

# STONECREST

Property Owners Association, Inc.  
A 55 plus Community

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## **Rules & Regulations/ Policies and Procedures For the Community With Architectural Review Guidelines**

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# **1 Introduction**

**1.1. Authority to Set Rules** - The Stonecrest Property Owners Association, Inc. Rules and Regulations/ Policies and Procedures are established by the Board of Directors (the "Board") of the Stonecrest Property Owners Association, Inc. (the "Association") under the authority described in the Association Governing Documents, including, but not limited to, the Second Amended and Restated Articles of Incorporation, Second Amended and Restated Bylaws, and the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Stonecrest ("Declaration"). Florida Statute 720.301 8 (c) states the Rules and Regulations are a part of the Governing Documents. All Rules and Regulations made by the Board shall be binding upon all homeowners, occupants, renters, invitees and licensees. In addition, Sec.11 of the Bylaws provides the Board the means to ensure compliance of the Rules and Guidelines. The purpose of this document is to compile policies and rules, as determined by the Board, in one reference guide. The Board retains the right to amend or repeal these Rules and Guidelines.

As a homeowner in Stonecrest, you have automatically become a Member of the Association and as such are entitled to the full benefits of use of the common recreational facilities. It must be recognized and understood by all Association members that it is necessary for representatives of the Association to be sure the Rules and Guidelines apply to, and are enforced with respect to, all members equally and that because all members have the right to enjoy the common recreational facilities, they must do so **while respecting the rights of others** sharing in the use of these facilities.

Stonecrest is a 55 and over deed restricted community. Recreation facilities are meant primarily for the enjoyment of members of the Association. Guests or visitors may be accommodated only when such accommodation does not infringe upon the convenience or right of enjoyment of members. Further, while every effort is made to provide comfortable use of the recreation facilities by all members and guests, the recreational facilities are not intended to serve the general public and, therefore, will not always have similar specifications of those found in public accommodations. Renters are allowed to use the recreation facilities after being provided a copy of the Rules and Regulations / Policies and Procedures along with the general use restrictions. The owner must provide a signed acknowledgement of receipt of these documents to the Association when notification of the rental is given to the Association office.

**1.2. Assumption of Risk and Member Liability** - It is important to note Sec. 8.39 of the Declaration stipulates that use of the recreational amenities is at the sole risk of the property owner and the owner's lessee, guests and invitees and "neither the Declarant, any Builder nor the Association shall be held liable for any claim, damage, injury or death occurring thereon or related to the use thereof." Further, as stipulated in Sec. 7.4 of the Declaration, damage to Common Areas arising out of, or caused by, the willful or negligent act of an Owner, his tenants, licensees, agents or members of his family, guests or invitees will, to the extent deemed appropriate by the Board, be paid by such Owner as a Special Assessment." Section 8.48 states each Owner and his family members, guests, invitees, and lessees and their family members, guests and invitees shall be bound by and abide by the Stonecrest Documents. The conduct of the foregoing parties shall be considered to be the conduct of the Owner responsible for, or connected in any manner with, such individual's presence within Stonecrest. Such Owner shall be liable to the Association for the cost of any maintenance, repair or replacement of any real or personal property located on the Common Areas rendered necessary by his act, neglect or carelessness, or by that of any other of the foregoing parties which shall be paid for by the Owner as a Special Assessment.



### 1.3 Use Restrictions

Listed below is a condensed/clarified version of Article 8: Use Restrictions from the Second Amended and Restated Declaration of Covenants and Restrictions for Stonecrest (CC&R.) Please see the CC&R's for the full version.

1.3.1 General CC&R 8.1 "The Committed Property, including all Units located or to be located thereon, shall be used only for residential, recreational, and related purposes. The Association, acting through its board or any properly appointed committee, shall have the standing and the power to enforce such standards

1.3.2 Residential Use CC&R 8.2 No Unit shall be used for any purpose other than for single-family residential purposes, with a **maximum of six (6) people as permanent residents of each Unit.**

#### 1.3.3 Rights-of-Way and Lawn Care

a) General. Owners shall keep their Units and any easements located on or adjacent thereto mowed to the edge of the pavement, or of the Unit, as applicable, and in a neat, clean and orderly condition at all times. The Association reserves the right to enter upon a Unit and mow the lawn, trim shrubbery and otherwise clean a Unit if an Owner fails to maintain the lawn and landscaping. The Association shall deliver written notice to the Owner demanding reimbursement for the cost of such care.

b) Villa Units. The Association shall be responsible for the lawn maintenance and irrigation of all Villa Units. If a Villa Unit Owner elects to fence the Unit's courtyard or any part thereof, with the approval of the ARC, the Owner thereof shall thereafter be responsible for all maintenance within said fenced area.

1.3.4 Easements CC&R 8.12 Nothing shall be placed on any part of any Unit which is reserved as an easement or right of way for street, road or walkway, utilities, or drainage and which would interfere with the construction, use and maintenance of said roads, streets, walkways, drainage, and utilities.

1.3.5 Set Back Requirements CC&R 8.13 All structures, buildings, additions, or improvements, including trees used in landscaping, shall be set back in accordance with the minimum set back requirements as provided under the "PUD" Zoning Classification affecting the Committed Property.

1.3.6 Parking CC&R 8.14 No boats, trailers, vans, motor homes, recreational vehicles, or other motor vehicles in excess of a ¾ ton rating (hereinafter referred to as "*Restricted Vehicles*") shall be stored or parked on the Committed Property. Restricted Vehicles may be stored in designated parking areas to the extent made available by the Association; which may charge a reasonable fee for storage and/or parking of the aforesaid Restricted Vehicles. The parking and storage of automobiles shall be limited to the driveways of Units and other areas specifically designated by the Association.

a) **No vehicle may be parked on any right of way or on any portion of the lawn or other landscaping of the Unit.**

- b) Vehicles parked in the driveway may not be parked parallel to the road.
- c) No commercial vehicles shall be permitted to be parked or stored on any portion of the Committed Property for a period of more than four (4) hours.
- d) Vehicle parking on the right side of the street is permitted with your vehicle facing the direction of the traffic flow. **Do not block driveways, cul-de-sacs, mailboxes, roadways, intersections, or flow of traffic.** Do not park at intersections or curves, where your vehicle will obstruct the view for other vehicles. When possible park in front of your home.
- e) **Overnight Parking is not allowed in the streets for any vehicle. Vehicles left overnight or on common property may be towed at the owner's expense.**
- f) Motor homes and recreational vehicles may be parked on a Unit for no more than twenty-four (24) hours in any two-week period.
- g) No equipment or vehicle maintenance may be performed in the streets or on common grounds. Contractors/vendors/Homeowners may be charged for any damage done to streets or other common areas due to vehicle or equipment leaks.

