

**Timber Pines Community Association, Inc.**

# **Rules and Regulations**

**For use by Members, Renters and Guests**

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**Account Number \_\_\_\_\_**

**Effective date: May 1, 2015**

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## 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.

## II. DEFINITIONS

**Administration Office:** Community Property set aside for Management to conduct day-to-day business of the Timber Pines Community Association, Inc.

**Affidavit of Residency:** Affidavit signed by the legal owner attesting that a person resides with them. A person is deemed to reside with a Member if the Member's Timber Pines address is contained on that person's driver's license or voter registration.

**ACDRG:** Architectural Control Dispute Resolution Group. The group for appealing ACC decisions.

**Assignment of Use:** A declaration by an Owner, to a Renter, of his right of enjoyment of the community facilities.

**Children:** Guests under the age of eighteen (18).

**Citation:** Written notice of the violation of a Regulation issued to a Member, Renter or Guest by the General Manager.

**Community Facilities:** The Recreational Facilities, Lodge, Resident Activity Center, Performing Arts Center, Country Club and such other areas of Timber Pines designated by Management as Community Facilities.

**Community Property:** All real and personal property owned by the Association.

**Country Club:** The Community Facility located at 2340 Grand Pines Blvd. and identified as the Country Club.

**Enforcement Officers:** Persons so designated, in writing, by the Board of Directors. Enforcement Officers shall have the power to issue Incident Reports.

**Fitness Trail:** Designated walking path for use by walkers, bicycles and non-motorized vehicles. Motorized vehicles are not permitted at any time with exception of motorized wheelchairs.

**General Manager:** The individual in charge of day-to-day operations and management of Community Property, Association employees and such other administration and management duties as the Board of Directors may delegate.

**Golf Cart:** A motorized three or four-wheeled vehicle, powered by an electric motor intended for use on a golf course, equipped with suitable tires for turf.

**Golf Cart Permit:** Permit issued for Golf Carts used on Community Property excluding Golf Courses.

**Golf Cart Trackage Permit:** Permit issued for Golf Carts used on Community Property including the Golf Courses.

## II. DEFINITIONS

**Golf Courses:** An area between out-of-bounds markers (white posts) designated for golf. All areas, including grass, mulch, trees and plants, cart paths, retention areas and bordering lakes, are included.

**Golf Facilities:** The Hills and The Lakes Executive 18 hole par 60 Courses, The Grand Pines Championship 18 hole par 72 Course, The Highlands Pitch and Putt 9 hole Course, the Driving Range, the Putting Greens adjacent to the Lodge and Country Club, the Chipping Green on Grand Club Drive and any other golfing facilities that may be added from time to time.

**Golfers Handbook:** A handbook, available in the Pro Shops, which explains the golf procedures needed for all golfers in Timber Pines. Some items covered are The Considerate Golfer, Tee Time Requests, Timber Pines Automated Tee Time System, Golf Carts, Local Rules, Ready Golf, TPCA Tournaments and USGA Handicaps.

**Guest:** Person visiting any Owner or Renter.

**Guest ID:** Temporary identification issued to Guests.

**Incident Report:** Initial document reporting a violation of Regulations.

**Lodge:** The Community Facility located at 6872 Timber Pines Blvd. and identified as the Lodge.

**Loss of Privileges:** An order that denies the recipient the use of the Community Facilities for the period of the penalty.

**Management:** Those people charged by the Board of Directors to implement the Rules & Regulations and Policies of the Board.

**Master Documents:** Amended and Restated Articles of Incorporation; Master Declaration of Covenants, Conditions, and Restrictions; and By-Laws of the Timber Pines Community Association, Inc., hereafter called TPCA.

**Member:** An Owner of record or person(s) named on properly executed registration form or Affidavit of Residency.

**Owner:** Fee simple Owner(s) of a platted subdivision lot.

**Performing Arts Center (PAC):** The Community Facility located at 2348 Grand Pines Boulevard, adjacent to the Country Club, and identified as the Performing Arts Center.

**Pets:** Any domesticated or tamed animal (mammal, bird, reptile, fish or amphibian) that is kept and cared for. (See Service Animal)

**Pool Facilities:** Pools and spas and related facilities located adjacent to the Country Club, and behind the Lodge building.

## II. DEFINITIONS

**Pro Shop:** Community Facility located behind the Country Club and PAC buildings (Grand Pines Pro Shop) and behind the Lodge Building (Lakes Pro Shop) associated with the management and use of Golf Courses.

**Recreational Facilities:** The Golf Facilities, Tennis Facilities, Pool Facilities, Fitness Center, Shuffleboard Courts, Bocce Courts, Horseshoe Pits, Wood Shop, Billiards and such other Community Facilities designated by Management.

**Registered Golfer:** A registered golfer is a resident who pays an annual fee in order to use the Automated Tee Time System and the USGA Handicap System.

**Regulations:** Specific rules whose infraction by a Member, Renter or Guest may result in a Citation and possible imposition of a monetary fine and/or loss of privileges.

**Renter:** Person(s) leasing or renting a residence in compliance with the rental restrictions set forth herein and under a valid and binding Rental Agreement and Assignment of Use.

**Resident:** For the purposes of this document, will include Owner(s), Renter(s) and person(s) named on an Affidavit of Residency

**Resident Activity Center (RAC):** The Community Facility located adjacent to the Lodge Building and identified as the Resident Activity Center.

**Rules:** General guidelines that permit Members, Renters and Guests to enjoy the use of the facilities and the practice of good fellowship.

**RV Parking Area:** Area set aside and designated by Management as parking area for Recreational Vehicles.

**Service Animal:** An animal that is individually trained to do work or perform tasks for an individual with a disability. Under the Americans with Disability Act, "comfort", "therapy", or "emotional support animals" do not meet the definition of a service animal.

**Tennis Facilities:** Tennis courts and related facilities located adjacent to the Country Club parking area, and behind the Lodge and Resident Activity Center.

**Timber Pines:** The real property described in, and supplements thereto, as recorded with the Master Documents for Timber Pines.

**Timber Pines Community Association, Inc. (TPCA):** Corporation identified by the Master Documents.

**Vehicle (Motorized):** Automobiles, Golf Carts, trucks, vans, RV's, motorcycles, motorized bicycles, mopeds and TPCA maintenance vehicles.

**Vehicle (Non-Motorized):** Bicycles, tricycles, in-line skates.

## II. DEFINITIONS

**Vehicle ID:** Sticker or bar code located on the vehicle for identification by an access control officer or the automatic gate.

**Visitor Pass:** Pass issued by an access control officer at the entrance gates to an authorized visitor of Timber Pines.

### III. ENFORCEMENT OF REGULATIONS

#### A. Enforcement Procedures

##### 1) Enforcement Officers

a) The following persons are Enforcement Officers:

- General Manager
- Designated TPCA Managers
- Architectural Control Committee Members\*
- Golf Course Rangers and Starters
- Golf Center Personnel
- Staff with Pool Monitor Duties
- Designated Security Officers

\*Authority of the members of the Architectural Control Committee is limited to those items that are the responsibility of the Architectural Control Committee.

b) An Enforcement Officer can order individuals from Community Facilities for just cause.

##### 2) Incident Report

a) Any Enforcement Officer or Resident who witnesses a violation of a Regulation by any Resident or Renter may complete an Incident Report.

b) The Incident Report is turned into Administration where the complaint is documented, including witnesses' statements and other corroborating evidence.

c) In the situation where one Resident files an Incident Report against another Resident, there must be a corroborating statement by another witness to the incident. In the absence of corroboration, the report will be dismissed.

##### 3) Investigations

a) Upon receipt of an Incident Report other than for a traffic violation reported by a Designated Security Officer, the General Manager shall designate a TPCA Manager to initiate a thorough investigation within five (5) business days of the receipt of the Incident Report.

b) The investigation conducted by the designated TPCA Manager shall include but not be limited to interviewing and identifying by name, all parties to the alleged incident as well as all witnesses to the alleged incident.

c) Upon conclusion of the investigation, the TPCA Manager shall submit his/her findings, in writing, to the General Manager, together with a recommendation regarding the disposition of the alleged incident.

### III. ENFORCEMENT OF REGULATIONS

- d) The General Manager will review the recommendation submitted by the TPCA Manager, and will determine whether to issue a Citation to the alleged violator(s), a warning, or to take no action.
- 4) Citations
    - a) Citations issued by the General Manager will specify the Regulation violated and shall clearly define the offense.
    - b) Recipients of Citations have fourteen (14) calendar days to pay the fine or file an appeal with the Appeals Review Committee.
    - c) Copies of the Citation and supporting documentation shall be filed in the Administration office.

#### B. Appeal Process

- 1) Violators may appeal the Citation within fourteen (14) calendar days from the date of issue. An appeal letter should be completed and delivered to Administration where it shall be forwarded to the Appeals Review Committee.
- 2) The Appeals Review Committee is comprised of seven (7) Village Representatives or alternates, selected from the Village Representatives at large, who will serve in that capacity for no more than two (2) consecutive years. Members of the Appeals Review Committee, who are no longer current Village Representatives, may complete their term on the Appeals Review Committee.
- 3) The Appeals Review Committee will conduct an appeal hearing at the meeting to be called within fourteen (14) days of the date of receipt of an appeal request letter.
- 4) Residents may be represented by legal counsel and must so indicate in the appeal letter.
- 5) The decision of the Appeals Review Committee will be by majority vote. The decision of the Committee is final and is not subject to further appeal other than through civil court.
- 6) Failure to appear for the appeal hearing at the scheduled time will result in an automatic denial of the appeal.

Penalties subject to the appeal process will be held in abeyance until the Appeals Review Committee has made a ruling. Any penalty or fine associated with the appealed citation shall become effective and due immediately upon the Committee's ruling against the aggrieved Resident.

### III. ENFORCEMENT OF REGULATIONS

#### C. Explanation of Penalties

- 1) The categories of penalties and associated fines are :

| <u>Category</u> | <u>Fine</u> | <u>Loss of Privileges</u> |
|-----------------|-------------|---------------------------|
| 1               | \$ 10       | One (1) Week              |
| 2               | \$ 25       | Two (2) Weeks             |
| 3               | \$ 50       | Four (4) Weeks            |
| 4               | \$100       | Eight (8) Weeks           |

A Warning Letter issued by the General Manager carries no penalty, but will remain on file for a period of one (1) year from the date of issue. A repeat violation of the same or similar regulation within that period will require the issuance of a citation.

The first citation received for a violation of a regulation may carry only the fine indicated for the applicable category. A second citation received for a violation of the same or similar regulations within 365 days of the first citation will carry the fine and loss of privileges indicated for the applicable category. (A second citation received for a violation of the same or similar regulations beyond 365 days of the first citation will be considered as a “first” violation for penalty assessment purposes.)

Repeat violations of the same or similar regulations within 365 days of the second citation will result in both the previous fine and the loss of privileges’ time being doubled. Florida Statute F.S.720.305(2) limits fees up to \$100 per violation. However, there is no limit as to the length of time a Resident may lose privileges and use of facilities for repeat violations within the prescribed time periods.

#### D. Late Payment

- 1) Unpaid fines in arrears for thirty (30) days will result in an additional citation and loss of privileges issued from the Board of Directors in accordance with the Master Documents.
- 2) A fine may be levied for each day of a continuing violation, with a single notice and opportunity for a hearing. No such fine shall exceed One Thousand Dollars (\$1,000) in the aggregate.

#### E. Damage to Property or Loss of Revenue

The payment for damage to property shall be in addition to the penalties. The penalties shall also be in addition to reimbursement for lost TPCA revenue.

### **III. ENFORCEMENT OF REGULATIONS**

#### **F. Publication**

The name(s) of all violators of TPCA Rules & Regulations shall be published on the official bulletin board located in the Lodge for a period equal to the loss of privileges time. This notice shall include the violator's name, village, rule violated, category of penalty, fine and duration of loss of privileges.

## IV. ROLES AND RESPONSIBILITIES

### A. Board of Directors

- 1) The Board of Directors (hereafter called “the Board”) is comprised of Members who have been elected to a three (3) year term of office by their peers.
- 2) The Board has the ultimate responsibility for the operation of TPCA on behalf of the Owners. It is a policy-making body, setting goals and policies, which are to be met by Management.
- 3) Board members have a fiduciary duty to TPCA and to the Owners, and are expected to exercise reasonable and prudent care and skill in making decisions and to be informed about the Master Documents and TPCA’s business.
- 4) The Board has the authority to revise the *Rules & Regulations* from time to time as necessitated by policy and procedural changes or as recommended by the Rules & Regulations Committee of the Village Representatives. Any revisions require a two-thirds vote of the total number of Directors.

### B. Officers

- 1) The officers of TPCA are President and Vice-President (who shall at all times be members of the Board of Directors), Secretary, Treasurer, and any other officers as the Board may create. Employees of TPCA may assist the Secretary and Treasurer in their duties.
- 2) The election of officers shall take place at the Organizational Meeting of the Board of Directors immediately following each Annual Meeting of the Owners.

### C. Owners, Members and Residents

- 1) Owners have the responsibility to participate in the Annual Meeting and election, and in referenda decisions. Owners must also pay monthly or special assessments in a timely fashion to meet the financial obligations of TPCA.
- 2) Members, once duly appointed or elected, may share the responsibility of governing by serving as volunteers on committees, on the Board of Directors, or as Officers. A list of committees appears in TPCA’s monthly newsletter distributed to the Residents.
- 3) Members do not have the authority to act for TPCA by virtue of being Members. No such authority shall be exercised by Members without the prior written consent of the Board.
- 4) Residents may participate fully in the on-going athletic and social activities and clubs. The monthly newsletter contains the necessary telephone numbers, dates, etc. for Residents to explore if interested.

## **IV. ROLES AND RESPONSIBILITIES**

- 5) Residents must adhere to the Rules, Regulations and Policies, mutually agreed to and adopted by the Board.

### **C. Committees**

The Master Documents provide for the Board to appoint an Architectural Control Committee (see “XI. Architectural Control”), an Appeals Review Committee, and a Nominating Committee. Other advisory committees have been and may be formed to assist the Board in providing research, analysis and advice needed for policy decisions.

### **D. Village Representatives**

The Village Representatives is an advisory committee reporting to the Board. Each village selects one of its Members to represent it at monthly meetings of the Village Representatives. The Village Representative is the village’s spokesperson and is the primary communication link between the Villagers and the Board. It is vitally important the Village Representative communicates the complete position of the Village and not his or her personal opinion. Conversely, the communication by the Representative to the Village must be accurately portrayed. Personal opinion should be stated as personal opinion.

## V. REGULATIONS FOR MEMBERS AND RENTERS

### A. Architectural Changes – See Chapter XI. “Architectural Control Policy”

### B. Dress Code

- 1) For everyone’s enjoyment of the lifestyle in Timber Pines, a dress code is important. When on Community Property, Members, Renters and Guests must wear a minimum of a shirt, mid-thigh shorts, and footwear. Men’s shirts must have sleeves. Shirts without collars are permitted providing they are not underwear type shirts or contain offensive slogans/advertising.

**Penalty Category: 1**

- 2) Men are required to wear shirts with collars (collars of the Spread, Button Down, Henley, Turtleneck and Mock-Turtleneck type are permitted) while inside Community Facilities. Women’s shirts may be sleeveless. No tank, tube, or bare midriffs are permitted inside Community Facilities. When a Resident is participating in an exercise program, they should wear appropriate attire.

**Penalty Category: 1**

- 3) Residents and guests must wear a non-see-through cover-up over swimsuits outside of Pool Facilities.

**Penalty Category: 1**

- 4) Dining at the Club: Blue jeans, overalls, cutoff shorts or any clothes in disrepair are not permitted for evening dining after 4:00 PM at the Country Club Restaurant or on special event days (e.g. Mother’s Day, Thanksgiving, Chef’s Table, Easter, etc.). Shorts and Bermudas, if worn, must be mid-thigh or longer. Gentlemen shall remove their golf hats and all other type head covering while in the Country Club. Each social function, special event or party may have its own designated dress code as denoted in the event announcement.

