Pines community facilities are responsible for understanding and following these documents.

##### **Governance, Documents:**

Timber Pines is designated as a Home Owners Association (HOA) under Florida Statutes. The following, in order of precedence, are relevant to governance at Timber Pines.

- 1) Florida Statute, Chapter 720, HOMEOWNERS' ASSOCIATIONS, Sections 301-315.
- 2) Florida Statute, Chapter 617, CORPORATIONS NOT FOR PROFIT.
- 3) Recorded plat located in the Hernando County Offices.
- 4) Restated and Amended Declaration of Covenants, Conditions and Restrictions.
- 5) Articles of Incorporation.
- 6) Bylaws for Timber Pines Community Association, Inc.
- 7) Timber Pines Rules and Regulations that apply to Members, Renters and Guests.

The Declaration, Articles of Incorporation and By-Laws can only be amended by a vote of the membership. The Rules & Regulations require approval of any amendment by a two-thirds vote of the Board of Directors.

##### **Governance, Structure:**

Timber Pines is governed by a seven-member Board of Directors (the Board), of which 2 or 3 (or rarely more) are elected for a three year term at the annual membership meeting in February. The Board then votes to elect the Officers; a President, Vice President, Secretary and a Treasurer. The General Manager reports to the Board through the President. All employees report to the General Manager.

The Board is supported by various standing committees. All provide advice from within their areas of interest. The successful utilization of committees by the Board of Directors will depend on many factors, including individual personalities of directors and

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committee members, as well as relevant skills sets and the perception of competence. While these should be considered during committee interviews and selection in an effort to maximize the effectiveness of committees, it is not possible, nor is it useful, to eliminate all conflicts.

### **Governance, Financial:**

The TPCA Board of Directors approves an annual budget each year, for the following fiscal year; which begins on the first day of the following July. The budget addresses the following three items:

- 1) **The Operating Fund:** This fund is used to account for financial resources available for the general operations of the Association.
- 2) **The Asset Acquisition Fund:** This fund is used to accumulate financial resources designated new for capital assets.
- 3) **The Reserve Fund:** This fund is used to accumulate financial resources designated for future major repairs, maintenance, and replacements of existing assets.

### **Governance, Guidelines:**

During Fiscal Year 2008-2009, Timber Pines conducted a survey of the membership and residents, chaired by an outside consultant. That project led to a charter for the Strategic Planning Team and included retention of a Vision Statement and development of this list of Core Values:

#### **Timber Pines Community Association**

##### **Our Vision Is To Be:**

**A premier community designed for the active senior, age 55 and older and recognized for its quality of management and excellence in residents' services.**

##### **Our Core Values Are To Maintain:**

- **The Community's natural beauty and environment.**
- **Current standards for our infrastructure.**
- **The safety and security of the Community's residents.**
- **A friendly atmosphere and sense of community.**
- **Honesty and integrity in everything we do.**
- **A variety of quality amenities and services.**

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- **Budgeting to avoid special assessments and debt.**
- **Affordability for most.**

A salient finding of the project was the overwhelming emphasis on those core values, such that we expect that all of the members will keep them in mind as we interact with each other.

### B. Foreword

This *Timber Pines Community Association, Inc. Owner/Resident Handbook* was produced in October 1999 to serve as a guide to the facilities and amenities of Timber Pines as well as setting forth the rules and regulations that are necessary in any community. After the membership approved a set of amended Master Documents in February 2001 it was necessary to make changes and additions to the handbook so that the language would conform to the language of the amended Master Documents. The Rules and Regulations Committee, a standing committee of the Village Representatives, and fellow Owners, devoted considerable thought and time to the formulation of the original *Owner/Resident Handbook* as well as subsequent *Timber Pines Community Association, Inc. Rules & Regulations*.

When Owners and Renters choose to live in Timber Pines, they also accept many responsibilities related to promoting harmony and protecting property values. They accept the restrictions, rules, and regulations, even though these documents place limits on them. This is considered a small concession in exchange for the advantages gained as members of an Association of Owners. Such as:

1. Cultivating mutually respectful relationships with our neighbors;
2. Sharing in Association governance and activities; and
3. Observing the rules and regulations to preserve and safeguard our common interests.

From time to time it has been necessary to update the Rules & Regulations due to changes in administrative procedures and board policy changes. This most recent edition includes all revisions approved by the Board of Directors through November 3, 2014.

This supersedes all previous editions.