1.3.7 **Outside Storage CC&R 8.15** No motor vehicles without current license plates shall be stored and/or parked anywhere on the Committed Property. No items may be hung or otherwise stored on a Unit outside the dwelling thereon, including without limitation scrap metal, any abandoned, wrecked or junked materials, items or articles, whether in the form of wrecked or junked vehicles, appliances, furniture, equipment, unsightly items, building materials, hoses, ladders, lawn or garden tools, equipment, or other items of any type.

1.3.8 **Motor Vehicle Repairs CC&R 8.16** There shall be no repair, assembling or disassembling of motor vehicles, except inside the Owner's garage. An Owner may wash and/or apply polish, change a tire, or change the oil (provided that used motor oil is disposed of in the manner required by law for such hazardous substances) on his own motor vehicle on Owner's Unit.

1.3.9 **Trash, Recycling, and Yard Waste CC&R 8.17** No Unit or any part of the Committed Property shall be used or maintained as a dumping ground for rubbish, trash, garbage, or other waste (hereinafter referred to as "trash"), all of which shall be bagged, tied and kept in covered sanitary receptacles in the garage or at the rear of the dwelling on the Unit so that it is out of sight from the street and within an approved walled-in or fenced area.

- a) Burning of trash upon the Committed Property is prohibited.
- b) Trash, recycling, or yard waste may not be placed on the curb prior to 5:00pm the day before pickup.
- c) Yard waste must be bundled and placed neatly by the curb or it may not be picked up.

1.3.10 **Containers and Fuel Tanks CC&R 8.18** No on-site storage of gasoline, heating or other fuels shall be permitted in a Unit, except for up to five (5) gallons of fuel may be stored on the Unit for emergency purposes or operation of lawn mowers, outdoor cooking grills, household tools, generators, or other equipment.

1.3.11 **Occupancy of Dwelling Unit CC&R 8.19 Children:** As long as Stonecrest falls within the exemption of Fair Housing Act, no children under eighteen (18) years of age shall be permitted to

reside in any of the Units, except for a period of time not to exceed a total of sixty (60) days per calendar year.

1.3.12 **Pets CC&R 8.20** No animals, livestock or poultry of any kind, shall be raised, bred or kept on or in any Unit, except for dogs, cats and house birds may be kept provided that (i) they are not kept, bred or maintained for any commercial purpose, and (ii) **no more than two (2) such pets shall be kept on any Unit at any time.** Pets shall be on a leash or restrained at all times when outside the Unit. Dogs shall not be walked on grass other than on Owner's Unit and in pet walk areas. All pets are prohibited in the Common Areas except areas designed as pet walk areas. **Pet owners must clear and remove any fecal deposits made by their pets from any and all areas in the Total Property.**

1.3.13 **Business Activity CC&R 8.21** No business, commercial enterprise or business activity of any kind shall be carried on or conducted on or from any Unit.

1.3.14 **Leases CC&R 8.22** All leases of Units shall be restricted to single-family residential use under the restrictions set forth herein. All leases shall be in writing and the Association shall have the right to terminate any lease upon default by the lessee in observing any of the provisions of the Master Declaration and applicable rules and regulations. Any Owner entering into a Lease shall provide a fully executed copy to the Association.

a) The term of a lease may not be shorter than three months.

1.3.15 **Wetlands, Lakes and Water Bodies CC&R 8.38** All wetlands, lakes, ponds, and streams within the Committed Property, if any, shall be aesthetic amenities, and no other use thereof, including without limitation fishing, swimming, boating, playing, or use of personal flotation devices, shall be permitted unless and except as expressly authorized under the rules and regulations of the Association. No boats shall be used on the lakes located on the Committed Property, nor shall any boats be stored on the lakes or along the shoreline. No grass clippings or other refuse shall be dumped in any lakes, wetlands, ponds or streams. The Association shall have the right to have grass clippings and refuse removed from the lakes, and shall be reimbursed for the cost thereof by any Owner, who is responsible therefor, or whose guests, invitees, licensees or lessees are responsible therefor.

- a) Crestview Lake shall be the only designated area for catch and release fishing. Residents can participate in catch and release fishing in the lake between the hours of dawn to dusk.
- b) Crestview Lake shall be the only designated area for sail or electric/battery remote control boats. Remote control boats may be run in the lake between the hours of 8:00 am and dusk. Gas powered remote control boats are not allowed. Remote control boats shall not interfere with any wildlife on the lake during boat operations nor interfere with anyone fishing in the lake. Anyone controlling a remote control boat who is under the age of 16 must be accompanied by an adult.
- c) No person shall enter the water for any reason.

1.3.16 **Utility Lines CC&R 8.40** All telephone, electric and other utility lines and connections between the main or primary utility lines and the Units and other buildings or structures located on each Unit shall be concealed and located underground so as not to be visible.

1.3.17 **Mining Operations CC&R 8.41** Except for Declarant's and Builders' acts and activities in the development of Stonecrest, no oil drilling, oil development operations, oil refining, quarrying or mining operations of any kind shall be permitted upon or in the Committed Property, nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted upon or in the Committed Property. No derrick or other structure designed for use in boring for oil or natural gas shall be erected, maintained or permitted upon any of the Committed Property.

1.3.18 **Firearms CC&R 8.42** The discharge of firearms within the Committed Property is prohibited unless otherwise permitted by Declarant in designated areas within the Committed Property. The term "firearms" includes "BB" guns, pellet guns, and other firearms of all types, regardless of size.

1.3.19 **Quiet Enjoyment Free of Nuisances CC&R 8.43** In addition to all other covenants and restrictions set forth in this Article, no noxious or offensive activity shall be carried on or upon any Unit, nor shall anything be done thereon which may become an annoyance or nuisance to the Committed Property, nor shall any disturbance be permitted which will interfere with the rights, comforts or convenience of other Owners and their respective guests, invitees or lessees. Owners shall be prohibited from doing anything or conducting any activity which would detract or in any way deter from the beauty or natural aesthetics of the Committed Property.

1.3.20 **Signage CC&R 8.47** No sign of any kind shall be displayed to public view on a Unit except a customary name and address sign and a sign of not more than one and one-half (1.5) square feet in size and conforming to standards established by the ARC to advertise a Unit for sale or rent. **Signs placed in the windows of Units are prohibited.**

1.3.21 **Maintenance of Premises CC&R 8.49** In order to maintain the standards of Stonecrest, the Committed Property and improvements thereon shall be kept in a good, safe, clean, neat and attractive condition, and all improvements thereon shall be maintained in a finished, painted and attractive condition. No weeds, underbrush or other unsightly growth shall be permitted to grow or remain upon any portion of the Committed Property, no refuse or unsightly objects shall be allowed to be placed or permitted to remain anywhere thereon, and no grass on said property shall be permitted to grow to a height in excess of four inches (4") for improved property and ten inches (10") for unimproved property. Improved property shall be any lot on which construction of a Unit has been completed as evidenced by the issuance of a certificate of occupancy. Unimproved property shall be any portion of the Committed Property which is not improved property. Excepted from the foregoing provisions of this Section shall be any portion of the Committed Property owned by Declarant or its nominee through the period of construction of Units or other improvements thereon. Unless prohibited by the applicable governmental authority, the Owner of a lot shall also be responsible for maintaining the property between the edge of his lot line and the edge of pavement for the adjacent dedicated roadway in accordance with the requirements of this Section 8.49, including, but not limited to, maintaining the driveway and keeping all portions thereof (except the driveway) fully sodded.