**Penalty Category: 1**

- 5) Men are requested to wear jackets for Saturday evening dining at the Country Club.

### C. Identification

- 1) Members: When requested by an Enforcement Officer, a Member shall provide personal identification such as: driver’s license, TPCA account number, motor vehicle license plate number or other suitable means of identification.
- 2) Renters: A Renter ID is provided by Administration.
- 3) Unaccompanied Guests: Unaccompanied Guests, when requested by an Enforcement Officer, must provide identification and information as to the host Resident. Refusal will result in the individuals being treated as trespassers.

## V. REGULATIONS FOR MEMBERS AND RENTERS

### D. Parking and Vehicle Control

All vehicles operated within the community shall be driven as if Florida Statutes Title XXXIII, Motor Vehicles, Chapter 316-324 fully apply to the roads within Timber Pines. The Board of Directors may promulgate additional rules and regulations governing the operation of vehicles in Timber Pines.

- 1) Any person operating a Vehicle (Motorized) on Community Property shall drive the vehicle in a careful and prudent manner, having regard for the width, grade, curves, corners, traffic, weather conditions and all other attendant circumstances so as not to endanger the life, limb or property of any person.

**Penalty Category: 3**

- 2) Vehicle passing is NOT allowed except that Golf Carts, bicycles, tricycles, TPCA maintenance carts and mowing equipment may be passed on straight roads. No passing of any vehicle is allowed where "No Passing" signs are posted or where double yellow lines stripe the middle of the road.

**Penalty Category: 3**

- 3) Vehicles (Motorized) on Community Property shall be parked in designated parking areas. Illegally parked Vehicles may be towed at the Owner's expense.

**Penalty Category: 1**

- 4) All persons operating a Golf Cart on Community Property must be at least sixteen (16) years of age. Children who are 16 and 17 years of age are permitted to drive with a valid driver's license or are permitted to drive with a Resident or Adult Guest present.

**Penalty Category: 2**

- 5) No occupants of a golf cart shall stand at any time while the golf cart is in motion. No occupants shall ride in the golf bag storage area.

**Penalty Category: 1**

- 6) No Golf Carts or other Vehicles (Motorized) shall be used on the pedestrian sidewalks or designated Fitness Trails. Golf Carts are to be ridden only on golf cart paths and streets. Golf Carts must be operated with caution and must yield to foot traffic. Motorized wheelchairs are permitted on the Fitness Trail.

**Penalty Category: 2**

- 7) Vehicles shall not obstruct sidewalks, driveways, dumpsters, fire hydrants, or other Community Property.

**Penalty Category: 2**

- 8) All Vehicles shall comply with posted signs: "Entrance," "Exit," "One Way," "Do Not Enter," "Stop" and all community speed and directional signage.

**Penalty Category: 3**

## V. REGULATIONS FOR MEMBERS AND RENTERS

- 9) Bicycles, tricycles, roller skates and in-line skates shall not be ridden or walked anywhere on the Golf Courses, golf cart paths, or any sidewalks within TPCA. They are to be ridden only on the streets and on designated Fitness Trails (with caution and yielding to foot traffic). Racing and reckless handling of bicycles, tricycles or roller blades are not permitted. Skateboards, scooters and segways are not permitted on Community Property.

**Penalty Category: 1**

- 10) All Golf Carts operated on Community Property must display an appropriate, unaltered, current permit. Altered Permits are not valid and will require the payment of a Fee for a replacement permit.

**Penalty Category: 1**

- 11) Overnight parking on paved streets within residential communities is not permitted. Parking on Timber Pines Blvd., Grand Club Drive, or Timber Point Blvd. is not permitted at any time.

**Penalty Category: 2**

- 12) No unattended parking is permitted in the circular drives of the Lodge, Country Club, or Performing Arts Center.

**Penalty Category: 1**

- 13) Vehicles, including golf carts are required to display appropriate State-issued handicap designations in order to park in handicapped parking areas.

**Penalty Category: 2**

- 14) RV's and inoperable or unlicensed vehicles shall be kept inside a garage. RVs, boats and trailers may be stored in one of the RV Storage Lots if a space reservation has been made with the Accounting Office.

**Penalty Category: 1**

- a) All vehicles in RV Storage Lots must display a current license plate and Timber Pines Sticker. This paragraph applies to boat trailers and does not apply to boats.

**Penalty Category: 1**

- b) Vehicle owner is responsible for obtaining appropriate insurance on their vehicle.

**Penalty Category: 1**

- c) All vehicles in the Recreational Vehicles Storage Lots must display the appropriate TPCA registration sticker. This sticker must be adhered to the vehicle. Recreational Vehicles are as described in Chapter 320 of the Florida Statutes and boats and trailers may be stored in these lots. No commercial, unlicensed or inoperable vehicles will be permitted to be stored in these lots.

**Penalty Category: 1**

## V. REGULATIONS FOR MEMBERS AND RENTERS

- d) Spaces cannot be sub-leased.  
**Penalty Category: 1**
  - e) Recreational Vehicles: Parking of RV's and Campers is permitted in the Lower PAC Parking lot for short term stays during the period of May – October. Apply at PAC front desk or Security after business hours. Parking Fee required.  
**Penalty Category: 1**
  - f) Fueling of vehicles and boat motors is not permitted in the RV Storage Lots.  
**Penalty Category: 3**
  - g) Repeated offenses of these rules will lead to sanctions and removal of the vehicle in violation from the lot.
- 15) No vehicle or golf cart shall park within the Community except on a paved parking surface, driveway or within a garage.  
**Penalty Category: 1**
- 16) Protective vehicle coverings (car covers) of any kind are not permitted within the Timber Pines Community except in the RV Storage Lots or within a garage or carport.  
**Penalty Category: 2**
- 17) Parking of an RV for purposes of loading or unloading it is allowed for up to twenty-four (24) hours before and after the travel as long as the RV is on the Resident property and does not extend into the Roadway.  
**Penalty Category: 3**
- 18) Residents' motor vehicles must be registered with Administration.  
**Penalty Category: 2**
- 19) The speed limit for all Vehicles within Timber Pines is twenty-five (25) miles per hour unless otherwise posted. Where golf cart paths cross roadways, the limit is twenty (20) miles per hour. Violations of excessive speed shall be determined by the enforcement officer's use of calibrated radar.  
**Penalty Category: 2**
- 20) All golf carts operated on community property must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror and reflective warning devices on the front and rear of the vehicle. A golf cart operated during the hours between sunset and sunrise must be equipped with headlights and should have brake lights, turn signals and a windshield. Headlights must always be used during inclement weather.
- 21) All bicycles operated on community property between sunset and sunrise must be equipped with a lamp on the front exhibiting a white light visible from 500

## V. REGULATIONS FOR MEMBERS AND RENTERS

feet to the front, and both a red reflector and a lamp on the rear exhibiting a red light visible from 600 feet to the rear.

- 22) Portable On Demand Storage Units (PODS), freight containers, cargo trailers, dumpsters and other portable storage units may be placed on a resident's driveway or upon their lot under the following conditions and time frames:
- a) Ongoing construction or renovation work: Permitted for length of active construction.
  - b) Relocation: Not to exceed 72 hours.

### E. Personal Conduct

- 1) Abusive, offensive or threatening language or actions are prohibited on Community Property.  
**Penalty Category: 4**
- 2) Members do not have the authority to act for TPCA by virtue of being Members. No such authority shall be exercised by Members without the prior written consent of the Board.  
**Penalty Category: 4**
- 3) Instructions of an Enforcement Officer must be followed.  
**Penalty Category: 3**
- 4) When requested by an Enforcement Officer, a Member shall provide personal identification such as: driver's license, TPCA account number, motor vehicle license plate number or other suitable means of identification.  
**Penalty Category: 3**
- 5) A Resident shall not use another Resident's account number.  
**Penalty Category: 3**
- 6) No firearms, air guns, bows and arrows, slingshots, or any other projectile-firing device may be discharged in Timber Pines.  
**Penalty Category: 4**
- 7) Smoking is prohibited in any Community Building in accordance with the Florida Clean Air Act.  
**Penalty Category: 1**
- 8) Only golf carts are permitted on golf cart paths.  
**Penalty Category: 1**

## V. REGULATIONS FOR MEMBERS AND RENTERS

- 9) There shall be no solicitation of residents by any person or organization anywhere in the Community unless specifically authorized by the Board of Directors.

**Penalty Category: 1**

- 10) There shall be no garage, yard or estate sale on private property. Residents may, however, advertise personal property for sale and follow the approved procedures for admitting prospective buyers through the gate. Personal property being offered for sale may never be displayed where it would be visible from outside the residence. "For Sale" signs, however, are permitted to be displayed on automobiles and golf carts only on private property.

**Penalty Category: 2**

- 11) Residents shall not engage or direct TPCA employees in any private business. Employees shall not be used for the individual benefit of the Resident. No Resident shall direct, supervise or, in any way, attempt to assert control over any employees.

**Penalty Category: 2**

- 12) Residents are not permitted to offer employees any gifts or favor of more than twenty-five dollars (\$25) in value, or a cash gift in any amount. Certain employees in the Food and Beverage operation are permitted gratuities for services performed.

**Penalty Category: 1**

- 13) Under no circumstances shall Residents offer alcoholic beverages to employees while working.

**Penalty Category: 1**

- 14) All trash and waste material must be disposed of by the Resident in an approved manner. Waste and Trash may not be deposited on Community Property or in Waste Containers which are Community Property receptacles.

**Penalty Category: 3**

## F. Pet Control

- 1) All pets must be leashed and under control when off the pet owner's property. No pets shall be permitted to create a nuisance, nor to threaten, harass or annoy other Residents (even when pet is on pet owner's property).

**Penalty Category: 1**

- 2) Pets must be walked on the paved road surface in each residential community. They shall not be walked on grassy areas or median strips within each community.

**Penalty Category: 1**

## V. REGULATIONS FOR MEMBERS AND RENTERS

- 3) When on Community Property, pets shall relieve themselves only on the grassy areas between the sidewalk and paved road surface of Timber Pines Blvd., Timber Pines Drive, Forest Road, Grand Club Drive, and Timber Point Blvd.  
**Penalty Category: 1**
- 4) No pets are permitted, leashed or unleashed, on any other portions of the Community Property, including in Golf Carts on Golf Courses or in any community facility except Service Animals (See Chapter II DEFINITIONS: Service Animals.)  
**Penalty Category: 1**
- 5) Any feces deposited by a pet on Community Property must be removed by the individual in attendance, and may not be disposed of in any Community Property receptacles.  
**Penalty Category: 3**
- 6) It is prohibited to feed free roaming animals or wildlife with the exception of bird feeders.  
**Penalty Category: 2**

### G. Protection of Community Property

- 1) Vehicles, boats, trailers, RV's, etc. shall not be stored or left on Community Property except as specifically authorized by Management.  
**Penalty Category: 1**
- 2) Community Property shall not be obstructed, littered, defaced, or misused in any manner.  
**Penalty Category: 2**
- 3) Community Property must not be removed from any Community Facility without the written consent of the Board of Directors.  
**Penalty Category: 3**
- 4) No accumulation of rubbish, debris or unsightly materials shall be permitted on Community Property.  
**Penalty Category: 2**
- 5) In addition to penalty and fines, any Owner responsible for damaging any Community Property must reimburse TPCA for all costs associated with the repair or replacement of such property. Owners and Renters are responsible for any damages caused by their Guests.  
**Penalty Category: 3**
- 6) Records of the Association shall not be marked up, mutilated, or otherwise damaged in any way. In addition to penalty and fines, all costs of document

## V. REGULATIONS FOR MEMBERS AND RENTERS

repair or replacement shall be invoiced to the Owner involved.

**Penalty Category: 3**

- 7) The list of Owners shall not be sold or given to any outside agency, organization or individual.

**Penalty Category: 3**

- 8) No person shall disturb, hunt, fish, or trap any wildlife occupying Community Property.

**Penalty Category: 4**

- 9) All definitions of Community Property presented herein are valid and enforceable.

## **VI. GUIDELINES FOR MEMBERS, RENTERS AND GUESTS**

### **A. Affidavit of Residency**

A bona fide resident Owner may extend the same amenities to another person living in their home that the Owner enjoys by filing an Affidavit of Residency for such person. The Affidavit affirms that the Owner's home is the actual residence of the person and is substantiated by that person's Driver's License or Voter Registration containing the Owner's Timber Pines address.

### **B. Personal Safety**

For their own safety, walkers and joggers should use the walkways and fitness trails wherever available, rather than the roadways. Wearing some form of reflective clothing or gear such as a hat, headband, jacket, shirt vest or an LED safety device, especially after dark and during sunset and sunrise, allows drivers to see you more easily.

### **C. Maintenance of Private Property and Trash Management**

- 1) Owners are responsible for the maintenance of their property. At a minimum, the lawn shall be regularly cut and fertilized, and mulched areas shall be regularly re-mulched and kept weeded so that the appearance of the property is in harmony with the neighborhood.
- 2) If an Owner fails to maintain the property, TPCA, after giving the Owner at least ten (10) days written notice, shall be authorized to undertake such maintenance at the Owner's expense, plus an administrative fee.
- 3) Trash should not be left at curbside prior to dusk on the evening preceding pick up.
- 4) No items such as open trashcans, wheel barrel, lawn furniture, etc, may be stored against exterior walls where visible from the street.

### **D. Use of Community Facilities by Renters**

- 1) An Owner is responsible for the actions of his Renter.
- 2) Renters may have use of Community facilities, but only after the property Owner has executed an "Assignment of Use" form and paid the applicable fee for each rental whereby the owner waives their use of facilities in favor of the Renter. The exact requirements for the "Assignment of Use" form will be determined by the General Manager, and the form is available in the Administration Office.

## **VI. GUIDELINES FOR MEMBERS, RENTERS AND GUESTS**

### **E. Use of Community Facilities by Guests**

- 1) A Resident is responsible for the actions of his Guests.
- 2) For a Guest to play golf, the Resident must arrange a tee time and pay the applicable Guest greens fee at the Pro Shops. Anyone playing in a Guest Slot of the advanced tee time booking will pay the Guest Fee.
- 3) Children, where permitted unless stated otherwise must be accompanied by a Resident or adult Guest at all times.
- 4) Allowing Guests the use of Community Facilities is a privilege. The right of use and enjoyment is only granted to Members in good standing. All Guests may be restricted from use of certain facilities or attendance at certain events. The privileges of a Guest may be revoked at any time.

## **VII. MEETINGS AND RECORDS OF THE ASSOCIATION**

Roberts Rules of Order shall be applicable to and govern all Association meetings, when not in conflict with the Master Documents or any policies adopted by the Board of Directors. Roberts Rules of Order for small boards of less than 12 members allows the Chair of any meeting of the Board of Directors:

- To engage in debate, without relinquishing the Chair.
- To make motions.
- To second motions that the Chair did not initiate.

The Board will require seconds to all motions made at any meeting of the Board of Directors.

### **A. Annual and Special Meetings**

The Annual Meeting is held in February of each year for the purpose of electing Members to the Board of Directors and to settle any referenda issues that may be presented. One-third (1/3) of the membership constitutes a quorum. Owners may vote in person or by proxy. Each housing unit (lot) constitutes one (1) voting member. Notice of the Annual Meeting, or any special referenda meeting, if not picked up in person by the Owners, shall be mailed to the Owners at least fifteen (15) days before the date of the meeting.

### **B. Board of Directors Meetings**

The Board of Directors meets officially, usually once a month. The agenda is posted on the official bulletin boards at least forty-eight (48) hours in advance of the meeting. Members have the opportunity to address the Board on any subject before the Board meeting is called to order. One hour is allowed for this Member participation.