## **2 Association Membership**

### **2.1 Definition of Member**

Pursuant to the Declaration, "Member means a person entitled to membership in the Association". If more than two (2) persons own a lot, all co-owners shall share the privileges of such membership, and shall be subject to the Rules & Regulations/ Policies and Procedures.

### **2.2 Responsibilities of Member**

- a) Members must conduct themselves so as not to jeopardize or interfere with the rights and privileges of other members and/or guests.
- b) Members will refrain from loud, profane, indecent and/or abusive language. Members will not compromise the safety of others by their actions.
- c) Physical or verbal abuse directed at members, guest, Association staff, Directors, Officers or Committee persons will not be tolerated.
- d) Members will be held responsible for any damage to Association property.
- e) Members and/or guests shall not reprimand, threaten, harass or discipline any staff/Association employee. Members and/or guests shall not interfere with the management of the Association. Comments and complaints are to be directed to the Community Association Manager. The Community Association Manager may require that the complaint be submitted in writing before taking action on a complaint. The Community Association Manager or Community Association Manager's Agent will inform Members or Guests of any violation of Association Rules and Guidelines and, when necessary, report such actions to the Board. Any Members who conduct themselves in an unbecoming or inappropriate manner, or who knowingly or repeatedly break Association Rules are subject to disciplinary action by the Board, including suspension of membership privileges and fines.
- f) Members must obey all safety rules and must discontinue unsafe activity.
- g) Proper dress and footwear is required in all facilities. Upper body garments must be worn for all activities, except males using aquatic facilities.
- h) The Community Association Manager and/or Lifestyle Coordinator will inform members or guests of any violation of Association Rules and Guidelines and, when necessary, report such actions to the Board.
- i) Members who conduct themselves in an inappropriate manner, or who break Association Rules & Regulation/ Policies and Procedures, are subject to disciplinary action by the Board.
- j) Members may be requested to appear before the Board to explain their actions and have the right to appear before said Board if disciplinary action is being considered pursuant to the rules and regulations.
- k) Members are responsible for the conduct of their guests, invitees and lessees.

### **2.3 Cars, Golf Carts and Personal Property**

- a) Members are responsible for any loss or damage to any private property used or stored on the Association facilities. Without limiting the foregoing, any person parking a vehicle within the parking areas assumes all risk of loss with respect to his or her car, golf cart or bicycle.

- b) Members are responsible for any loss of personal property including wallets, books and clothing left in the pool areas, common areas or in vehicles heretofore mentioned. The Association without notice may dispose of property left by any person on the Association facilities and not claimed within 30 days. Lost and found is located in the Activities Office.
- c) Children must be sixteen (16) or older to drive a golf cart on the committed property.
- d) Hand signals are required for making turns if electronic turn signals are not available.
- e) Barcodes are available for purchase in the Association Office. New vehicles will require a new barcode, at the resident's expense and barcodes are not transferable. New Owners, who are new to Stonecrest, will be provided a barcode free of charge at the time of orientation.
- f) Gate clickers are available for purchase in the Association Office. Gate clickers work on the mechanical gates that lead to Walmart. When a resident sells their house, the gate clickers may be left in the house for the next owner.

#### 2.4 Special Activity/Club Parking Situations

There is absolutely no overnight parking anywhere on the common area of Stonecrest without authorization from the Board or authorized agents. This includes, but not limited to, the area in front of the Crest Club, Community Center, streets and the Pickleball Courts.

- a) To obtain parking approval for an event, the event coordinator must apply in writing, two (2) weeks prior to the event, to the Lifestyle Coordinator before scheduling a chartered bus of any kind to pick up residents from Stonecrest. The event coordinator must let the Lifestyle Coordinator know the name of the event, event coordinator's name, telephone number and when the bus will be arriving and returning. Chartered buses can only pick up and drop off at the open lot next to the Pickleball Courts. Each resident leaving their vehicle overnight in the permitted area must display an approved parking pass available from the Activities Office.

### 3 **General Operating Rules**

#### 3.1 Chartered Clubs and Activities

All chartered clubs and activities must be approved by the Communications and Activities Committee ("CAC"). The CAC will review each application to verify eligibility. If there are any changes the Association will notify the activity/club. Any event held by a chartered club or activity must be for residents only and their guests. Clubs/activities may not discriminate on the basis of gender, color, religion, national or ethnic origin in the administration of its policies and events.

##### 3.1.1 Definitions

###### Chartered Clubs

Chartered clubs are organized to promote hobbies, recreational and cultural pursuits among its members. These clubs are organized under the individual club's Bylaws, which provide an equitable and orderly procedure for club operations within the structure of the Association Bylaws and Articles of Incorporation. Chartered clubs are open to all residents with similar interests and must have at least twenty (20) resident members. The Association and Activities Office have the right to review the financials of any club. A financial statement and current bank statement shall be turned into the Activities Office at the end of each calendar year.

### Activity Groups

Activity groups are organized by a coordinator with no Bylaws. Activity groups shall consist of at least twelve (12) members and are open to all residents.

#### 3.1.2 Creating a Club

- a) Determine what the nature of your club will be.
- b) Check with the Lifestyle Coordinator to make sure the club you want to start doesn't already exist.
- c) If the club doesn't already exist, fill out the appropriate application to request approval from the CAC. Please provide all pertinent information about the club, and turn the form in to the Activities Office.
- d) Determine who will be the contact representative of such club until officers are elected.
- e) Recruit club members. Obtain permission to promote your new club around the Stonecrest community (obtain a "How to Advertise Your Club or Activity" worksheet from the Activities Office).
- f) Schedule an inaugural meeting to discuss the nature and purpose of your club. Use this time to try to focus on a direction of the club.
- g) Set up a structure for your club. Elect officers and decide who will be responsible for what. If you are collecting funds, you must have a treasurer.
- h) Create Bylaws that provide an equitable and orderly procedure for club operations within the structure of the Association Bylaws and Articles of Incorporation. This will determine the qualifications needed to become a member and set clear guidelines for what happens at gatherings. There must be a dissolution clause in the Bylaws that states how any funds will be dispersed should a club dissolve. (This includes current clubs)
- i) Decide on what days, times and how often you will meet. Check with the Lifestyle Coordinator to ensure these scheduled gatherings do not interfere with other clubs or activities already in place.
- j) If collecting money for dues and ticket sales an Employer Identification Number (EIN) number must be established for paying sales tax. You can obtain an EIN from the Internal Revenue Service (IRS) for tax filing and reporting purposes. Take EIN to your local bank to set up a checking account for your club.
- k) Begin having meetings. If any gatherings outside of the normally scheduled meeting time occur, a Reservation Request form must be submitted to the Activities Office to verify availability and to be added to the online calendar.