### **C. Board Workshop Meetings**

Workshop meetings of the Board are held during the month, usually on Wednesday afternoons. The agenda is posted on the official bulletin boards at least forty-eight (48) hours in advance of the meeting. Discussion of agenda items is held among the Board members. Members may be called upon to speak or request to speak, but may not speak unless recognized by the Chair.

### **D. Board Meetings with the Residents**

The Residents meet with the Board prior to the official Board meeting. There is no agenda for this meeting and no minutes are recorded. Residents' opinions are heard on agenda items for the official Board meeting and on any other subject the Residents wish to discuss relative to TPCA business or issues.

## **VII. MEETINGS AND RECORDS OF THE ASSOCIATION**

### **E. Participation at Association Meetings**

- 1) Every Member shall have the right to attend Board of Director, Committee, and Village Representative meetings. A meeting is defined as a quorum of Directors, Committee members, or Village Representatives gathered to conduct TPCA business. The term does not include gatherings of less than a quorum engaged in fact-finding investigations or legal inquiries, or gatherings of any number of Directors with the Board's attorney with respect to proposed or pending litigation where the content of the discussion would otherwise be governed by the attorney-client privilege.
- 2) No person other than a Member may be permitted to attend such meetings, except for persons invited to attend by the Board, Committee or Village Representatives chair.
- 3) Members shall not have the right to speak at Board, Committee or Village Representatives meetings unless recognized by the chair. A Member wishing to speak shall raise his/her hand or stand to be recognized by the chair as having the right to be heard at that time.
- 4) A Member shall only speak once on each agenda item, or any other topic relative to TPCA business or issues, properly at the meeting, and the Member's statement shall not exceed three (3) minutes.

### **F. Notice and Documentation of Meetings**

- 1) Board Meetings
  - a) The official Board meeting agenda shall be posted on each official bulletin board at least forty-eight (48) hours before the Board meeting and shall remain there until the start of the meeting.
  - b) The meeting agenda and back-up documentation shall be delivered to each Board Member, General Manager, Controller and Senior Administrative Assistant seven (7) days before the Board meeting. Members may request copies of this documentation at their own expense.
  - c) A copy of the agenda will be available at no cost to any Member attending the meeting. These will be available to Members as they enter the meeting.
  - d) The Secretary shall record minutes of the official Board meetings and the Board workshop meetings. All meetings shall be recorded as back-up. Unofficial minutes shall be published within seven (7) days after the meeting, posted on each official bulletin board, and maintained there for at least ten (10) days after the meeting.

## VII. MEETINGS AND RECORDS OF THE ASSOCIATION

- e) Packets for each meeting shall be available for inspection at the Lodge front desk for six (6) months. This packet shall contain the meeting agenda, back-up documents, and minutes of the previous meeting. The packet shall be available for inspection and copying at the Member's expense.
  - f) The distribution of documentation for the Board workshop meetings is the same as for official Board meetings.
- 2) Committee Meetings shall be listed in the TPCA monthly newsletter. Minutes of these meetings shall be posted on the official bulletin board within fourteen (14) days following the meeting. These minutes may be copied at the Member's expense.
  - 3) Village Representatives meetings shall be listed in the TPCA monthly newsletter. Minutes of these meetings shall be posted on the official bulletin board within five (5) days following the meeting.

### G. Association Records Inspection and Copying

- 1) In accordance with Florida Statute 720, Association documents and records are available for inspection and copying by Members, Certified Agents of Members and Attorneys for Members.
- 2) The following records are available at the Lodge front desk for immediate inspection:
  - a) Board of Directors meeting minutes and backup data.
  - b) Current monthly financial report.
  - c) Current annual budget.
  - d) Current copy of the *TPCA Rules & Regulations*.
  - e) Latest annual auditor's report.
- 3) Archived material inspection can be obtained by submitting a written request to the Administration Office. These records will be made available in ten (10) working days and may not be removed from the office.
- 4) Records of the Association may not be marked up, mutilated or otherwise damaged in any way. In addition to penalties and fines, all costs of document repair or replacement shall be invoiced to the person requesting to inspect the records.
- 5) Copies of the documents will be made on request and the cost will be billed to the requester. Eight and one-half by eleven inch (8-1/2"x11") copies, not to exceed three (3) originals, will be made immediately. Four (4) or more copies will be available in three (3) working days. Copies of archived materials, special sizes, and drawings will be available in ten (10) working days.

## **VII. MEETINGS AND RECORDS OF THE ASSOCIATION**

- 6) The list of Members, containing their addresses and parcel identification, will be made available to the Members, certified Members' agents and/or the Members' attorneys. This list shall not be sold or given to any outside agency, organization or individual.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

Recreational Facilities, shall include, but not be limited to, the golf courses and golf practice areas, tennis facilities, swimming pools and spas, fitness center, fitness trail workout stations shuffleboard, bocce, horseshoes, billiards room, card room, wood shop, and the arts & crafts room. **The Recreational Facilities shall be used at the risk and responsibility of the user and the user shall hold TPCA harmless from damage or claims by virtue of such use.**

Specific portions of the Recreational Facilities or specific times may be reserved or priority given to certain groups, tournaments, league play, etc. Such reservations and scheduling shall be done by Management personnel and published in the monthly newsletter.

Use of our recreational facilities for any form of compensation is prohibited unless authorized by the Board of Directors. Golf Lessons must be coordinated through the Head Golf Professional. All other instruction on Community Facilities must be coordinated through Residents Services. Residents cannot hire outside instructors to teach on Community Facilities.

### A. Golfing Definitions

**Golf Cart:** A motorized three or four wheeled vehicle, powered by an electric motor intended for use on a golf course, equipped with suitable tires for turf.

**Golf Cart Permit:** Permit issued for Golf Carts on Community Property excluding Golf Courses.

**Golf Cart Trackage Permit:** Permit issued for Golf Carts used on Community Property including the Golf Courses.

**Golf Courses:** An area between the out-of-bound markers (white posts) designated for golf. All areas, including grass, mulch, trees and plants, cart paths, retention areas and bordering lakes, are included.

**Golf Facilities:** The Hills and The Lakes Executive 18 hole par 60 Courses, the Grand Pines Championship 18 hole par 72 Course, The Highlands Pitch and Putt 9 hole Course, the Driving Range, the Putting Greens adjacent to the Lodge and Country Club, the Chipping Green on Grand Club Drive and any other golfing facilities that may be added from time to time.

**Golfers Handbook:** A handbook available in the Pro Shops, which explains the golf procedures needed for all golfers in Timber Pines. Some items covered are The Considerate Golfer, Tee Time Requests, Timber Pines Automated Tee Time System, Golf Carts, Local Rules, Ready Golf, TPCA Tournaments and USGA Handicaps.

**Registered Golfer:** A registered golfer is a resident who pays an annual fee in order to use the Automated Tee Time System, the USGA Handicap System.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

### B. Golfing Activities

- 1) Registered Golfers and Trackage
  - a) An annual fee for the calendar year must be paid in full by January 1<sup>st</sup> of each year by any Resident desiring to register for golfing services and to obtain trackage privileges. The annual fee will be pro-rated only for new Residents moving into Timber Pines during the year.
  - b) Regardless of how many months they may reside in Timber Pines during the year, Residents must pay the full year's fee.
  - c) Golfers who have registered in prior years, but who have chosen not to register for the current year, will be deleted from the files and must pay the full current year annual fee to be reinstated.
  - d) These annual fees are non-refundable.
- 2) Entrance fees will be collected for special golfing events (including Tournaments, Men's Day, Ladies' Day and Scrambles). These fees are non-refundable in cash, however, will generate a Pro-Shop credit.
- 3) Player winnings will be tracked on the TPCA Accounting System and recalled for redemption in the Pro Shop and/or Restaurant.
- 4) Annual fees for Handicap Flags are non-refundable and are not pro-rated.
- 5) Rain Checks: Rain checks are valid for one (1) year from date of issue.

### C. Golfing Rules - Violations of the following rules will result in a warning or penalties.

- 1) The dress code for golf requires that shorts must be mid-thigh or longer. Men's shirts must have sleeves and a collar (collars of the 'Henley' type are permitted). Women's tops may be sleeveless. No bare midriffs, tank, tube, halter, or strapless tops are permitted. Shoes, sandals, sneakers or other appropriate footwear is required. The wearing of blue jeans, overalls, cutoff shorts or any clothing in disrepair is not permitted on the golf courses, driving range, putting greens or chipping greens. Metal spikes are not permitted.  
**Penalty Category: 1**
- 2) Copies of the "Golfers Handbook" may be obtained at the Pro Shops. USGA rules govern all play unless modified by local rules. Common sense and recognition of the rules is the responsibility of each player. The TPCA Rules and Regulations will take precedence if there are any conflicts between these two Handbooks.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 3) In the event of lightning or severe weather, the golfer should suspend play and seek immediate shelter.
- 4) Golfers shall not move tee markers.  
**Penalty Category: 1**
- 5) The retrieving of golf balls from private property is a privilege that may be granted by a homeowner; it is not a right. No pull or motorized Golf Carts are allowed on private property or beyond the out-of-bounds markers. Hitting balls from private property is not permitted.  
**Penalty Category: 2**
- 6) Ball Hawking is the removal of golf balls from Community Property and is prohibited.  
**Penalty Category: 1**
- 7) No person shall use the Golf Course when closed by management.  
**Penalty Category: 1**
- 8) Non golfers are not allowed on the golf course at any time without authorization of Management.  
**Penalty Category: 1**
- 9) No golf carts are to be parked on the golf course; park in the areas provided.  
**Penalty Category: 1**
- 10) Residents are responsible for the actions of their guests.
- 11) No children under the age of sixteen (16) are allowed on any golf course facility without a resident or adult Guest.

### D. Eighteen-Hole Courses

- 1) Tee times may be requested as early as ten (10) days in advance of the desired day of play through the computer reservation system accessible by telephone or computer. Additionally, tee time placement (booking) may be done by telephone, computer or at the Pro Shop six (6) days in advance of play. In order to use this system, the player must be registered on the computer and this can be accomplished at the Grand Pines Pro Shop. This system also provides the player with a USGA Handicap, which is mandatory for participation in Tournaments, Ladies' Day, and Men's Day or the Saturday Scrambles. A copy of the procedure for obtaining tee times may be obtained at the Pro Shops.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 2) Non-registered golfers may make reservations on the eighteen (18) hole courses by applying in person, by computer or by telephone at either Pro Shop no more than twenty-four (24) hours in advance of the desired day of play.
- 3) Players who are registered golfers should notify Pro Shops when leaving Timber Pines or not playing for a period of time so their computer numbers can be deactivated.
- 4) Each player, including Children, must have his/her own set of clubs (three (3) club minimum). All players shall have any required greens fee receipt available upon request of a starter or ranger.
- 5) All players must report at least fifteen (15) minutes before their tee time at the Pro Shop with proper identification or they may forfeit their tee time. Pro Shop staff or starters will assign players with others as required.
- 6) Players shall not tee off until their assigned time. All play will start on the first tee of the assigned course, unless otherwise designated by the Pro Shop. In the case of shotgun starts, players must first check in at the appropriate Pro Shop, and when permitted, proceed to their assigned starting hole.
- 7) Golfers are encouraged to play "ready" golf. The first player ready to hit the ball safely may do so. Unless allowed under USGA Rules, playing more than one (1) ball is not permitted.
- 8) Slow speed of play cannot be tolerated if the maximum enjoyment of each player is to be attained. The starters and rangers are required to request slow players to pick up their balls and move forward to another hole, or stand aside and let the following group play through.
- 9) Players shall fill divots on the fairway with sand and repair ball marks on greens. Players shall rake out depressions and footprints in sand bunkers, and return rakes to the inside of sand bunkers or holders, if provided, at the edge of bunkers.
- 10) Golfers shall only enter a lake on the golf course in accordance with the USGA Rules.
- 11) When play is canceled due to weather conditions, the players scheduled to play during that time shall lose their starting times. When play is resumed, players scheduled for the remaining tee times shall play.
- 12) Only two (2) carts per threesome or foursome, or one cart per twosome shall be allowed on the Grand Pines course.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

### E. Highlands Course

- 1) Golf Carts are not permitted on this course. This is a walking course.
- 2) Starting times are on a first-come first-served basis. Players shall place a ball in the rack to signify their place in line.
- 3) Players shall wait for the preceding group to clear the green before teeing off.
- 4) Slow groups should allow faster groups to play through.
- 5) Players shall replace divots on tees and repair ball marks on greens.
- 6) No more than four (4) players in a group are allowed on the course.  
**Penalty Category: 1**

### F. Golf Practice Areas

- 1) Practice areas are at the driving range, putting greens and chipping greens. Playing multiple balls on a golf hole is not permitted.  
**Penalty Category: 1**
- 2) Driving range balls and buckets may not be removed from the range area. They are Community Property.  
**Penalty Category: 2**

### G. Golf Carts on Golf Courses

- 1) Payment of an annual Trackage Fee is required to use personal, motorized golf carts on Timber Pines Community Association golf courses. Unaltered current trackage permits must be visibly attached to each side of the golf cart.  
**Penalty Category: 2**
- 2) All motorized Golf Carts shall be battery powered, electrically driven. Occupancy of carts is limited to two (2) persons and two (2) bags. All carts must carry sand for the filling of divots. Drivers must be at least sixteen (16) years of age.  
**Penalty Category: 1**
- 3) Motorized Golf Carts, with or without Handicap Flags must be kept a minimum of thirty (30) feet from the collar of the greens. Golf Carts must remain on cart paths near tees and greens.  
**Penalty Category: 1**
- 4) Grand Pines: Motorized Golf Carts must stay on the cart paths except to go to the ball in the fairway or rough to make the shot and then return to the cart

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

path, by using the ninety (90) degree rule. All carts must remain on the cart paths of par three (3) holes unless they display a handicap flag. **All carts may be restricted to cart paths when conditions warrant.**

**Penalty Category: 2**

Executive Courses: Golf Carts must stay on cart paths unless they display a valid handicap flag.

**Penalty Category: 2**

- 5) Motorized Golf Carts must be operated in a safe manner at all times. The only time Golf Carts are permitted to travel against the flow of play are:
  - a) After hitting out of bounds and returning to the tee.
  - b) Picking up a forgotten club.
  - c) For a medical emergency.
  - d) Storm or lightning conditions.
  - e) When notice to close the course has been issued.
  - f) During transition to tees for shotgun events.

**Even under the above conditions, it is the driver's responsibility to make sure no players are hitting toward him/her.**

- 6) Golf carts are not permitted on any golf course for any reason other than playing golf without the authorization of Management.

**Penalty Category: 1**

### H. Flags for Handicapped Golfers

- 1) Physically disabled Residents may use a valid Handicap Flag on their Golf Carts to indicate that they are permitted to drive the Golf Cart on the Golf Courses following the ninety (90) degree rule. All golf carts with handicap flags must return to the cart path thirty (30) feet from the front of all greens.  
**Penalty Category: 1**
- 2) The golfer must present a "Disabled Persons Parking Identification Permit" (Florida issues these permits through the Department of Highway Safety and Motor Vehicles) or obtain a physician's certification stating that this assist is needed for the golfer to be able to play golf. This Permit or certification must be presented to the Grand Pines Pro Shop along with the annual fee.
- 3) The Grand Pines Pro Shop will make a copy of the Permit or certification for the TPCA file and issue the flag of the current year's color.
- 4) This procedure must be followed annually, presenting the current "Disabled Persons Parking Identification Permit" or a current physician's certification and the annual payment for the flag (non-prorated).

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 5) Unauthorized or improper use of the Handicap Flag can result in the privilege being revoked.