#### 3.1.3 Creating an Activity

- a) Determine what the nature of the activity will be.
- b) Check with the Lifestyle Coordinator to make sure the activity you want to start doesn't already exist.
- c) If the activity doesn't already exist, fill out the appropriate application and submit to the CAC for approval.
- d) Determine who will be the contact/representative of such activity.
- e) Recruit activity participants. Get permission to promote your new activity around the Stonecrest community (obtain a "How to Advertise Your Club or Activity" worksheet from Activities Office).
- f) Decide on what days, times and how often you will meet. Check with the Lifestyle Coordinator to ensure these scheduled gatherings do not interfere with other clubs or activities already in place.

- g) Fill out an activity registration form at Activities Office providing all pertinent information about the activity, and turn the form into such office.
- h) Start the activity. If any gatherings outside of the normally scheduled meeting time occur, a Reservation Request form must be submitted to the Activities Office to verify availability and to be added to online calendar.

#### 3.1.4 Rules and Facility Use and Promotion

- a) There are to be no ticket sales outside of Stonecrest for any event. It is understood that should the event be publicly advertised in any fashion other than within Stonecrest for a free event or for ticket sales, the Association may cancel such an event even if tickets have been sold. The club/activity will bear any financial obligations incurred due to cancellation. Additionally, if this rule is not followed, the club or activity could be suspended from using the Community Center or Crest Club for up to fourteen (14) months. Invited guest(s) must be registered with the main gate by the resident.
- b) No sales are allowed by residents or vendors, on or in, any common area other than food or drink for consumption at an event. Food sales featuring resident cooked foods, e.g. bake sales, are allowed at an event if not for private gain.
- c) All use of facilities and all participants in clubs and activities are purely voluntary. Correspondingly, the recreational nature of all activities potentially involves some personal or physical risk on the part of the participant. Program participation by a member or guest is, therefore, interpreted as an acknowledgement and acceptance of the inherent risks.
- d) Any organized activity that is not open to all residents, shall be classified as a private event and conform to Private Event Rules.
- e) Clubs, activities or any organized group may hire instructors and/or entertainers for a fee; however, a resident may not form an activity for any type of compensation and use any community facilities for this purpose.
- f) Outside instructors or entertainers must sign a waiver disclaiming any liability on the part of the Association and provide a copy of liability insurance with the Association listed as an additional insured. Outside instructors may charge a fee for class instruction and/or materials needed for class. Any instructor may charge a fee for class materials.
- g) All groups must adhere to the posted seating capacities per table and the maximum occupancy loads.

#### 3.2 Intra Community Promotions and Announcements

Only Stonecrest sponsored activities may be promoted on approved media. Club events must be requested by the club president or the president's designee. Religious and political writing or literature (other than a schedule of services or meetings) and commercial solicitation may not be posted on any media source. The Activities Office must approve all announcements before posting on any media source. The announcements should be made in PowerPoint or submitted in writing to the Activities Office. Each function announcement must include a contact name and phone number.

Items for sale, rentals, etc. can be posted on the bulletin board in the Fitness/Kitchen area only with approval of the Activities Office. The ads must be no larger than 4"x 6" with the current date and removed after one month.



### 3.3 Room Scheduling Policies

In order to accommodate residents and groups who use the facilities, it is necessary to properly schedule a room's use. Use of meeting rooms without prior notice and approval is prohibited. The room schedule is established and maintained by the Activities Office. The priority of scheduling is the following: Association's Board and Delegated Committees, Association Office, Chartered Club Meetings, Community Center/Crest Club Events and Meetings, Private Events that consist of at least 50 people, smaller activity groups of 12, and last minute activities. Every effort will be made to accommodate the scheduling of events; however, unforeseen circumstances may require changes in room commitments.

3.3.1 Association's Board and Delegated Committees: Any meeting of the Association's Board, as well as all delegated committees of the Board, has priority over all other meetings. These meetings shall be posted on one or more of the following the Official Stonecrest Community Website, Channel 12, Electronic Marquee and/or the Cornerstones.

3.3.2 Chartered Club Meetings: All regularly scheduled meetings of chartered clubs will be coordinated through the Activities Office. Any variation from the regular schedule must be pre-approved by the Lifestyle Coordinator before it may be changed and rescheduled. Chartered club meetings take priority over Activity Groups such as card games, crafts, etc. To reserve a room, please fill out the appropriate Reservation Request Form.

3.3.3 Community Center/Crest Club Events and Meetings: The Lifestyle Coordinator must approve and verify the dates of all events, classes and meetings.

3.3.4 Activities: Any approved activity may request meeting space within the facilities provided the activity and request are approved and scheduled by the Lifestyle Coordinator. The activity contact person must complete the appropriate Reservation Request Form that establishes the date, time, purpose and place of activity. It is recommended to submit the Reservation Request Form sixty (60) days prior to event and no less than one week prior to the event.

3.3.5 Private Events: Residents may reserve the Community Center Ballroom for a private event that has more than fifty (50) people attending, after executing a Reservation Request Form that establishes the date, time and place of party upon approval of the Lifestyle Coordinator. Other rooms and areas may be reserved under the same guidelines for groups of less than fifty (50). Private Events may only be booked a maximum of sixty (60) days prior to the date of the event. The Lifestyle Coordinator will determine room/space availability. Private Events may be prohibited if, in the judgment of the Lifestyle Coordinator, these events would be in conflict with the general membership usage of the facilities. **There will be a \$200 security deposit at time of reservation. This deposit will be returned after the facility/area has been inspected and is left in an acceptable condition.** A clean-up checklist will be issued and must be completed and given to the Activities Office after the event. If the facility is left unclean or damaged, the deposit shall be withheld.

- a) A Private Event consists of an event (such as weddings, birthdays, anniversaries, baby showers, family reunions or other familial events with prior approval) given for a resident or an immediate family member i.e. spouse, life partner, children, grandparents, parents, grandchildren or siblings. No business may be conducted.
- b) If there are many non-residents in attendance, additional gate assistance may be required. The resident is responsible for any additional cost to the Association.

**3.3.6 Special Events.** A Special Event is open to all residents and their guests. A Special Event with more than fifty (50) attendees at the Community Center Ballroom may be requested by a club/activity/resident by completing a Special Event Reservation Request form. A Special Event with less than fifty (50) attendees in a room and/or area other than the Stonecrest Community Center Ballroom may be requested by a club/activity/resident by completing a Special Event Reservation Request form. Guest name(s) must be supplied to the front gate before the Special Event or guest(s) will not be permitted to enter the premises. Approval by the Lifestyle Coordinator is required. The Lifestyle Coordinator will determine the date, time and room/space availability. Events may be prohibited if, in the judgment of the Lifestyle Coordinator, the event would be in conflict with the general membership usage of the Facilities. There will be a \$200 security deposit at time of reservation or no later than 60 days in advance of the event. This deposit will be returned after the facility/area has been inspected and is left in an acceptable condition. If the facility is left unclean or damaged, the deposit shall be withheld.