### I. Fitness Center

- 1) The fitness center is equipped with cardiovascular-aerobic machines and muscle strengthening/toning equipment. **Prior to embarking on a fitness program, please seek the advice of your physician.**
- 2) All Residents may use the Fitness Center except during YMCA designated hours. To utilize the fitness center during YMCA designated hours, residents must register at the Lodge front desk and pay the appropriate monthly or yearly fitness center membership fee. This fee entitles the resident to membership use of the fitness center during the YMCA designated hours.
- 3) The Fitness Center is for the use of Residents and Guests subject to existing procedures, which shall be posted. TPCA employees may request proper identification and those without proper identification may be required to leave.
- 4) Residents are required to sign in with name, account number, and time of day upon entering the Fitness Center for exercise.
- 5) Shorts and tank tops are permitted, along with appropriate, protective footwear while using equipment.
- 6) No Children under the age of sixteen (16) may enter the Fitness Center. Children 16 and 17 years of age are not allowed without a Resident or adult Guest.

### J. Swimming Pools & Spas

#### General

- 1) Pool and spa hours will be at the discretion of the Board of Directors. Pool and spa hours may vary based on seasonal demands, with specific times posted on the bulletin board and publicized in the monthly newsletter. Use of the pools and spas are prohibited during periods of daily cleaning and periodic maintenance. Children age 16 and under must be accompanied by a Resident or adult Guest.
- 2) All tables and chairs are not permitted in any pool or on the surrounding deck apron (within 4' of the pool edge). Furniture may not be reserved or removed from the pool area. Chairs, lounges and tables should be protected from suntan lotion by towels or other protective coverings.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 3) Portable radios, other music devices, laptop computers, cell phones, or other electronic devices are not allowed in the pools, but may be used on the deck and lounge area with earphones or other muting methods as not to disturb other residents.
- 4) The Lodge pool is limited to fifty-seven (57) persons and the Country Club pool is limited to sixty-six (66) persons at any one time. TPCA permits the pools to be used at designated times for exercise classes. Because of the physical demand of the various exercises, it is recommended that persons involved contact their physician prior to participating in the classes. Guests are permitted into exercise classes only after all residents wishing to register have done so.
- 5) Hairpins, barrettes, clips, hair combs, or any other hair ornamentation may not be worn in the pools or spas.
- 6) Persons with hair longer than shoulder length should braid or otherwise contain the hair or wear a bathing cap.
- 7) Smoking is prohibited in or around the pool and spa areas.  
**Penalty Category: 1**
- 8) No glass, breakable items or pets are permitted within the pool enclosures.  
**Penalty Category: 1**
- 9) The heating and cooling of the pools and spas are preset to provide the best residents' comfort and operating efficiency for the system. Adjustments to established pool temperature cannot be accommodated. Temperatures may fluctuate based upon environmental conditions and number of users.

### **Sanitation**

- 1) Chemicals are used to ensure a sanitary and safe water environment, and conditions are tested and documented on a regular basis. If unacceptable conditions occur, management reserves the right to close the facilities at any time to preserve the health and wellbeing of Residents and Guests.
- 2) Showers must be taken before entering the pools and spas. If using sun oils or lotions, showers must be taken prior to each entry into the pool.
- 3) Swim suits are required. Cut-offs or other forms of street clothes are not acceptable. Cover-ups, wraps, hats, water shoes, etc. are acceptable for protection from the sun or pool surfaces or for modesty purposes. All swimsuits and clothing should be age-appropriate and not offensive including: improper words, photos or other markings.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 4) Any person that is ill or has been ill with diarrhea, stomachaches, and pains or vomiting is restricted from any swimming pool and spa areas to minimize the spread of illness.
- 5) Persons with cuts, open sores, infections or bandages are not permitted to enter pool or spa.
- 6) All "bathroom accidents" in the pool or on the pool deck apron must be immediately reported to staff to minimize possible exposure to residents.
- 7) Children in diapers or not toilet trained are not permitted entry into the pool or within four (4) feet of the pool edge.
- 8) Incontinent individuals are not permitted in the pool or spa at any time. They are, however, permitted in the deck areas of the Pool at least four (4) feet from the pool edge.

### **Safety**

- 1) Lifeguards are not provided and facilities are designated as "Swim at Your Own Risk". Life buoys are available at poolside for emergency use only.
- 2) A swimmer may utilize one water noodle while in the pool. Management may require that swimmers cease using water noodles if their use is preventing reasonable pool use by others or for any other reason as deemed appropriate by Management.
- 3) Due to the decorum desired for this facility, rafts or toys/games of any nature are not permitted. Inner tubes or other inflatable devices are not permitted in the pool or on the pool deck. Management and/or Monitors may grant specific exemptions for participants of water aerobics programs and workout swimmers. If medical conditions warrant, exemptions may also be granted when the need is certified in writing by medical authority and approved by the General Manager and filed with the Resident Services Manager.  
**Penalty Category: 1**
- 4) Small children in the pool, under the direct supervision of an adult, may wear inflatable arm devices, US Coast Guard approved life vests, or other approved safety devices as a precautionary safety measure.
- 5) If lightning is observed in the local area, residents and guests should vacate the pool and adjacent deck areas until a safe environment is restored.
- 6) Diving is not permitted.
- 7) Running, pushing, jumping from the poolside, excessive splashing, or other rowdy or boisterous behavior is not permitted.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

### Spas

- 1) Individuals under the age of eighteen (18) years of age are not permitted in the spa. Spas are therapeutic devices and the advice of a physician should be sought before using them.
- 2) Maximum water temperature is 104° F and is intended to relax muscles. Temperatures may fluctuate based upon environmental conditions and number of users.
- 3) Swimming in the spa is not permitted, and vigorous exercise should be avoided. In this environment, exercise has a tendency to aggravate an ailment rather than improve it.
- 4) While the time limit for use of the spa may vary from one Resident to another, 15 minutes is generally considered to be sufficient for muscle relaxation and general enjoyment. When exiting the spa, do so very slowly, using the steps and handrails.
- 5) Pregnant women, Individuals with hypertension, heart conditions, or those on medication for any reason should not use the spa without first consulting with a physician. Individuals who have recently consumed alcoholic beverages should avoid using the spa altogether.

### Food & Beverage

- 1) Plastic water bottles are permitted on the pool deck no closer than four (4) feet from the edge of the pool or spa.
- 2) Food and beverages may be consumed at designated tables. Pool users may bring personal items to eat and drink at the Lodge Pool. Food and drinks are not permitted within four (4) feet from the edge of the pool or spa. No user-provided food is permitted at the Country Club pool when the Country Club restaurant is open. All alcoholic beverages at the Country Club pool must be purchased from the Country Club Restaurant whenever the Restaurant is open.

**Penalty Category: 1**

### K. Tennis Facilities

- 1) Players must wear tennis shoes, tennis clothing or appropriate sportswear. Swimsuits, cutoffs or spandex clothing are not permitted.
- 2) There is an active Tennis Club for Timber Pines Members, but it is not necessary to join the Tennis Club in order to use any of the tennis facilities. The Tennis Club organizes tennis social activities.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 3) Court reservations are required for all players. The procedures are as follows:
  - a) Reservation books are located at the Lodge for the Lodge Courts and the Grand Pines Pro Shop for the Country Club Courts.
  - b) Reservations can be made no more than one (1) week in advance on a first-come, first-served basis.
  - c) Those with reservations are expected to notify those in play that the court is reserved and ask them to vacate the court. Failure to show within fifteen (15) minutes of the time reserved will open the court for other play.
- 4) All rules of play and etiquette are to be observed.
- 5) The playing surface shall be respected. Hard objects shall not be placed or struck on the courts.
- 6) Pets, food, beverages, breakable containers, trash or debris are not permitted on the courts.  
**Penalty Category: 1**
- 7) The last person or persons using the tennis lights shall be responsible to see that they are turned off.
- 8) No Children under the age of sixteen (16) are allowed on any tennis facility without a Resident or adult Guest.

### L. Bocce and Shuffleboard

- 1) There are three (3) Bocce Courts and six (6) Shuffleboard Courts located behind the Lodge. These are available for use by Residents and Guests.
- 2) Logbooks are located in the Lodge Library for making court reservations. The equipment is available at the courts.
- 3) No Children under the age of sixteen (16) are allowed on any of the Bocce and Shuffleboard facilities without a Resident or adult Guest.

### M. Table Tennis (Ping Pong)

- 1) There are tables available for Table Tennis. These tables will be set up in the RAC Conference Room when that room is not being used for other purposes.
- 2) Reservations for the use of these tables may be made at the front desk of the Lodge.

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

- 3) No Children under the age of sixteen (16) are allowed to play Table Tennis without a Resident or adult Guest.

### N. Card Room

- 1) The Card Room is available for the playing of card or board games.
- 2) Reservations for this room must be made at the Lodge front desk.

### O. Woodshop

- 1) The Woodshop is strictly limited to authorized residents. Children and Guests are not permitted in this room.  
**Penalty Category: 4**
- 2) To gain authorization, TPCA residents are required to attend an orientation on the use of the woodshop equipment. Prior orientation attendance will be accepted for authorization. Proof of orientation will be provided to Resident Services by the instructor or resident. Residents are also required to complete a Hazardous Facility Disclaimer.  
**Penalty Category: 4**
- 3) Resident Services staff will update the residents account to reflect that orientation has been taken and a disclaimer is on file.
- 4) Access to the woodshop is controlled by an electronic key pad. In order to use the woodshop for the first time, residents must visit the Lodge front desk and receive a 4 digit access code. Residents must verify that they have attended the woodshop orientation and the disclaimer information is posted on their account. A sign-in book and the tool machine keys are located inside the woodshop. Residents are requested to sign the book prior to using the woodshop equipment and the tool machine keys are to be left in the woodshop for use by the next resident. Residents are responsible for cleaning before leaving the area. Woodshop Hours: will be at the discretion of the Board of Directors.  
**Penalty Category: 4**
- 5) Residents are not permitted to provide admittance to any other person while using the woodshop.  
**Penalty Category: 4**

**Failure to abide by the above will result in a Category 4 Penalty inclusive of fines and suspension of privileges.**

## VIII. RULES FOR THE USE OF RECREATIONAL FACILITIES

### P. Billiards Room

- 1) The Billiards schedule is posted in the monthly newsletter. There are open periods for men and for women. If there is no posted activity for the time period, any Resident or Guest may use the facilities.
- 2) No Children under the age of sixteen (16) may enter the Billiards Room. Children 16 and 17 years of age are not allowed without a Resident or adult Guest

### Q. Arts and Crafts Room

- 1) There are many classes and workshops scheduled for the Arts and Crafts Room. It is necessary to consult the posted schedule for room availability.
- 2) In addition to worktables, sewing machines are available for use.
- 3) The equipment and tables may be used by Residents and Guests at any time the schedule shows that the room is open.

### R. Horseshoes

- 1) Horseshoe pits are located adjacent to The Highlands.
- 3) No Children under the age of sixteen (16) are allowed to play horseshoes. Children 16 and 17 years of age are not allowed without a Resident or adult Guest.

## IX. EMERGENCIES AND SECURITY

### A. Emergencies

- 1) Courtesy telephones are located throughout the Golf Courses and near Tennis Facilities, Pool Facilities and Pro Shops. Residents should familiarize themselves with the location of these telephones. **In the event of an emergency, residents should dial “9”, wait for the dial tone and dial 9-1-1.** Then notify Access Control at 666-2144.
- 2) If an accident or injury occurs on Community Property, TPCA staff members have been instructed to immediately call **9-1-1** for emergency help and notify Access Control.
- 3) All emergencies, accidents and injuries occurring on Community Property must be reported immediately by the involved parties to the Administration Office and Access Control. TPCA personnel are required to conduct an investigation and make a written report to the General Manager within 24 hours for due process.

**Residents should call 9-1-1 for emergency response by fire and emergency services and law enforcement personnel. Access Control – 666-2144 – should be notified after calling 9-1-1.**

### B. Access Control

- 1) Access Control at Timber Pines is provided by a Florida licensed contractor with licensed officers who strive to provide the finest and most consistent access control services.
- 2) To gain access to Timber Pines, Members must stop at the gatehouse and use the bar-code reader lane. If they use the visitor lane, they must show their Member Identification Card, and/or photo ID. Renters must stop at the gatehouse to show their Renters' Pass and/or photo ID. Renters may also purchase a barcode decal for the length of their lease
- 3) Visitors must stop at the gatehouse to state name, purpose and destination. They may also be required to present a photo ID and vehicle registration. If the gatehouse has not been previously notified of an expected arrival, a telephone call is made to the destination of the visitor. Should there be no response; the visitor is NOT allowed entry. When a visitor is allowed entry, vehicle license number and time of entry is logged. The pass indicates the length of stay. All visitors must obey the Timber Pines Rules and Regulations. Residents are responsible for the actions of their guests.
- 4) Users of fraudulently procured entry passes shall be barred from entry or be charged with trespassing.

## IX. EMERGENCIES AND SECURITY

- 5) Timber Pines has a web-based visitor management system. This system gives Residents the ability to maintain and modify visitor information via an online interface through the internet that will be accessible by any Timber Pines security gate.

In order to access the system online, Residents must pick up their temporary password and instructions from the Lodge or PAC front desks, Administration or Accounting. Residents will need to present their photo ID in order to receive their temporary password. Residents will then be able to edit their Resident's Profile and manage visitor information. Once your online account is established you may save it to your favorites or bookmark for ease of future access. Residents that do not have a computer can use one of the computers in the library at the Lodge or pick up a paper Visitor Management Form at the Lodge, PAC or any security gate. Once this form is completed you may turn it into the South Gate for processing.

- 6) If a Resident or Renter is expecting guests, salesmen, service or contractor personnel, deliveries, or any other individual, you should use the online Visitor Management System to schedule them or you should notify a gatehouse in advance by calling:

North Gate @ 666-1002 (Sales/Service/Contractor/Deliveries Gate\*)

South Gate @ 666-2144

Abeline Gate @ 666-9882

\*Residents should direct all service and contractor personnel/deliveries to the North Gate.

- 7) Sales persons, service personnel, contractors, commercial operators and commercial deliveries are allowed to enter the community Monday thru Saturday (including holidays) no earlier than 7:00 a.m. and exit the property no later than 7:00 p.m. They are not allowed to enter the community after-hours or on Sundays, except in emergencies or with pre-approved access.

Pre-approved access will be authorized by the General Manager or his designee in his absence.

- 8) Duties of Access Control personnel include:

- a) Controlling and monitoring ingress of vehicles and others entering the gates.
- b) Escorting emergency vehicles.
- c) Patrolling the community.
- d) Deterring solicitations.
- e) Securing community facilities at night.
- f) Identifying and removing trespassers.
- g) Enforcing TPCA Rules, Regulations & Policies.
- h) Conducting investigations.
- i) Performing vacant property inspections.
- j) Reporting accidents and violations.

## **IX. EMERGENCIES AND SECURITY**

- k) Ensuring safe conditions.
  - l) Enforcing contractors and service providers to have proper signage and safety cones.
  - m) Maintaining the Visitor Management and Barcode Access Control System.
- 9) A Resident may help Access Control by:
- a) Calling Access Control (666-2144) immediately whenever anyone or anything of a suspicious nature is noticed.
  - b) Filing an “away notification” form when away from property for a period of time.
- 10) A Resident with questions regarding Access Control should call 666-2144 and ask to speak with the duty Patrol Supervisor and/or the Chief.

NOTE: During Power Outages, residents should direct their questions directly to WREC at 352-596-4000. The gatehouse telephone lines must be kept open for emergencies.

### **C. Resident Driving Rules and Regulations**

- 1) Operators of motor vehicles and golf carts must exercise caution, obey the posted speed limit, double yellow no-passing lines and state traffic laws. Members must advise guests and renters to follow these rules and regulations.
- 2) Motor vehicles and golf carts must come to a full stop where signs indicate.
- 3) Drivers should not tailgate when entering and leaving the property.
- 4) Extreme care and caution must be used when operating a golf cart. Utilize hand signals and obey all traffic laws. Golf cart operation is restricted to people of 16 years of age or older. Children who are 16 and 17 years of age are permitted to drive with a valid driver’s license or are permitted to drive with a Resident or Adult Guest present. For safety reasons a maximum of two (2) people are recommended in the front seat of a golf cart. No riding in or on the rear of a cart without a proper seat.