**3.3.7 Seminars.** Seminars shall be instructional, educational or informational in nature, for the betterment of the community, and must be open to all residents. A Seminar Request form must be completed and submitted to the Lifestyle Coordinator along with reservation fees and insurance information. Seminars are scheduled and approved by the Lifestyle Coordinator or the Community Association Manager. No sales of products or services are allowed. Lists of seminar attendees cannot be used for future contact of any kind nor can appointments be scheduled.

All seminar holders are responsible for the setup, disposal of all trash, and returning the reserved room to its original layout. All seminar presenters may contract for setup and tear down of a particular room arrangement.

Businesses must meet all requirements above and must pay a room reservation fee. A business may have cards or handouts available at the back of the room for residents as they leave. Seminars by a business entity can be given on an occasional basis only. They are not to be ongoing or on a periodic schedule.

Clubs and activities may sponsor seminars with no reservation fee. However, there is a \$200 deposit required. An outside presenter must adhere to all requirements including providing the necessary insurance forms. If the facility is left unclean or damaged, the deposit shall be withheld.

Stonecrest residents may give a seminar without a reservation fee. Rules and Regulations prohibit a resident from forming an activity for monetary compensation and using community facilities for private gain. This includes cash as well as other goods and valuable consideration(s) such as travel, merchandise, or other "gifts". Seminars by any individual or business can be given on an occasional basis only. They are not to be ongoing or on a periodic schedule.

Seminars that are of a public service nature or given by a non-profit organization are not charged a reservation fee, e.g. American Heart Association, Social Security Administration, Public Water Utility, etc.

3.3.8 **Last Minute Events**: Last Minute Events are permitted in Stonecrest facilities provided such events are in accordance with all policies and procedures and are approved by the Activities Office. These activities are on a first-come, first-serve basis. The Lifestyle Coordinator reserves the right to reschedule these activities to maintain room-scheduling priorities as previously described.

3.3.9 **Decorations**: Rooms may be decorated in good taste with advanced approval from the Lifestyle Coordinator. Under no circumstances can nails, tacks, tape or similar attachments be used for decorations on the walls, tables, or stage area as this may permanently damage the property.

3.3.10 **Room Cleaning**: Any Club/Activity/Individual may be billed the cost of cleaning, or prohibited from using a room, if it is not cleaned to Association Standards.

#### 3.4 **Alcohol Sales and Consumption Policies**

The laws of Marion County and the State of Florida require proper licensing to dispense alcohol. Due to the limitations of liability coverage provided to the Association through its insurance policies, the following has been set as policy by the Board:

- a) Alcoholic beverages may not be sold by any group (activity, owners group, event committee, etc.) on the grounds or common buildings of Stonecrest.
- b) Alcoholic Beverages may only be served by a private caterer with a liquor license, whose employees are in attendance and are totally responsible for the dispensing of the beverages.
- c) Stonecrest does not qualify for temporary permits, as we are not a registered non-profit organization, nor can we qualify for such status.
- d) People may bring their own alcoholic beverages (BYOB) to an event.
- e) Any group or individual (Members/Clubs/Activities/Event Committees, etc.) serving alcohol within the community assume responsibility for any liability for its event(s) that may arise in connection with the serving or consumption of alcohol.

#### 3.5 **Gambling, Raffles, Lotteries and Games of Chance Policies**

Any activity or event conducted on/in Stonecrest facilities or common grounds is prohibited from engaging in any game of chance at any place, by any device whatever, for money or other things of value in violation of the State of Florida Statute 849.

- a) Culpable groups/activities/individuals violating this statute will be denied use of Stonecrest facilities for the purposes of playing card games or games of chance for a period of time determined by the enforcement policy.
- b) Certain penny-ante games are not crimes. See 849.085 for details. (Included in the details; winning pots do not exceed \$10)
- c) Lotteries prohibited (including raffles). See 849.09 for details.
- d) Door prizes are permissible, but must be advertised as "no purchase necessary."
- e) Note: We are not exempt from this statute as we are not an organization exempt from tax under 501C of the Internal Revenue Code, nor can we qualify as such.
- f) Bingo authorized: for conditions of conduct; permitted uses of proceeds; limitations; see 849.0931 for details.
- g) All games of chance must be approved in advance by the Board.
- h) Reference: Florida Division of Legislative Information: Division of Statutory Revision; and a representative of the Florida House Regulated Service.

### 3.6 Smoking Policy

The Stonecrest community provides a smoke-free environment, which includes E-Cigarettes, for its members and guests. Smoking is prohibited inside all buildings. Smoking is prohibited within a 25-foot area of an entrance to buildings and all recreational facilities. Smoking is prohibited within a 25-foot area of all outdoor pool fencing.

### 3.7 ID Card, Vehicle Decals and Guest Pass Policy

Residents and guests will be required to show an identification card or guest pass upon request of Stonecrest Association personnel, Association authorized representatives, or club authorized representatives to access recreational facilities. Owners of record, Non-owners residing in units, Renters and Guests may obtain an ID card from the Association Office.

- a) Owner ID cards will be issued to Owners whose name are on the deed of record. The first ID card to owner(s) of record is free. Replacement card(s), for whatever reason, shall be \$20 each, and the initial ID number shall be removed from the system.
  - i. Owners of record ID cards shall contain the following information:
    1. Owner's photograph
    2. Owner's name
    3. Owner's ID number (neighborhood code plus lot & block number)
- b) Non-owners residing in unit or renters may be issued an ID card when an owner presents the required completed form, or renter presents a rental agreement, at the Association Office. The ID card fee is \$20 per card. Replacement card(s), for whatever reason, shall be \$20 each. The initial ID number shall be removed from the system.
  - i. Same information as Owner with the additional line of: Non-owner or renter
- c) Guest passes may be issued when an owner, non-owner resident or renter presents the required completed form at the Association Office.
  - i. A fee of \$20 (cash) shall be charged per guest pass as a deposit. If the ID card is returned to the Association Office, the deposit (\$20 cash) will be returned
  - ii. Guest pass ID cards shall contain the following information:
    1. Stonecrest POA
    2. Pass Number
    3. Pool Pass
  - iii. Guest passes are issued for a specific number of days.
  - iv. Guest passes are to be used only by guests of residents.
  - v. Guest passes are for overnight guest(s) to get into and out of pool areas and are for adults (18 years of age and older).
  - vi. Children under 18 years of age are to be accompanied by an adult at all times.
  - vii. No permanent guest passes are to be issued.
- d) When a resident sells their home, ID cards shall be returned to the Association Office. Golf cart gate openers may be left in the home for the next homeowner.
- e) It is important to note the resident is responsible for the conduct of, or any damages caused by, their guest(s). The Association reserves the right to restrict visitors using common facilities, e.g. when pools reach capacity and clubs may restrict attendance to certain events to residents only. Due to the requisite training the fitness center is not open to guest or visitors at any time. All residents and their guest(s) can access the other recreational amenities, as detailed in this document on a first-come, first-served basis, except during designated times allocated for club/activity play or specific usage, e.g. lap swimming, exercise classes, billiards team play, or

for scheduled events, e.g. club meetings, activity group sessions, seminars, etc. Specified times are either posted at the facility or are registered with the Activities Office. Guest access is prohibited during these times unless expressly permitted by a representative of the host organization and the guest is respectful of resident members. Stonecrest clubs and activities are organized and scheduled by and for resident members. Residents must comprise the predominant number of participants at any scheduled meeting, class or club/activity event with the exception of private events approved by the Activities Office.