### **D. Emergency Preparedness Disaster Plan for Community Facilities**

Upon notification from local, state or federal agencies of a threat to the health, safety and welfare of the community, the General Manager or his/her designee will make the decision whether or not to close the community facilities.

Facilities will not be reopened until they are inspected and indicated safe for occupancy.

## IX. EMERGENCIES AND SECURITY

The following is the policy to be followed for bad weather:

### 1) Lightning / Severe Weather

- a) Golf courses are closed.
- b) Pools are closed.
- c) All outside activities should be discontinued.

### 2) Tropical Storm Warning

A tropical storm warning is issued when storm conditions, including winds from 39 – 73 mph, are expected in a specific area within 24 hours or less.

This is a FULL SHUTDOWN of facilities and release of all personnel.

### 3) Hurricane Warning

A hurricane warning is issued when sustained winds of 74 mph or higher are expected in a specific area in 24 hours or less.

This is a FULL SHUTDOWN of facilities and release of all personnel.

### 4) Other Warnings

For your information, a **Tornado Warning** is issued by the National Weather Service when sighted. It indicates where the tornado is located and which communities are in the anticipated path. A **Flash Flood warning** means that a flash flood is imminent and everyone should be aware of location to take action. **Hazardous Incident Warnings** are due to man-made accidents or incidents where evacuation may be required due to hazardous material exposures.

Note: **Unmanned Gates.** When winds are sustained at 39 mph or greater and/or the gatehouses are damaged or uninhabitable, Access Control will secure the gatehouse and depart the property leaving the gates open. Prior to departing, the TPCA General Manager and Hernando County EOC are notified. Access Control will return to the community when it is SAFE to do so.

### 5) Resident Emergency Information

Each resident is responsible for his or her own safety, disaster preparation and evacuations if ordered by the County. Timber Pines buildings are not classified as emergency shelters. Advanced planning is required to know where the shelters are located, prepare a safe place in your home, and a disaster survival kit. For all information, call County Emergency Management at 754-4088 or the American Red Cross at 799-3237.

- a) Special Needs residents must notify the Hernando County Emergency Management at 754-4088, fill out a registration form and update it annually.

## **IX. EMERGENCIES AND SECURITY**

- b) Residents living alone can sign up for Care Line with the Hernando County Sheriff's office at 754-6830.
- c) Evacuations must be planned well in advance. Know where you are going and the direction you are going to take. Make contact with persons or place of your choice.

NOTE: Facilities will not reopen until they are inspected and indicated safe for occupancy. All outside activities will not resume until properties are declared SAFE.

## X. POLICIES

### A. Annual Election for Board of Directors

Elections to determine who shall fill the empty seats on the Board are held each year at the Annual Meeting, which is scheduled for the third (3<sup>rd</sup>) Friday in February.

The General Manager shall prepare announcements for the October and November newsletters advising of the upcoming election and shall post a sign-up sheet in a prominent location at the Lodge on the first business day in December and remove it on the first business day after January 1<sup>st</sup> at 4:30 PM. Members interested in being candidates shall sign on the posted sheet and submit a résumé to the Administration Office within the allotted time. A new résumé is required even if one is already on file. Résumés which are received before the submission deadline will be forwarded to the Nominating Committee, and the names of all qualified candidates will be entered into nomination by the Nominating Committee.

#### Campaigning

- 1) Orientation for the candidates who have signed up and submitted a résumé will be held with the Election Committee and the Community Relations Committee not later than 4:30 PM at the end of the second (2<sup>nd</sup>) business day after the posting is removed.
- 2) At the Candidates' Orientation meeting, the Community Relations Committee in conjunction with the Election Committee will conduct a drawing that will establish (1) the speaking order for Candidates' Night, and (2) the order in which the candidate's name will be placed on the ballot.
- 3) The Community Relations Committee shall sponsor Candidates Night on the fourth (4<sup>th</sup>) Thursday in January so that the residents may hear and question the candidates. Only those candidates who signed up on the posted sheets within the allotted time will be permitted to address the residents. TPCA shall provide printed résumés for these candidates at the meeting. A campaign table will be provided for each candidate for the purpose of distributing campaign materials.
- 4) Campaigning may begin after the orientation meeting.
- 5) The "sign" prohibition within Timber Pines remains in force during campaigning with these exceptions:
  - a) Signs for candidates (up to 18" x 24") may be displayed on golf carts. Carts may be parked on the candidate's residence or on a supporter's residence. No permanently parked carts or cars or long standing stationing in parking lots or at Association buildings is permitted. Driving a cart with signs to a "function" and parking while in attendance is permitted.
  - b) Signs may be placed inside residents' windows or lanai screens, but not on the exterior.

## X. POLICIES

- 6) Candidates may distribute campaign flyers to each residential unit. The flyers shall consist of one sheet of paper 8 ½ by 11 inches, printed on one or two sides, detailing the qualifications, position on issues, and the reasons for wanting to serve.

Candidates' campaign flyers may be rolled or folded to allow insertion in screen door handles or mailbox tubes. Flyers may not be placed in mailboxes.

- 7) Candidates whose flyers are found littering any area of Timber Pines shall be responsible for removing the litter within two (2) hours after notification by the General Manager, or the flyers will be removed by the Association and discarded.
- 8) Campaign policies and guidelines have been established and are subject to periodic review by the Board of Directors to ensure equal opportunity for all candidates to campaign enthusiastically, while respecting the privacy and comfort of our residents.
- 9) Regulations for distribution of literature at the Lodge:
  - a) Requests for a card table and chairs must be made at the Lodge front desk.
  - b) Volunteers at the table are limited to two (2) people, one of which may be the candidate.
  - c) The volunteers manning the table must not interfere with activities going on at the Lodge.
  - d) The table must be staffed at all times.
  - e) The volunteers are responsible for keeping the area clean and orderly.
- 10) Candidates and their supporters are responsible for following all campaign and election policies. Any violation by either a candidate or their supporters reported in writing to the Administration department shall be referred to the Election Committee for its review and recommendation of any corrective action to the Board of Directors.
- 11) Fund raising activities in common areas/buildings to support campaign funding is prohibited.

### Voting

- 1) Administration in conjunction with the Election Committee shall prepare Annual Meeting/Voting packets for each unit. The packet will include Notification letter, Annual Meeting Agendas, Instructions for voting and dates and time listed, proxy, ballot and the candidates' résumés. The Election Committee shall provide packets for individual owner pickup to commence after Candidates' Night and remaining packets will be mailed not later than 15 days in advance of the Annual Meeting.
- 2) On the third (3<sup>rd</sup>) Friday in February, after the Election Committee verifies a quorum, the Annual Meeting shall be called to order by the President of TPCA.

## X. POLICIES

Nominations shall be accepted from the floor. Owners voting in person shall cast their ballots.

- 3) The Election Committee shall count all ballots (including ballots cast in person at the meeting, proxy ballots, and write-in ballots) after the polls are closed during the Annual Meeting. The Election Committee shall announce the results.
- 4) If no other action is to be taken, the Annual Meeting shall be adjourned.
- 5) The Election Committee shall post the election results on the bulletin board at the Lodge. Any challenges from the candidates must be made in writing to the Chair of the Election Committee within 72 hours after the close of the Annual Election.
- 6) In the event that a candidate is defeated or eliminated by five (5) or fewer votes a mandatory recount shall occur immediately.
- 7) In the event of a tie, the tie will be confirmed by a recount. If the tie is confirmed, it will be resolved by a run-off election between those candidates whose vote count is equal. This election shall be conducted as follows:

Notice and ballots will be prepared and mailed to all units. Ballots must be returned no later than fifteen (15) days from date of mailing. Resumes of the run off candidates will be included in the mailing and may be updated by the candidates within 72 hours of the annual meeting. If a new resume is not submitted, resume on file will be used.

### Organizational Meeting

Immediately following the Annual Meeting, the new Board shall meet to elect the officers for the upcoming year.

## B. Fee and Refund Policy

### Golf Activities

- 1) Registered Golfers and Trackage
  - a) An annual fee for the calendar year must be paid in full by January 1<sup>st</sup> of each year by any Resident desiring to register for golfing services and to obtain trackage privileges. The annual fee will be pro-rated only for new Residents moving into Timber Pines during the year.
  - b) Except for new residents as described in the previous paragraph, all residents must pay the full fee regardless of how many months they may reside in Timber Pines during the year.

## X. POLICIES

- c) Golfers who have registered in prior years, but who have chosen not to register for the current year, will be deleted from the files and must pay the full current year annual fee to be reinstated.
- 1) These annual fees are non-refundable. Entrance fees will be collected for special golfing events (including Tournaments, Men's Day, Ladies' Day and Scrambles). These fees are non-refundable in cash, however, will generate a Pro-Shop credit.
  - 2) All purchased TPCA gift certificates and gift cards will be issued without an expiration date. All valid previously purchased TPCA gift certificates will be accepted without regard to their expiration date. Gift certificates and gift cards will not be replaced if lost or stolen.
  - 4) Annual fees for Handicap Flags are non-refundable and are not pro-rated.
  - 5) Rain Checks: Rain checks are valid for one (1) year from date of issue.
  - 6) TPCA Merchandise: TPCA Merchandise (excluding Outside Vendor's Merchandise) purchased at the Pro Shop may be returned to the Grand Pines Pro Shop for store credit, exchanged for other TPCA Merchandise or a refund check. In order for a return to be accepted, the following must occur – Merchandise must be in new condition and the original sales receipt must accompany this return. Return must be done within 30 days of purchase date for a refund and within 60 days of purchase date for merchandise credit.

### Resident Services

- 1) Fees are collected for dances, shows and other entertaining events. These fees are non-refundable.
- 2) Fees for the Fitness Center are paid either monthly or annually. These fees are non-refundable.

### Food & Beverage

- 1) Advance commitments for attendance at catered events as well as subsequent adjustments must be adhered to and will be stated within the signed catering agreements. Cancellation periods and related fee penalties will also be detailed in the catering agreement.
- 2) Fees for prepaid events are non-refundable.
- 3) All purchased TPCA gift certificates and gift cards will be issued without an expiration date. All valid previously purchased TPCA gift certificates will be accepted without regard to their expiration date. Gift certificates and gift cards will not be replaced if lost or stolen.

## X. POLICIES

### C. Collection Policy

Each owner is obligated to pay monthly assessments, which are secured by a continuing lien on the property against which the assessment is made. If Assessments are not paid when due, they shall be declared delinquent. Payment is due on the 1<sup>st</sup> day of the month; however a grace period is extended to noon of the last business day of the month, without incurring an interest charge.

### D. Gambling

- 1) In accordance with Florida Statutes, including 849.08 Gambling and 849.09 Lottery, gambling is not permitted on Community Property, including all Recreational Facilities.
- 2) Non-profit charitable organizations qualifying under 26 U.S.C., Section 501(c)(3) are exempt from the above. The Charity Fund of Timber Pines, Inc. has set up a separate corporation under U.S.C. Section 501 thus permitting it to conduct and profit from gambling operations.

### E. Irrigation of Private Property

- 1) Timber Pines received a variance from Southwest Florida Water Management District (SWFWMD). The variance permits Residents to water their lawns on a six (6) day schedule instead of a two (2) day schedule. This applies to all Hernando County Utilities Department (HCUD) customers in Timber Pines. Residents with private wells must also adhere to this schedule as the SWFWMD variance covers **all** water users including those with private wells.
- 2) The Watering Schedule on Page 12.10 indicates that each Village is assigned two (2) out of the six (6) days to water its property. In addition, Residents with even addresses are to water their lawns before 8:00 A.M. Those Residents with odd number addresses water after 6:00 P.M. Household timers must be adjusted accordingly. **SWFWMD requires implementation.** HCUD monitors our irrigation schedules through personal inspection, and any violations of the SWFWMD variance may be reported and be subject to a fine by HCUD.
- 3) Villa villages have their own wells for irrigation and have separate variances for their individual use.
- 4) All other Residents must adhere to the Watering Schedule on Page 12.10.
- 5) In the event of drought, all Residents must adhere to whatever schedule is deemed necessary by SWFWMD, i.e. one (1) day per week watering instead of two (2) days per week. **Schedules issued by SWFWMD and/or by HCUD are subject to change from time to time as conditions require.**

## X. POLICIES

### F. Mailbox Tubes

The mailbox tubes located in most residential communities are for the dissemination of TPCA business or village information such as newsletters, social events, and events of interest by authorized Clubs etc. The Board of Directors or General Manager may authorize other groups to disseminate information via the tubes, if deemed in the best interest of the Residents. Residents may appeal a decision by the General Manager to the Board. Any use of these tubes for commercial purposes, including the solicitation of business, is prohibited and shall be deemed a trespass on Community Property. The unauthorized removal of literature from resident mail tubes shall be punishable by a category 4 violation.

**Penalty Category: 4**

### G. Political Activity (County, State, National)

- 1) In order to afford the Residents the opportunity to become aware of governmental issues, TPCA shall provide reasonable access to Community Facilities to petitioners, candidates and elected officials, subject to administrative approval.
- 2) In most cases, the Community Relations Committee shall schedule such events. In all cases, events must be scheduled through the Manager of Resident Services.
- 3) All candidates, elected officials, their representatives, and groups seeking signatures on petitions shall obey all Regulations and Policies of Timber Pines. There will be no such solicitation on any Common Areas or in buildings of the Association by any such person or group with the exception that they may solicit signatures at the Lodge if only all of the following conditions are met:
  - a) Requests for a card table and chairs must be made at the Lodge front desk;
  - b) Volunteers at the table are limited to two (2) people;
  - c) The volunteers at the table must not interfere with activities going on in the Lodge;
  - d) The table must be staffed at all times;
  - e) The volunteers are responsible for keeping the area neat and orderly; and
  - f) The table must be placed in the area near the front entrance in a position that does not interfere with ingress and egress nor interfere with any activities of residents or employees.
- 4) The use of mobile loudspeaker systems or megaphones within Timber Pines by any candidates for elected office, elected officials or their representatives is prohibited.
- 5) Door-to-door solicitation or solicitation on any common areas or buildings of the Association by any candidates for elected office, elected officials, or their

## **X. POLICIES**

representatives is prohibited. Expressly prohibited are fundraising events for elected officials, political parties and political committees. This provision does not apply to "Meet and Greet" type events sponsored by a Timber Pines Club or Village where no money is charged to attend or where the cost to attend bears a reasonable relationship to the cost to hold the event.

- 6) Campaign literature of any type shall not be inserted in the mailbox tubes reserved for Timber Pines use.
- 7) Posting or exhibiting candidates' campaign signs within Timber Pines is prohibited. Bumper stickers affixed to bumpers are not considered to be campaign signs.

### **H. Rentals and Assignment of Use**

In accordance with Hernando County Ordinance #88-25, an Owner may rent his property for any period, except that rental for a period of three (3) months or less may only occur once during a calendar year.

- 1) No Owner may rent to more than a single-family entity as determined by the General Manager on a case-by-case basis.
- 2) The Owner and Renter must execute an Assignment of Use form and pay the appropriate fee. A copy of rental agreement (lease) must accompany the Assignment of Use form for all rentals greater than one year or extensions thereof.
  - a) The Owner must present the executed Assignment of Use to Administration, along with the current approved processing fee, either in person or by mail.
  - b) The Renter must personally register and execute the age verification document at the Administration Office.

### **I. Use of Community Facilities**

- 1) The Community Facilities are for the benefit of the Residents and their Guests. Renting to outside groups is not allowed. There is a fee schedule for the use of the Community Facilities, which is available at the Lodge front desk.
- 2) Residents may use facilities at the Lodge or PAC for parties, weddings, birthdays, anniversaries, etc. Sponsorship of a wedding must be for a member of the Owners' immediate family (i.e., spouse, children, grandchildren or parents). Events shall be of a social nature and Guests shall not be charged a fee by the host of the party.

## **X. POLICIES**

- 3) Owners may sponsor dinners, luncheons or receptions for organizations to which they belong. Functions will not be accepted that interfere with any ongoing activity within the facility. The sponsoring Owner must complete and sign an agreement acknowledging full responsibility for the costs associated with the event and for the actions of their Guests.
- 4) When functions involve outside Guests, a complete list of the Guests must be provided to the Resident Services Manager for use at all Security Gates. Owners sponsoring any approved event must attend for the entire period of the function.
- 5) Seminars or other forms of meetings conducted by persons or organizations that are considered to be of help or interest to our Residents are allowed, providing attendance is strictly limited to Timber Pines Residents and there is no charge. The use of a Timber Pines Owner as an intermediary is not permitted.
- 6) No outside advertising of events in Timber Pines shall be allowed.
- 7) Clubs and/or activity groups may invite outside speakers, providing such names are submitted to the Resident Services Manager no less than three (3) full days prior to the occasion.
- 8) Proof of adequate insurance coverage and execution of an Indemnification Agreement of the Association may be required for use of Community Facilities.
- 9) For any sport or social activity to have similar outside groups visit Timber Pines for an event, prior approval must be obtained from the Board of Directors.
- 10) The Board of Directors may approve, on a case by case basis, the use of Community Facilities.

## **J. Unlawful Harassment towards Employees**

Timber Pines is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Any harassment (including sexual) and/or actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwelcomed sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

The following is a partial list of sexual and other unlawful harassment examples:

## **X. POLICIES**

- Unwelcomed sexual advances or propositions, verbal or physical.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

If an employee experiences or witnesses unlawful harassment (including sexual) in the workplace, from whatever source, they are to report it immediately to their supervisor, Department Manager or any other member of management. They may raise concerns and make reports without fear of reprisal or retaliation, since Timber Pines prohibits any form of discipline or retaliation against employees for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

All allegations of harassment will be quickly and discreetly investigated and to the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, all involved parties will be informed of the outcome of the investigation.

The Board of Directors will determine the proper course of action regarding sanctions. (e.g. fines, suspension, trespass.)

Harassment is serious. Individuals should be aware that sexual and other unlawful harassment may subject them to sanctions in criminal and/or civil proceedings.

## **K. Memorial Trees**

If a Resident wishes to purchase a tree in memory of another Resident, a Memorial Contributor's Form can be completed and delivered with a personal check for the full purchase amount to the Administration Office. The tree will be a Florida Friendly Tree without a nameplate or plaque. The General Manager will endeavor to accommodate the Resident donor as to location; however, the final decision as to where the tree is planted in the common area rests with the GM.

## X. POLICIES

### L. Watering Variance for selected Timber Pines Villages:

**From time to time SWFWMD may impose temporary watering restrictions.**

| Village              | Tract | Units       | Water Co. | Type  | Sun.       | Mon.       | Tues.      | Wed.       | Thurs.     | Fri.       | Sat. |
|----------------------|-------|-------------|-----------|-------|------------|------------|------------|------------|------------|------------|------|
| Berkshire            | 5     | 145         | HCUD      | Homes | 145        |            |            | 145        |            |            |      |
| Lake View            | 8     | 165         | HCUD      | Homes |            | 165        |            |            | 165        |            |      |
| Greendale            | 9     | 52          | HCUD      | Homes | 52         |            |            | 52         |            |            |      |
| Timber Lake          | 9     | 24          | HCUD      | Homes | 24         |            |            | 24         |            |            |      |
| Pine Ridge           | 11    | 121         | HCUD      | Homes |            | 121        |            |            | 121        |            |      |
| Greenbriar           | 16/17 | 156         | HCUD      | Homes |            |            | 156        |            |            | 156        |      |
| Wood Lake            | 19    | 19          | HCUD      | Homes | 19         |            |            | 19         |            |            |      |
| Rolling Green        | 20    | 35          | HCUD      | Homes | 35         |            |            | 35         |            |            |      |
| Pines Way            | 21    | 133         | HCUD      | Homes |            |            | 133        |            |            | 133        |      |
| Whisper Green        | 22    | 104         | HCUD      | Homes |            |            | 104        |            |            | 104        |      |
| Pinehurst            | 23    | 109         | HCUD      | Homes |            |            | 109        |            |            | 109        |      |
| Northwoods           | 24    | 91          | HCUD      | Homes | 91         |            |            | 91         |            |            |      |
| Country Club         | 26    | 74          | HCUD      | Homes |            | 74         |            |            | 74         |            |      |
| Forest Green         | 28    | 92          | HCUD      | Homes |            | 92         |            |            | 92         |            |      |
| Tall Pines           | 29    | 53          | HCUD      | Homes | 53         |            |            | 53         |            |            |      |
| Golf View Estates    | 30    | 26          | HCUD      | Homes | 26         |            |            | 26         |            |            |      |
| Countryside          | 32    | 47          | HCUD      | Homes |            |            | 47         |            |            | 47         |      |
| Terrace View         | 34    | 31          | HCUD      | Homes | 31         |            |            | 31         |            |            |      |
| Crystal Lake         | 36    | 49          | HCUD      | Homes | 49         |            |            | 49         |            |            |      |
| Grand View           | 38    | 34          | HCUD      | Homes | 34         |            |            | 34         |            |            |      |
| Royal Oak            | 38    | 23          | HCUD      | Homes | 23         |            |            | 23         |            |            |      |
| Hill Top             | 40    | 48          | HCUD      | Homes | 48         |            |            | 48         |            |            |      |
| Green Meadows        | 41    | 59          | HCUD      | Homes | 59         |            |            | 59         |            |            |      |
| Country Greens       | 42    | 35          | HCUD      | Homes |            | 35         |            |            | 35         |            |      |
| Country Club Estates | 43    | 18          | HCUD      | Homes |            | 18         |            |            | 18         |            |      |
| Fairway Lake         | 46    | 21          | HCUD      | Homes |            | 21         |            |            | 21         |            |      |
| Fairway Lake Estates | 46    | 21          | HCUD      | Homes |            | 21         |            |            | 21         |            |      |
| Grand Pines          | 47    | 89          | HCUD      | Homes |            | 89         |            |            | 89         |            |      |
| Grand Pines Estates  | 47    | 26          | HCUD      | Homes |            | 26         |            |            | 26         |            |      |
| Lake Forest          | 48    | 30          | HCUD      | Homes |            |            | 30         |            |            | 30         |      |
| Crestview            | 49    | 23          | HCUD      | Homes |            |            | 23         |            |            | 23         |      |
| Village on the Green | 50    | 17          | HCUD      | Homes |            |            | 17         |            |            | 17         |      |
| Woodfield            | 54    | 46          | HCUD      | Homes |            |            | 46         |            |            | 46         |      |
| Oakbend              | 55    | 22          | HCUD      | Homes |            | 22         |            |            | 22         |            |      |
| Spring Lake          | 56    | 33          | HCUD      | Homes |            |            | 33         |            |            | 33         |      |
| Springwood           | 57    | 58          | HCUD      | Homes | 58         |            |            | 58         |            |            |      |
| Mapleleaf            | 59    | 18          | HCUD      | Homes |            |            | 18         |            |            | 18         |      |
| Lakewood Estates     | 62    | 21          | HCUD      | Homes |            | 21         |            |            | 21         |            |      |
| <b>Totals</b>        |       | <b>2168</b> |           |       | <b>747</b> | <b>705</b> | <b>716</b> | <b>747</b> | <b>705</b> | <b>716</b> |      |

Even addresses in villages listed above must water in the AM before 8 AM.

Odd addresses must water in the PM after 6 PM.

The villages listed below have their own wells and are under separate SWFWMD permits and watering variances:

| Village       | Tract | Units      | Water Co. | Type   | Village           | Tract | Units      | Water Co. | Type   |
|---------------|-------|------------|-----------|--------|-------------------|-------|------------|-----------|--------|
| Manor Place   | 2     | 145        | HCUD      | Villas | Lake of the Pines | 37    | 52         | HCUD      | Villas |
| Pinegrove     | 6     | 133        | HCUD      | Villas | Castle Pines      | 39    | 50         | HCUD      | Villas |
| Club House    | 7     | 32         | HCUD      | Villas | Pine Lake         | 45    | 55         | HCUD      | Villas |
| Manor Pines   | 12    | 125        | HCUD      | Villas | Hillside          | 53    | 36         | HCUD      | Villas |
| Pine Glen     | 13    | 89         | HCUD      | Villas | Forest Glen       | 58    | 67         | HCUD      | Villas |
| Pine Glen II  | 13    | 72         | HCUD      | Villas | Evergreen         | 59    | 32         | HCUD      | Villas |
| Natures Place | 25    | 59         | HCUD      | Villas | Nature's Glen     | 60/61 | 115        | HCUD      | Villas |
| Woodlands     | 27    | 72         | HCUD      | Villas | Lakewood          | 62    | 25         | HCUD      | Villas |
| Country Ridge | 33    | 62         | HCUD      | Villas | Winding Oak       | 55    | 19         | HCUD      | Homes  |
| Oak Ridge     | 35    | 44         | HCUD      | Villas |                   |       |            |           |        |
| <b>Totals</b> |       | <b>833</b> |           |        |                   |       | <b>451</b> |           |        |

## **XI. ARCHITECTURAL CONTROL**

### **A. Introduction**

The TPCA Community Associations (“TPCA”) is responsible for regulating the exterior appearance of all homes and lots to best preserve and enhance values and to maintain harmony of external design, materials and location in relation to surrounding structures, and the natural vegetation and topography within the properties.

The homeowners (or Applicant) must obtain pre-approval for all exterior modifications, additions or deletions to their homes or lots in conformity with the Master Documents. The Association’s Architectural Control Committee (ACC) is appointed by the Board of Directors (BOD) to review certain project types (listed in Section 3) and shall “Approve” or “Disapprove” requests based on, the parameters herein. The committee shall consist of no fewer than three (3), and no greater than nine (9), TPCA Members. All committee members shall have qualifications as deemed appropriate by the BOD, and shall be appointed for a length of time as desired by the BOD. The committee shall elect from its body an individual to be its chairperson. It is the responsibility of the Applicant to obtain any governmental permits required for their project. However, obtaining such permits does not infer that the ACC has given the approval to proceed.

### **Applicants/Residents**

- Must abide by the Design Guidelines herein.
- Must fully complete an ACC Design Review Application Form with all requested drawings, materials, samples, etc. The forms are available at the Lodge’s Front Desk and the Administration Office or on the TPCA web site: [www.timberpines.com](http://www.timberpines.com).
- Must insure that a change request by an Applicant from a self-governing Village is accompanied by a signed approval from that Village prior to submitting request to the ACC as individual village requirements may differ from TPCA.
- Must post approved request form on the exterior of the home until completion of project.
- Upon completion of project, must call Administration Office to schedule the ACC Final Inspection.

### **Architectural Control Committee (ACC)**

- The ACC shall “Approve” or “Disapprove” requests in writing within the appropriate project timeline after receipt. Reason(s) for a Disapproved request will be provided to the Applicant.
- The guidelines herein indicate the minimum criteria for requests, without limiting the ACC’s ability to require additional conditions/information prior to the ACC Design Review.

### **B. ACC Design Resign Review Process**

The Architectural Control Committee evaluates all exterior change requests on the merits of the individual request. Decisions made by the ACC are based on the following criteria:

**Relationship with Natural Environment:** To prevent the unnecessary removal, destruction, or blighting of the natural landscape or of the man-made environment.

**Conformance with Master Documents:** To confirm that the project is in no way contradictory with the parameters or spirit of the Master Documents.

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**Design Compatibility:** Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, color(s), and construction details.

**Location and Impact on Neighborhood:** The proposed change should relate favorably to the landscape, the existing structure, and surrounding neighborhood.

It is the applicant's responsibility to obtain all necessary permits. All proposed projects must meet approval by the Architectural Control Committee (ACC) above and beyond any permits required by the county. The ACC Design Review Process is formatted into three different project types based on the level of change requested. Each of the three ACC Design Review Application Forms can be found in the exhibits listed in parenthesis.

### **TYPE 1 PROJECT: COSMETIC MODIFICATION - (EXHIBIT A)**

The least significant change which alters the aesthetic appearance of a property but does not involve any demolition or construction processes.

### **TYPE 2 PROJECT: CONSTRUCTION RENOVATION - (EXHIBIT B)**

More significant change to the existing dwelling and typically requires some demolition and construction by a general contractor and construction documents executed by a design professional.

### **TYPE 3 PROJECT: NEW CONSTRUCTION - (EXHIBIT C)**

The most significant change where a significant amount of demolition (if not the entirety of the existing dwelling) and construction are involved. This project type is administered and managed by a general contractor and construction documents which are executed by a design professional.

The following items are required for the ACC to review a proposed project:

1. Completed ACC Design Review Application Form
2. Payment of the Review Fee & Compliance Deposit (if applicable)
3. Samples, Descriptive Materials and or blue lines drawings

### **ACC Review Schedule**

| <u>Project Type</u>             | <u>Project Fee</u> | <u>Deposit</u>    | <u>Timeframe</u> |
|---------------------------------|--------------------|-------------------|------------------|
| Type 1: Cosmetic Modification   | \$0                | (\$0* deposit)    | 14-Day Review    |
| Type 2: Construction Renovation | \$50               | (\$250* deposit)  | 30-Day Review    |
| Type 3: New Construction        | \$250              | (\$1000* deposit) | 60-Day Review    |

\*The deposit is contingent on the payment for any damage to the Common Areas and will be returned to the applicant after an on-site review of the completed project has been performed and compliance with the pre- approved modifications can be verified in person.

The following are the three project types and descriptions of what's required for ACC Review submission.

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### TYPE 1 PROJECT: COSMETIC MODIFICATION

#### **Paint Color / Wall Material Change**

Manufacturer's paint chip and noted photographs indicating locations of new paint. Material samples for changes in siding, stucco or masonry and noted photograph of where applicable.

#### **Re-roofing / Roof Material Change / Gutter Replacement**

Manufacturer's info. and color along with photograph of completed example. If only portions are changing, they must be noted on photograph of existing house. Proposed gutter and downspout color chip.

#### **Door / Window / Garage Door Replacement**

Manufacturer's info. and color in addition to photograph or manufacturer's brochure of product.

#### **Architectural Ornamentation (shutters, brackets, columns, handrails)**

A photograph, manufacturer's brochure, or drawing with dimensions of ornamental detail with proposed color.

#### **Recreational Equipment / Satellite Dish / Retractable Awning**

A noted photograph and lot plat identifying location in reference to house.

#### **Exterior Light Fixtures**

Manufacturer's brochure and color in addition to photograph of product and location on lot plat.

#### **Hardscape Alteration (driveways, sidewalks, pavers, patios)**

New paving configuration on lot plat that shows house footprint and all setbacks. For driveways to be colored, a drawing or photograph showing pattern and manufacturer's paint chips indicating proposed colors.

#### **Landscape Modification / Tree Removal**

Location of new landscaping on lot plat and list of proposed plantings. Trees must be tagged by ribbon around the trunk that are proposed for removal. Refer to TPCA Design Guidelines for tree removal restrictions.

#### **Site Structures (enclosures, lattices, pergolas, retaining walls, etc.)**

A noted photograph and lot plat identifying location in reference to house.

### TYPE 2 PROJECT: CONSTRUCTION RENOVATION

The following items are required for the ACC to review a proposed project: 1) completed application form; 2) payment of the Review Fee & Compliance Deposit; and 3) floor plan and elevations in addition to material samples and or photographs.