- f) New Owners, who are new to Stonecrest, will be provided one (1) vehicle barcode free of charge at the time of orientation. If Owners require vehicle barcodes in the future, they will be charged \$10 per vehicle barcode. Renters can obtain a vehicle barcode for the length of their lease at a cost of \$20 per vehicle barcode.

### 3.8 **Prohibited Activities**

Children under 18 years of age are not permitted to use skateboards, scooters, or rollerblades anywhere on the committed property.

3.8.1 **Drones**: The use of drones, whether equipped with a camera or not, is prohibited except “by a person or an entity engaged in a business or profession licensed by the state, or by an agent, employee, or contractor thereof, if the drone is used only to perform reasonable tasks within the scope of practice or activities permitted under such person’s or entity’s license” as described in Florida State Statute 934.5.

3.8.2 **Open Flame**: Any type of open flame in the facilities is prohibited including the use of real candles and magic tricks involving any type of fire, regardless of size. Chafing dish sterno fuel with screw on lid that uses a wick is permitted. Gas grills are allowed in the designated outdoor areas only.

3.8.3 **Metal Detecting**: Metal detecting on the common grounds is prohibited since this endeavor involves digging, which could create liability issues for the Association as a result of possible unfilled or washed-away holes. Further, any digging by residents could impact underground wiring or sprinkler systems and possibly deface common property. Metal detecting is only allowed on private homeowner property with the expressed consent of the resident owner.

3.8.4 **Weapons**: Shooting, discharging or otherwise propelling an arrow from a bow, discharging a pellet or BB gun, sling shot or emitting any other projectile in the Community is strictly prohibited unless permitted in designated Board approved areas.

3.8.5 **Abandonment of Trash**: Disposal of trash, refuse, debris or material of any kind for purpose of abandonment on any community property is prohibited except appropriate material into the designated recycling bins/containers. No items are to be placed alongside any community bins/trash containers.

3.8.6 **Entrance to Public at Large**: Stonecrest is a private gated community and entrance is not available to the public at large with the exception of the country club and golf course. No resident can invite the general public to an event at his/her home or elsewhere in the community via electronic or print media or other means except for purposes as indicated in Sec. 3.9 for estate sales/auctions or association-sponsored garage sales.

### 3.9 Sales of Personal Property

3.9.1 Estate sales are allowed within the community only if they are for the total liquidation of all household goods, they are previously approved by the Association, and they follow the rules listed below.

- a) Residents/Authorized Agents must notify the Association Office of the sale date and time by filling out the approved form.
- b) No signage is allowed in or on the common ground. One sign may be placed on the resident's property during the sale hours. Sales are limited to two days, Monday through Saturday.
- c) Residents/Authorized Agents must leave printed directions to the house at both gate houses so that it can be handed out to each car that requests entry during the Estate Sale/Auction. You may hire private security personnel for traffic control, or you may supervise parking or have your Estate Sale company provide traffic control personnel. All vehicles must be parked with the flow of traffic, and may not block streets, fire hydrants, sidewalks, driveways, mailboxes of neighboring residents. The resident/authorized agent must ensure that individuals attending the Estate Sale/Auction do not walk across neighboring lawns or landscaping to access the sale.
- d) All items must be contained within the house and garage. Garage doors may not be open showing items.
- e) **Estate Sale/Auctions** must be held within the house. Not in the yard or driveway.
- f) Residents/Authorized Agents holding the Estate Sale/Auction shall be held fully and legally responsible for any damage that occurs within the community on private property or common areas, by any individual attending or holding the Estate Sale/Auction.

3.9.2 Garage Sales are prohibited except those sponsored by the Association.

3.9.3 Golf Carts Sales are allowed if they are parked in a private driveway. Golf carts cannot be sold on any common ground.

### 3.10 Copyrighted Music Policy

- a) **Reason for Policy:** Playing of copyrighted music in any form (mechanical or live) without license in a public location is a violation of copyright law. In order to protect the Association from copyright infringement, the Association has licensed with SESAC (Society of European Stage Authors & Composers) for use of music within the Association's covered properties.
- b) **Policy Statement:** Organized events, activities or other uses taking place within the Association's covered property shall only play music licensed with SESAC. Organized event and activities chairpersons will review that music that is to be played either live or by mechanical means to determine if it is covered by SESAC licensing. It is the intention of the Association to limit use of music to that covered by the license.
- c) Listing of covered music is available through the internet at <http://www.sesac.com/Repertory/Terms.aspx> and is updated regularly.
- d) **Definition:** Events, activities or other uses include but are not limited to: Aerobics (water or floor), baseball games, bingo, music rehearsals, karaoke, musical plays, meals (breakfasts, lunches, dinners), award ceremonies, background music for the community cable channel, etc. Method of presentation includes radio, CD, DVD, record, cassette, and computer generated played through amplified equipment, etc.

### 3.11 Piano Guidelines

#### **USE AND CARE OF THE YAMAHA CLAVINOVA ELECTRONIC PIANO LOCATED IN THE COMMUNITY CENTER**

- a) The piano was given to Stonecrest by members of the Stonecrest Ladies Auxiliary. It was purchased for choir programs, rehearsals, and for the enhancement of community events. The piano is available for functions for Stonecrest, practice by the accompanist(s) who play for the community, and to be used by residents of Stonecrest only. It cannot be used by children under 18 years of age unless approved by the Lifestyle Coordinator.
- a) It should be marked on the Reservation Request form that the piano is desired to be used at such event to facilitate arrangements for reading the instruction book and becoming familiar with locking, unlocking, and use of the piano.
- b) The piano keyboard will be locked to prevent unauthorized use and is to be covered when not in use. Keys to locking the device and instruction book will be kept and distributed by the Activities Office.
- c) The piano must remain on the floor in front of stage right at all times unless permission has been granted by the Activities Office.