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### **Open Deck or Pool Addition**

Lot Plat w/ Proposed Deck or Pool

### **Pool Screen Enclosure**

Lot Plat w/ Pool / Elevations / Material Samples and Color Selections

### **Covered Porch / Screened Porch / Garage or Carport Renovation**

Lot Plat w/ Proposed Addition / Elevations / Material Samples and Color Selections

### **Roof Reconfiguration (slope change, shape change, dormer or cupola)**

Elevations / Material Samples and Color Selections

### **House Expansion (single level addition to existing house)**

Lot Plat w/ Proposed Expansion / Floor Plan / Elevations / Material Samples and Color Selections / Blue line drawings

### **Second Story Addition (demolition of roof for second level rooms)**

Lot Plat / Floor Plan / Elevations / Material Samples and Color Selections / Blue line drawings

The submission requirements listed under each category must include the following information:

**Lot Plat:** Engineered drawing which includes property boundaries, building setback lines, house footprint, driveways/patios/sidewalks, and in some cases large trees and topographic grade lines.

**Floor Plan:** Computer generated or hand drafted drawing at no less than 1/4"=1'-0" scale with dimensions.

**Elevations:** Computer generated or hand drafted drawings at no less than 1/4"=1'-0" scale with materials.

**Samples:** Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5".

### **TYPE 3 PROJECT: NEW CONSTRUCTION**

The ACC Review of New Construction projects is a 3-step process each of which must meet the approval of the ACC prior to the beginning of the next step. The steps are as follows:

#### **STEP 1 ACC DEMOLITION REVIEW**

- Demolition Site Plan
- ACC Site Visit - Floor Plan(s)

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### STEP 2 ACC DESIGN REVIEW

- Site Survey
- Elevations
- Samples
- Landscape Drawing

### STEP 3 ACC INSPECTION

- Walk-thru with pre-approved drawings

**Demolition Site Plan:** Lot Plat which includes property boundaries, building setback lines, and the existing house footprint, driveways / patios / sidewalks, and trees to be removed.

**Site Survey:** Engineered drawing which includes property boundaries, building setback lines, existing underground utilities, proposed new house footprint (w/ floor elevations), driveways/ patios/sidewalks, proposed topography (2' intervals), and new trees.

**Floor Plan(s):** Computer generated drawing(s) at 1/4"=1'-0" scale with dimensions.

**Elevations:** Computer generated drawings at 1/4"=1'-0" scale indicating material locations.

**Material Samples:** Roofing and Wall Cladding manufacturer's information with color selections. Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5" in size.

**Landscape Drawing:** Site Survey (which includes all items stated above) indicating all new plantings (shrubs, trees, etc.) along with a full species plant list keyed to locations on the drawing.

### C. Qualifications for ACC Design Review

#### PROJECT TYPES AND PARAMETERS REQUIRING ACC DESIGN REVIEW

##### Access Ramps

A physician's certification of need in addition to a drawing of the proposed installation will be required.

##### Ancillary Site Structures

No tent, shack, barn, utility shed, or structures other than the residential dwelling and its required attached garage, shall be placed or erected on a lot. Enclosures, lattices, trellises, pergolas, and retaining walls are allowed but only if approved by the ACC.

##### Penalty Category 2

## **XI. ARCHITECTURAL CONTROL**

### **Awnings**

All awning installations require approval by the ACC. Awnings are not permitted on the front of dwellings. All awnings shall be a solid color and blend with the house color as determined by the ACC. Fabric awnings are permitted if: a) fabric is fade resistant; and b) they are retractable and have a sensor that automatically closes the awning during high wind conditions (must contain manual override in case of malfunction). Fabric awnings must be left in the retracted (up) position if the resident intends to be away from TPCA for more than thirty (30) days. If an awning becomes torn or unsightly as determined by the ACC, it must be removed by the resident immediately upon receipt of notice.

#### **Penalty Category 2**

### **Driveway Modifications**

All driveway modifications including painting of the existing surface require approval by the ACC.

Re-built driveways must provide for storm water runoff and no driveway expansion will be permitted beyond the external side lines of the garage. Driveways must be poured concrete or approved pavers. The clear sealing of pavers does not require ACC approval.

#### **Penalty Category 2**

### **Enclosures**

Enclosures for heat pumps, outside utilities, trash cans, well heads, etc., including posts but excluding post finials, may not exceed six (6) feet above grade. Overall length shall be kept to the minimum to accomplish the desired screening. The width shall not exceed six (6) inches past the concrete slab at the garage side door. Sculptured concrete block may be used. However, standard concrete block is not permitted.

#### **Penalty Category 2**

### **Exterior Lights**

A site plan presenting the location of a new light fixture in addition to a brochure or photograph of the fixture style will be required for approval. Any such additional lighting cannot visually disturb a neighbor's home.

### **Flags and Flagpoles**

Owner may display two portable, removable flags from the following list: United States of America flag, State of Florida flag, U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, or a POW-MIA flag. The flag size shall not exceed 4 feet 6 inches by 6 feet. The flag must be illuminated if flown after daylight hours. Flagpoles are not to be higher than 20 feet above grade and constructed of a non-corrosive material. The manufacturer's installation instructions must be followed to meet hurricane force winds at a minimum of 130 miles per hour. Flags must be replaced if faded, tattered or determined to be in poor condition by the ACC.

#### **Penalty Category 1**

### **Front Porch**

Screening of a front porch is permitted only if approved by the ACC after its review of complete specifications presenting location, color, size and appropriateness with the house style. Screening, posts, supports and door must be the same color and blend properly with the surrounding structure, as determined by the ACC.

#### **Penalty Category 1**

## XI. ARCHITECTURAL CONTROL

### **Gutter Modifications**

A drawing of additions or changes to the gutter system will be required for approval. Gutter and downspout colors may be white or blend into the house trim color where they will be located. Down spout extensions are restricted from directing water onto neighboring lots.

### **Handrails**

Handrails are prohibited around slab-on-grade patios. Proposed handrails are allowed and must be reviewed by the ACC only if located around an elevated deck or porch no less than twelve (12) inches above the finished grade line (ground plane). Entrance handrails are permitted where steps are involved and or safety issues. Handrails must comply with the architectural appearances of the home.

### **Holiday Décor**

All large or extensive displays on private property, other than the usually accepted light post, front porch, and door décor, along with the traditional holiday lighting, are subject to approval by the ACC. Requests must be made no later than two (2) weeks in advance of the intended display date and will be acted upon promptly by the committee.

### **Penalty Category 2**

### **Hot Tubs/Spas**

A brochure or photograph showing the style and dimensions of the new above ground hot tub/ spa are required for approval consideration by ACC. Outdoor in-ground spas must follow the same procedures as a pool installation. The proposed location of a hot tub must be indicated on a photograph of the house or property.

### **House Additions & Renovations**

Any additions which extend outside of the existing footprint of a dwelling included by not limited to: room enlargements and additions, vehicle or cart garages, enclosed porches or decks, etc., will require a Lot Plat with footprint dimensions along with the construction drawings (plans and elevations) noting materials, colors and dimensions.

### **House Exterior Cladding**

Proposed changes to exterior materials, colors, etc. or any part of a dwelling must be reviewed and approved by the ACC. The submission requirements must include sampled with the manufacturer's model numbers and colors along with noted photographs indicating where the changes occur. A pre-approved library of colors has been provided herein. If a desired color is not pre-approved, the Applicant must submit a sample no less than 2"x2" in size for the ACC to approve on a per-project basis. No vinyl siding is permitted on new construction. If vinyl siding has been previously formally approved, replacement may be "grandfathered" with ACC approval.

### **Landscaping**

All modifications to yards and planting beds require prior ACC approval. All submissions must include a list of the plants, shrubs, trees, stone, etc., to be used in alteration as well as a drawing on the Lot Plat or Survey presenting existing landscape beds and/or turf and the proposed changes to beds and turf. Also include all proposed irrigation changes. Attention must be given to avoid altering or eliminating any storm water swales, culverts or ditches. It is required that no less than fifty (50) percent of all sides (front, sides, and rear yards) of a lot's cultivated area be maintained in turf grass. Turf grass is required along the

## XI. ARCHITECTURAL CONTROL

perimeters of the lot in a width of not less than thirty-six (36) inches wide where possible. Approved turf grasses are: St. Augustine, Zoysia, Bahia, and Bermuda. Winter Rye overseeding is not recommended and any type of artificial turf is prohibited.

Mulch of fallen leaves, melaleuca, pine needles or pine bark is permitted. Cypress mulch is discouraged and rubber mulch is not permitted (however, if previously formally approved, it will be "grandfathered" in but may not be replaced). Large areas consisting of only mulch or rock are not permitted. Rocks or stones to be used must be decorative in nature and not common gravel.

Each property must have at least one (1) tree in the front and rear a minimum eight (8) feet tall and two (2) inches in diameter. Trees are to be planted no closer than three (3) feet to the property line and greater than six (6) feet apart.

### **Penalty Category 2**

#### **Pool & Cage (in-ground only permitted)**

A drawing showing the pool's shape and location on the Lot Plat and where the necessary equipment will be located will be required for ACC approval. A drawing for the roof line detail must accompany the application. The cage frame color is required to be submitted and the screen must be charcoal. Pool equipment and heaters must be screened with suitable enclosures or plantings. If additional landscaping will be added after the pool's installation, a separate drawing must be prepared showing the new plantings. Also, if solar heat is going to be installed, a separate drawing indicating how the panels will be placed on the roof will be required. (See more details below about solar installations.)

#### **Pool Heaters**

A drawing indicating where the new heater will be placed on the Lot Plat will be required for approval consideration. The heater and propane tank (if applicable) must be screened with enclosures or plants and so indicated on the exterior change request.

#### **Roofing**

A sample with the model and color of the proposed roofing material is required for ACC review. Acceptable roofing materials are asphalt shingles, flat or barrel tile, and standing seam metal of an acceptable color. Shared roofs must be completed with the Village approved material. The color and style must match the original roofing installed by the developer unless approved by the ACC. Villa homes must have a parting strip installed which defines property demarcation.

#### **Satellite Dishes & Antennas**

Satellite dishes shall not exceed 22" x 36" in size. The dish may be mounted on rear or either side of the house as necessary to receive a satisfactory signal. They shall not be mounted on any part of the front of the property. All installations are reviewed on a case-by-case basis. Externally installed antennas may be hidden within a flagpole provided the pole does not have a diameter greater than four (4) inches (excluding the base but including the rigging) or an overall height of twenty-seven (27) feet above ground level. Above ground radials are permitted, but shall not exceed ten (10) inches in length. Single wire antennas may be permitted.

## **XI. ARCHITECTURAL CONTROL**

### **Solar Panels & Skylights**

A drawing or noted photograph showing where on the roof the panels or skylights will be located is required for approval consideration. Furthermore, a brochure or photograph showing the style of the solar panel or skylight must be included for review. Piping, fasteners and frames to solar panels must be painted to match the surface to which they are attached. Solar panels shall not be mounted on any part of the front of the property.

### **Shutters & Protective Panels**

Decorative shutters must be a louvered Colonial design, no less than twelve (12) inches wide and no more than half the width of the window. All shutters must be consistent in color. The color must match or be compatible with the trim or siding colors. Pre-approved accent colors can be found herein as well. Storm shutters must be hinged, louvered Colonial style, or roll down style. Roll down shutter mechanism and channels must blend aesthetically with existing structure. Storm shutters may be left in the "closed" position only during the hurricane season (June 1 to November 30) or upon the issuance of an official storm warning. Removable protective panels may be left in place for the same period as storm shutters with the exception of unpainted plywood panels, which may be in place only during a storm warning or actual storm and must be removed within forty-eight (48) hours after storm danger has passed.

### **Penalty Category 2**

### **Trees & Shrubs**

Each lot must retain a minimum of one (1) tree in the front and one (1) tree at the rear of the house. Replacement trees must have a diameter of at least two (2) inches and a height of at least eight (8) feet from the ground level excluding the root. If more than one tree exists in the front or rear yard, the size of the new tree may be smaller than the standard, with ACC approval. Trees must be Florida number one (1) grade or better as per Florida grades and standards. No Camphor or fruit bearing trees are permitted to be planted. Trees or shrubs may be planted no closer than three (3) feet from a lot line. Shrubs must be pruned so as to grow to a height not to exceed four (4) feet. Plantings are restricted from creating a hedge. Trees must be planted so that at maturity, no branches will overhang any adjacent properties. Tree branches that overhang roadways must be trimmed to maintain a minimum of fifteen (15) feet of road clearance at all times.

### **Penalty Category 2**

### **Tree Removal**

Trees may only be removed if they present a hazard to life, limb, or property, are sick or diseased, or not aesthetically appealing as determined by the ACC. Removal of trees eighteen (18) inches or larger in diameter require the approval of Hernando County in addition to the ACC.

### **Penalty Category 4**

### **Wells**

Requests for the installation of a well must include the Permit to Construct a Well, duly approved by the Southwest Florida Water Management District (SWFWMD). The request must include the lot survey depicting the location of the well head. Any exposed piping, controls, or electrical devices shall be hidden by shrubs.

## XI. ARCHITECTURAL CONTROL

### Window Film

A brochure or photograph showing the style of the proposed window film will be required for approval consideration. Film must be gray in color; no bronze or mirror style. If film is desired for a window, all other windows on that same side of the home must have film applied as well.

### PROJECT TYPES OR RESTRICTIONS NOT REQUIRING ACC DESIGN REVIEW

#### Address / Lamppost / Light Fixture / Mailbox Assembly / Name Sign

Replacements must be the same size, style and color as originally furnished at the time the dwelling was built. Mailbox and post, when repainted, must be black except for those self-governing villages where brown has been the standard color. Name signs on the lampposts must be white lettering on black plastic material, and must be sized and displayed from the lamppost at the front of the property in conformity with the general practice in TPCA. House numbers must be numerically represented. They must be clearly displayed on a contrasting background centered over garage doors and not exceed a maximum height of 5".

#### Penalty Category 2

#### Clothes Hanging

Permanent outside clothes hanging devices are not permitted. Temporary devices may be erected only when actually in use and then out of view of all roads and common areas.

#### Penalty Category 2

#### Encroachment

No vertical construction, building addition, or extension is permitted to exceed the Front, Rear, or Side Setbacks:

Front: Houses – twenty (20) feet from the right of way.

Villas – fifteen (15) feet from the outside curb.

Rear: Fifteen (15) feet from a property line or twenty (20) feet from boulevards.

Side: Seven and one-half (7 1/2) feet from the property line.\*

\*For corner lots, the Side Setback is the same as the Front Setback.

#### Penalty Category 2

#### Holiday Décor on Private Property

Holidays or special occasions, during which approved displays may be installed throughout Timber Pines are:

|                  |                   |                       |              |
|------------------|-------------------|-----------------------|--------------|
| Valentine's Day  | St. Patrick's Day | Easter                | Memorial Day |
| Independence Day | Halloween         | Veterans Day          | Thanksgiving |
| Chanukah         | Christmas         | 9/11 or Patriot's Day |              |

Displays must be directly related to the meaning and spirit of the holiday. Installation shall be no earlier than ten (10) days prior to the holiday and removal shall be no later than five (5) days after the holiday. Christmas is an exception with installation being no earlier than thirty (30) days prior and removal no later than twelve (12) days after Christmas.

## **XI. ARCHITECTURAL CONTROL**

All large or extensive displays on private property, other than the usually accepted light post, front porch and the door décor, along with the traditional holiday lights are subject to approval by the ACC. Requests must be made no later than two (2) weeks in advance of the intended display date and will be acted upon promptly by that committee.

### **Ornamentation**

Statuary, birdbaths and silhouettes must not exceed three (3) feet in height from ground grade and must be of solid color; either white, dark green or natural concrete (black or white for silhouettes). Each lot must have no more than four (4) ornaments (i.e. statues, silhouettes, birdbaths, birdfeeders) and no more than two (2) ornaments may be visible on the lot from any one location. Ornaments depicting animals, birds and the like are not to exceed two (2) feet in any dimension.

#### **Penalty Category 2**

### **Real Estate Signs**

Maximum overall size of sign must not exceed six (6) square feet. Overall height of sign including supporting post must not exceed four (4) feet above grade. Two (2) signs per property are permitted with one (1) in front of house and one in rear of house. Signs must be removed within seven (7) days from change in ownership or tenancy.

#### **Penalty Category 2**

### **Reflectors and Perimeter Markers on Roadways**

Reflectors are permitted to be placed only on corner lots or on lots that are curved at the street line that have been subjected to vehicular damage. Reflectors may be placed on certain lots and driveways to prevent driving over lawns, shrubs and sprinkler heads and otherwise damaging the lot. Reflectors shall be of uniform size, not to exceed three (3) inches in diameter, and be placed so that they will not detract from the appearance of the community. Reflectors shall extend no more than twelve (12) inches above grade and must be maintained in an upright position. They must be spaced no closer than twelve (12) feet apart at the street line. Concrete buttons, concrete blocks, bricks, wooden blocks and similar items are not permitted on driveways, roadways, or Community Property, except by approval of the ACC.

#### **Penalty Category 2**

### **Trellises**

Trellises for supporting plants must be placed within the roof overhang.

#### **Penalty Category 2**

### **Vehicle Coverings**

Protective vehicle covering (car covers) of any kind are not permitted within the Timber Pines Community Except in the RV Storage Lots or within a garage or carport.

#### **Penalty Category 2**

## **D. Recommended Exterior Paint Colors**

## XI. ARCHITECTURAL CONTROL

**Insert color samples**

## XI. ARCHITECTURAL CONTROL

### E. Architectural Design Criteria

All of the design parameters established herein are intended to assure harmony of exterior design, materials and location in relation to surrounding buildings, lots, and topography within the TPCA properties. They are meant to protect and conserve the value and desirability of the properties, conform to or enhance the aesthetic appearance of the community, and prevent the unnecessary removal, destruction, or blighting of the man-made environment and/or natural landscape.

#### **Building Setback Requirements**

Front Setback (House) - 20 ft.

Front Setback (Villa) - 15 ft.

Rear Setback - 15 ft.

Rear Setback (Boulevard) - 20 ft.

Side Setback - 7 ½ ft.

#### **Dwelling Size (new construction)**

The square footage requirements below apply to conditioned floor areas and are exclusive of portions of unconditioned basements, vaulted ceiling and unfinished attic spaces, open covered and screened in porches, decks and patios, porte-cocheres, and garages.

##### Minimum Ground Level Conditioned Area

|             |   |
|-------------|---|
| 1 Story -   | 2,000 sf (or no less than the existing footprint) |
| 1 ½ Story - | 1,800 sf  |
| 2 Story -   | 1,600 sf  |

The sizes are predicated on the ability of a dwelling's fit within the existing building setbacks and easements. Lot consolidation in order to increase the size of the house is prohibited. In the case there is restrictive topography, lot dimensions or unusual site conditions, a variance can be considered and granted by the ACC.

#### **Maximum Height Limitation**

The maximum number of stories permitted above grade level at the front of the residence is two (2).

The maximum height limitation from the Main Level finished floor elevation to the top of the cornice (as it relates to the roof over the main body of the residence) is twenty six feet (26').

#### **Roof Pitch Requirements**

In the case of new construction projects, primary roof areas shall have a minimum slope of five (5) feet vertical to twelve (12) feet horizontal or 5:12 and a maximum slope of eight (8) feet vertical to twelve (12) feet horizontal or 8:12. For Construction Renovation projects, the new roof slopes are required to be the same as the existing roof.

**XI. ARCHITECTURAL CONTROL**

**Insert  
Exterior Finish Treatment Examples**

**Insert**  
**Exterior Finish Treatment Examples**

## XI. ARCHITECTURAL CONTROL

### **Insert Exterior Finish Treatment Examples**

## XI. ARCHITECTURAL CONTROL

### **Insert Exterior Finish Treatment Examples**

## XI. ARCHITECTURAL CONTROL

### F. Landscape Design Criteria

#### Florida Friendly Landscaping

Florida homeowners have many reasons to consider converting their existing residential landscape to a Florida Friendly Landscape. Most importantly, a Florida Friendly yard is an environmentally sound yard that conserves and protects Florida's waterways, soil, wildlife and energy. Using the proper plants in the right place can filter harmful storm water runoff, improve the landscape's soil, provide wildlife habitat and create shade for energy efficiency in the home. Landscaping also adds beauty and creates pleasant outdoor living spaces to increase the value of residential property. Whether you are new or an experienced gardener, you may want to enjoy the experience of establishing a Florida Friendly environment in your landscape. You may wish to access these websites to get started:

<http://www.swfwmd.state.fl.us/yards>

<http://edis.ifas.ufl.edu/ep396>

<http://floridayards.org/indexz.php>

<http://edis.ifas.ufl.edu/ep079>

### G. Appeal process of ACC Design Review

When the Architectural Control Committee disapproves an Exterior Change Request, the owner will be informed in writing as to the reason for the disapproval. If the owner wishes to appeal the decision, an appeal letter should be completed and delivered to the Administration Office.

Residents may appeal an ACC disapproval to the Architectural Control Dispute Resolution Group (ACDRG). The written appeal must be received by the ACDRG within thirty (30) days following the disapproval decision by the ACC.

The appeal will be heard by an Architectural Control Dispute Resolution Group (ACDRG). The ACDRG is made up of the TPCA President (or Designate), the Board Liaison to the Architectural Control Committee (or alternate), the General Manager, the Chair of the Architectural Control Committee (or designate), and a recording secretary.

#### Architectural Control Dispute Resolution Group (ACDRG)

The ACDRG will submit its decision of the appeal to the Application in writing, within five (5) working days of the hearing.

The decision of the ACDRG is final, unless the resident wishes to appeal it to the entire Board of Directors. This appeal option will be conveyed to the resident as part of the written notification of the ACDRG's decision. The resident must file a notice for a full Board of Directors review within 30 days of the notification of the ACDRG's decision. The appeal will be heard at one of the next two (2) Board Workshop meetings. The determination, by a 2/3 vote, of the Board of Directors shall be final.

Must not begin work until the appeal process is complete.

After approval of an ACC Design Review is received, it is the responsibility of the applicant to obtain any necessary County or SWFWMD permits as may be required.

## **XI. ARCHITECTURAL CONTROL**

A copy of the approved ACC Design Review Form will be returned to the Owner and must be posted on the exterior of the home so as to be visible from the frontage street from the time of receipt to the completion of the project.

Deviations from the approved ACC Design Review modifications are not permitted.

Approved work must be completed within the time frame specified on the ACC Design Review Form.

### **H. Exhibits**

- A TYPE 1 PROJECT: COSMETIC MODIFICATION [14-Day Review]
- B TYPE 2 PROJECT: CONSTRUCTION RENOVATION [30-Day Review]
- C TYPE 3 PROJECT: NEW CONSTRUCTION [60-Day Review]

**Exhibit A**  
**TYPE 1 PROJECT: COSMETIC MODIFICATION [14-Day Review]**

Request #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Account #: \_\_\_\_\_

The following items are required for the ACC to review a proposed project: 1) completed application form; 2) payment of the Review Fee & compliance deposit; and 3) samples and or descriptive materials.

| Project Type                  | ACC Review Fee    | Schedule      |
|-------------------------------|-------------------|---------------|
| Type 1: Cosmetic Modification | \$0 (\$0 deposit) | 14-Day Review |
|                               |                   | Tract # _____ |

Name: \_\_\_\_\_ Village: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Spring Hill, FL 34606

Email Address: \_\_\_\_\_

Please check the category which most closely represents the proposed modification to the existing property. The information materials required for review are noted under each category.

**Paint Color / Wall Material Change**

Manufacturer's paint chip and noted photographs indicating locations of new paint. Material samples for changes in siding, stucco or masonry and noted photograph of where applicable.

**Re-shingling / Roof Material Change / Gutter Replacement**

Manufacturer's information and color with photograph of completed example. If only portions are changing, they must be noted on photograph of existing house. Proposed gutter and downspout color chip.

**Door / Window / Garage Door Replacement**

Manufacturer's information and color in addition to photograph of product.

**Architectural Ornamentation (shutters, brackets, columns, handrails)**

A photograph and or drawing with dimensions of ornamental detail with proposed color.

**Recreational Equipment / Satellite Dish / Retractable Awning**

A noted photograph and lot plat identifying location in reference to house.

**Exterior Light Fixtures / Mailbox / House Number**

Manufacturer's model information and color in addition to photograph of product and location on lot plat.

**Hardscape Alteration (driveways, sidewalks, pavers, patios)**

New paving configuration on Lot Plat that shows house footprint and setbacks. For driveways to be colored, a drawing or photograph showing pattern and manufacturer's paint chips indicating colors.

**Landscape Modification / Tree Removal**

Location of new landscaping on Lot Plat and list of plantings. Photograph of tree (tagged by ribbon around trunk) proposed for removal.

**Other**

It is the applicant's responsibility to obtain all necessary permits. All proposed projects must meet approval by the Architectural Control Committee (ACC) above and beyond any permits required by the county. The undersigned acknowledges and agrees that until an approval letter is issued by the ACC, no work is to commence.

Applicant's Signature

Date

**TPCA Use Only**

Account #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Request #: \_\_\_\_\_

Tract #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Village: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Local Architectural Committee approval required for all self-governing villages.**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Timber Pines Architectural Control Committee Decisions:**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASON FOR DISAPPROVAL:**

\_\_\_\_\_ Does not conform to TPCA Architectural guidelines

\_\_\_\_\_ Color not acceptable

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

**A COPY OF THIS FORM MUST BE POSTED ON THE EXTERIOR OF THE HOME UNTIL COMPLETION OF THE PROJECT. PERMIT EXPIRES 6 MONTHS FROM DATE OF APPROVAL.**

**Exhibit B**  
**TYPE 2 PROJECT: CONSTRUCTION RENOVATION [30-Day Review]**

Request #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Account #: \_\_\_\_\_

**The following items are required for the ACC to review a proposed project: 1) completed application form; 2) payment of the Review Fee & Compliance Deposit; and 3) floor plan and elevations in addition to material samples and or descriptive materials.**

| <b>Project Type</b>             | <b>ACC Review Fee</b> | <b>Schedule</b> |
|---------------------------------|-----------------------|-----------------|
| Type 2: Construction Renovation | \$50 (\$250* deposit) | 30-Day Review   |

Tract # \_\_\_\_\_

Name: \_\_\_\_\_ Village: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Spring Hill, FL 34606

Email Address: \_\_\_\_\_

\*The Compliance Deposit is contingent on the payment for any damages to Common Areas and will be returned to the applicant after an on-site review of the completed project has been performed and compliance with the pre-approved modifications can be verified in person.

Please check the category which most closely represents the proposed modification to the existing property. The information materials required for review are noted under each category.

**Open Deck or Pool Addition**

Lot Plat with Proposed Deck or Pool.

**Pool Screen Enclosure**

Lot Plat with Pool / Elevations / Material Samples and Color Selections.

**Covered Porch / Screened Porch / Garage or Carport Renovation**

Lot Plat with Proposed Addition / Elevations / Material Samples and Color Selections.

**Roof Reconfiguration (slope change, shape change, dormer or cupola)**

Elevations / Material Samples and Color Selections.

**House Expansion (single level addition to existing house)**

Lot Plat with Proposed Expansion / Floor Plan / Elevations / Material Samples and Color Selections.

**Second Story Addition (demolition of roof for second level rooms)**

Lot Plat / Floor Plan / Elevations / Material Samples and Color Selections.

**The submission requirements listed under each category must include the following information:**

**Lot Plat:** Engineered drawing which includes property boundaries, building setbacks lines, house footprint, driveways/patios/sidewalks, and in some cases large trees and topographic grade lines.

**Floor Plan:** Computer generated or hand drafted drawing at no less than 1/4"=1'-0" scale with dimensions.

**Elevations:** Computer generated or hand drafted drawing at no less than 1/4"=1'-0" scale with materials.

**Samples:** Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5".

It is the applicant's responsibility to obtain all necessary permits. All proposed projects must meet approval by the Architectural Control Committee (ACC) above and beyond any permits required by the county. The undersigned acknowledges and agrees that until an approval letter is issued by the ACC, no work is to commence.

Applicant's Signature

Date

**TPCA Use Only**

Account #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Request #: \_\_\_\_\_

Tract #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Village: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Local Architectural Committee approval required for all self-governing villages.**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Timber Pines Architectural Control Committee Decisions:**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASON FOR DISAPPROVAL:**

\_\_\_\_\_ Does not conform to TPCA Architectural guidelines

\_\_\_\_\_ Color not acceptable

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

**A COPY OF THIS FORM MUST BE POSTED ON THE EXTERIOR OF THE HOME UNTIL COMPLETION OF THE PROJECT. PERMIT EXPIRES 6 MONTHS FROM DATE OF APPROVAL.**

**Exhibit C**  
**TYPE 3 PROJECT: NEW CONSTRUCTION [60-Day Review]**

Request #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Account #: \_\_\_\_\_

**The following items are required for the ACC to review a proposed project: 1) completed application form; 2) payment of the Review Fee & Compliance Deposit; and 3) floor plan and elevations in addition to material samples and or photographs.**

| <b>Project Type</b>      | <b>ACC Review Fee</b>   | <b>Schedule</b> |
|--------------------------|-------------------------|-----------------|
| Type 3: New Construction | \$250 (\$1000* deposit) | 60-Day Review   |

Tract # \_\_\_\_\_

Name: \_\_\_\_\_ Village: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Spring Hill, FL 34606

Email Address: \_\_\_\_\_

\*The Compliance Deposit is contingent on the payment for any damages to Common Areas and will be returned to the applicant after an on-site review of the completed project has been performed and compliance with the pre-approved modifications can be verified in person. The ACC Review of a New Construction project is a 3-phase process each of which must meet the approval of the ACC prior to the beginning of the next phase. The phases are as follows:

- | <b>1</b>   | <b>2</b>   | <b>3</b>                                   |
|--|--|--|
| <b>ACC DEMOLITION REVIEW</b>                           | <b>ACC DESIGN REVIEW</b>   | <b>ACC INSPECTION</b>                      |
| - Demolition Site Plan<br>- Site Visit - Floor Plan(s) | - Site Survey<br>- Floor Plan<br>- Elevations<br>- Samples<br>- Landscape Drawings | - Walk-thru with pre-approved ACC drawings |

- Demolition Site Plan:** Lot Plat which includes property boundaries, building setback lines, and the existing house footprint, driveways / patios / sidewalks, and trees to be removed.
- Site Survey:** Engineered drawing which includes property boundaries, building setback lines, existing underground utilities, proposed new house footprint, (w/ floor elevations), driveways / patios / sidewalks, proposed topography (2' intervals), and new trees.
- Floor Plan(s):** Computer generated drawing(s) at 1/4"=1'-0" scale with dimensions.
- Elevations:** Computer generated drawings at 1/4"=1'-0" scale indicating material locations.
- Material Samples:** Roofing and Wall Cladding manufacturer's information with color selections. Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5" in size.
- Landscape Drawings:** Site Survey (\*which includes all items stated above) indicating all new plantings (shrubs, trees, etc.) along with a full species plant list keyed to locations on the drawing.

It is the applicant's responsibility to obtain all necessary permits. All proposed projects must meet approval by the Architectural Control Committee (ACC) above and beyond any permits required by the county. The undersigned acknowledges and agrees that until an approval letter is issued by the ACC, no work is to commence.

Applicant's Signature

Date

**TPCA Use Only**

Account #: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Request #: \_\_\_\_\_

Tract #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Village: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Local Architectural Committee approval required for all self-governing villages.**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Timber Pines Architectural Control Committee Decisions:**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASON FOR DISAPPROVAL:**

\_\_\_\_\_ Does not conform to TPCA Architectural guidelines

\_\_\_\_\_ Color not acceptable

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

**A COPY OF THIS FORM MUST BE POSTED ON THE EXTERIOR OF THE HOME UNTIL COMPLETION OF THE PROJECT. PERMIT EXPIRES 6 MONTHS FROM DATE OF APPROVAL.**