## 4 Use of Facilities

### 4.1 Crest Club and Community Center

Hours of operation **8:00 am – 10:30 pm**

- a) Scheduled activities take precedence over non-scheduled activities. The size of the group and the activity may dictate which area(s) will be assigned.
- b) Proper attire must be worn at all times in all of the buildings.
- c) Only dry bathing suits under cover-ups are acceptable inside any of the buildings.
- d) All children under 18 years of age must be supervised by an adult resident **at all times**.
- e) If furniture is moved, it must be returned to its original position. If additional furniture is set up, it must also be put away.
- f) Residents using the Community Center or Crest Club for events or activities must leave it in clean, orderly condition. Chairs and tables must be put back in the correct order in the Community Center and Crest Club. Trash and recycling must be removed from the kitchen and all other trash cans.
- g) Before using the kitchen in the Community Center, a key must be checked out at the Activities Office. Only a trained resident can check out a kitchen key and that resident will be responsible for proper cleaning and use of the kitchen. (Training is scheduled through Activities Office.) If food is prepared and/or served, it is the responsibility of the group serving to clean the tables, floors, cooking areas, and appliances after the use of the kitchen. **Clean-Up Checklist** must be completed by event coordinator, signed, and returned with key.
- h) Sound system can only be used by authorized personnel and trained residents. A key may be checked out from Activities Office by a trained resident. Non-residents may not be in the sound booth. No food or drinks are allowed in the sound booth.
- i) Large garbage cans are available. All bags of trash must be placed in the dumpster next to the parking lot. Brooms, dustpans, and mops are available.
- j) Both the Community Center and Crest Club are "Smoke Free".
- k) No items are to be removed from the Association facilities without permission from the Lifestyle Coordinator.
- l) Lost and Found items are to be reported to the Activities Office. Items will be held by the Activities Office for thirty (30) days.

- m) Use of abusive or foul language is prohibited in all common areas.

#### 4.2 Community Activities Marquee/Sign

The purpose of the sign is to post community events and/or Association Office and Activities Office information. Private events, memorial services, etc. are not permissible. The sign cannot be used for routine weekly events.

The priority of posting is the following:

- a) Emergency Notices, Association's Board, Designated Committees Association Office/Activities Office, Events/Seminars, Chartered Club Meetings and Events/Ticket Sales
- b) An official representative from each scheduled event is responsible for providing the information on the sign and for the accuracy of its content.
- c) Each posting is limited to 3 days (Including the day of the event) and approved by the Activities Office.
- d) Additional signs that stick into the ground are not allowed. Permission may be granted under special circumstances by approval of the Lifestyle Coordinator.

#### 4.3 Billiards Room

The Billiard Tables are for the use of all residents and guests in accordance with the following guidelines:

- a) No one under 18 years of age can use the billiards tables.
- b) The tables are to be used for pool/billiards only. (No food or drinks allowed on billiard tables.)
- c) The tables are for use by residents and guests on a first-come, first-serve basis except when otherwise scheduled by teams or for competition. Reservations are indicated by signs on the tables and the reservations are strictly enforced.
- d) It is the responsibility of the players to avoid damaging the material on top of the tables, e.g. by running the end of the cue stick into it.
- e) When a competition is in progress, only the players involved may be near the tables.
- f) Use of abusive or foul language is prohibited.
- g) When play is completed, the players are required to:
  - i. Clean off the tops of the tables with the brushes provided and remove all chalk marks.
  - ii. Keep balls in container kept in billiard closet and return the cue sticks to their proper place. (Do not leave the balls in the pool table pockets.)
  - iii. Return all chalk to the ledges provided.
  - iv. Cover the tables with the covers provided and replace the signs designating reserved times on the tables

#### 4.4 Table Tennis

Table Tennis is for the use of all residents and guests in accordance with the following guidelines:

1. A resident/member must accompany any guests under 18 years of age.
2. Table tennis tables will be open for play Monday through Friday as scheduled with the Activities Office.
3. Tables are to be used for Table Tennis only.
4. Equipment may be used at any time as long as there is no other function.
5. Table tennis shall be used by residents and guests on a first-come, first-serve basis, except when otherwise scheduled for league play or competition.



6. Players must limit play time to 1 hour whenever other players are waiting.
7. All players must wear proper shoes and attire. Glass containers, alcohol, chewing gum and tobacco products are not allowed.
8. Use of abusive or foul language is prohibited.
9. Tables must be stored after each use.

#### 4.5 Swimming Pools

The Stonecrest swimming pools are private facilities. Pools will be closed for reserved scheduled classes. In addition to the following pool rules, the State or local municipality has rules governing public pool use. For the safety of homeowners and to comply with governing regulations, Stonecrest will enforce whichever rule is more restrictive. In the event that the pool area reaches maximum capacity, guest(s) may be asked to leave so all homeowners may enjoy the use of the facility.

##### 4.5.1 Pool Hours:

##### Crest Club Pools (Outdoor & Enclosed)

6:00 am to 10:30 pm Monday – Sunday (except for cleaning and maintenance)

The goal is to keep the enclosed pool temperature to between 82-84 degrees. During colder months the pool temperature may drop.

##### Eastridge and Meadows Pools

**8:00 am to dusk Monday – Sunday** (except for cleaning and maintenance). The Eastridge pool will not be heated if the air temperature falls below 60 degrees. The goal is to keep the Eastridge pool, when heated, to between 78-80 degrees.

##### 4.5.2 Pool Rules

The primary use of these pools will be for community recreation activities and cannot be reserved for private events. The following rules apply to the swimming pools:

- a) Before entering the pools or spa, it will be necessary to use one of the rinse-off showers.
- b) No diving or jumping is allowed.
- c) Children under 18 years of age are welcome in the pool until 7:00 p.m. as long as they are supervised at all times by an adult resident. For sanitary reasons, children under the age of 3 years and/or those who are not potty trained are not allowed in the pool. All diapers of any kind are not allowed to be used in the pools.
- d) It is important that children are well behaved while using the recreational facilities.
- e) Use flotation devices only when fewer than 5 people are in the pool.
- f) Please be aware of the number of people using the pools or spa as posted and do not exceed the maximum capacity.
- g) Food and drink should be confined to areas away from the immediate pool and spa decks. Glass containers of any kind are prohibited anywhere around the pool, spa or grill areas.
- h) The doors on the indoor pool must be kept closed at all times.
- i) When leaving the pool area, put patio furniture in place and close umbrellas. (Umbrellas may be opened on all but very windy days.)
- j) Use of abusive or foul language is prohibited.

#### **4.5.3 Pool Grills**

A key may be checked out for the Grills in the Activities Office. A \$50 deposit is required by all. Please read grill instructions before using. If you have a problem lighting any grill, contact the Activities Office. Grills must be cleaned after each use and all controls turned off. If the grills are not cleaned, the \$50 deposit will be retained. All garbage must be put in dumpster.

#### **4.6 Crest Club Spa**

The Association spa is a private facility. In addition to the following spa rules, the State or local municipality has rules governing public pool/spa use. For the safety of homeowners and to comply with governing regulations, the Association will enforce whichever rule is more restrictive. In the event the spa area reaches maximum capacity, guests may be asked to leave so all homeowners may enjoy the use of the facility.

##### **4.6.1 Spa Hours**

6:00 am to 10:30 pm Monday through Sunday (except for cleaning and maintenance)

##### **4.6.2 Spa Rules**

- a) Swimsuits are required. Cut-offs or other forms of street clothes are not allowed. Showers must be taken before entering the spa.
- b) Children under 18 years of age are not permitted in the spa.
- c) Pregnant women, individuals with hypertension, heart conditions, or those on medications for any reason should not use the spa without first consulting with a physician. Individuals who have consumed alcoholic beverages, used narcotics or other drugs that cause drowsiness must avoid using the spa.
- d) No vigorous exercise is allowed. Spa water is maintained at approximate temperatures of 102-104 degrees and is intended to relax muscles.
- e) Limit spa use to 15 minutes for your health and safety, as this 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 for your safety.
- f) Food and beverages are not permitted in or around the spa.
- g) Use of abusive or foul language is prohibited.

#### **4.7 Shower Room**

Showers are provided for the use of residents and their guests. No personal items are to be left in shower area.

#### **4.8 Tennis Courts**

Tennis court operating hours are 7:30 a.m. to 10:30 p.m.

- a) A resident must accompany any guest under 18 years of age
- b) All players must wear proper tennis shoes.
- c) Food, glass containers, chewing gum, tobacco and alcohol products are prohibited on the courts. Plastic water bottles are permitted.
- d) Except for Tennis Club and activity-sponsored events, courts are not available for reservations and are available on a first-come, first-serve basis.
- e) Courts are provided for residents and their guests.
- f) Use of abusive or foul language is prohibited.

#### 4.9 Softball Field

The Softball Fields are for the use of all residents and guests in accordance with the following guidelines:

- a) The purpose of the Stonecrest Softball Association is to promote softball in the Stonecrest community.
- b) All members of the Stonecrest Softball Association must be residents of Stonecrest. Any exceptions must be approved by the Board.
- c) Softball field is open for use to all residents when there are no scheduled games/practices, unless otherwise posted.
- d) A resident must accompany any guest under 18 years of age
- e) Use of abusive or foul language is prohibited.

#### 4.10 Pickleball Courts

Crest Club Courts will be open for play between the hours of 7:30 a.m. and 10:30 p.m.

Eastridge Pickle ball courts will be open between 7:30 a.m. and dusk.

The Pickleball Courts are for the use of all residents and guests in accordance with the following guidelines:

- a) A resident must accompany any guest under 18 years of age
- b) Courts shall be used for Pickleball only.
- c) The courts are for use by residents and guests on a first-come, first-serve basis except when otherwise scheduled for league play or competition.
- d) Players must limit court time to 1 hour whenever other players are waiting.
- e) All players must wear court shoes. Proper apparel must be worn at all times.
- f) Glass containers, alcohol, chewing gum and tobacco products are not allowed on the courts.
- g) Use of abusive or foul language is prohibited.

#### 4.11 Dog Park

The Dog Park is for the use of all residents in accordance with the following rules and prohibitions. **The area may not be used for commercial purposes.**

##### Rules:

1. The Dog Park shall be open from 7 am to sunset for dogs only. No other animals are allowed.
2. All residents must have in their possession a Stonecrest Resident ID while using the Dog Park. The Dog Park Monitors have the authority to request to see ID.
3. Owners must have registered their dogs with Lil Fellas Dog Club or it's successors prior to access and display a current dog license and Dog Park ID tag.
4. All dogs must be spayed or neutered and over four (4) months of age.
5. Dog owners are solely responsible for all and any damages and injuries caused by their dog.
6. Dogs must be on a leash when entering and exiting the Dog Park. Once inside the gates, dogs may be let off-leash. Owners must be in the Dog Park, have a leash in their possession, maintain visual contact with their dogs and maintain reasonable control at all times.

7. Owners must use the appropriate size area for their dog. A small dog is defined as less than 35 pounds; a large dog is over 35 pounds. If an owner has two dogs of different sizes, both dogs must go in the large dog area.
8. Owners are limited to a maximum of two (2) dogs per visit.
9. Owners must fill any holes dug by their dog.
10. Owners MUST pick up after their dogs and appropriately dispose of feces in plastic bags and designated containers. Failure to do so will result in expulsion from the Dog Park.
11. Owners are responsible for ensuring that their dogs do not escape from the Dog Park.

**Prohibitions:**

1. No aggressive dogs. Dogs must be removed immediately if it becomes aggressive to others.
2. No spike, choke, or chain collars on dogs while in the Dog Park.
3. No food, dog treats, or owner-provided toys are allowed in the Dog Park.
4. No alcoholic beverages, no smoking and no abusive or foul language in the Dog Park area.
5. No glass containers.

**Liability:**

Users of this facility do so at their own risk. The POA is not liable for any injury or damage caused by any dog in this area. Dog owners are solely responsible and liable for any injuries or damage caused by their dogs.

**4.12 Bocce Courts**

The Bocce Courts are for the use of all residents and guests in accordance with the following guidelines:

- a) A resident must accompany any guest under 18 years of age.
- b) Courts will be open for play between the hours of 8:00 a.m. and dusk.
- c) Courts shall be used for bocce only.
- d) The courts are for use by residents and guests on a first-come, first-serve basis except when otherwise scheduled for league play or competition.
- e) Players must limit court time to 1 hour whenever other players are waiting.
- f) All players must wear court shoes. Proper apparel must be worn at all times.
- g) Glass containers, alcohol, chewing gum and tobacco products are not allowed on courts.
- h) Use of abusive or foul language is prohibited.
- i) Please do not use excessive force when throwing the ball.

**4.13 Horseshoe/Cornhole Courts**

Courts will be open for play between the hours of 7:30 a.m. and dusk.

The Horseshoe/Corn hole Courts are for the use of all residents and guests in accordance with the following guidelines:

- a) A resident must accompany any guest under 18 years of age.

- b) The courts are for use by residents and guests on a first-come, first-serve basis except when otherwise scheduled for league play or competition.
- c) Players must limit court time to 1 hour whenever other players are waiting.
- d) All players must wear shoes and proper attire at all times.
- e) Glass containers, alcohol, chewing gum and tobacco products are not allowed on the courts.
- f) Use of abusive or foul language is prohibited.

#### 4.14 Shuffleboard Courts

The Shuffleboard Courts are for the use of all residents and guests in accordance with the following guidelines:

- a) A resident must accompany any guest under 18 years of age.
- b) Courts will be open for play between the hours of 7:30 am and 10:30 pm. Courts shall be used for shuffleboard only.
- c) The courts are for use by residents and guests on a first-come, first-serve basis except when otherwise scheduled for league play or competition.
- d) Players must limit court time to 1 hour whenever other players are waiting, except when otherwise scheduled for league play or competition.
- e) All players must wear proper shoes and attire.
- f) Glass containers, alcohol, chewing gum and tobacco products are not allowed on the courts.
- g) Use of abusive or foul language is prohibited.

#### 4.15 Fitness Center

Fitness Center will be open from 6:00 a.m. until 10:30 p.m. daily except for weekly cleaning and orientation training class as posted

The Fitness Center is for the use of residents only in accordance with the following guidelines:

- a) Only Board approved exercise equipment is allowed in the Fitness Center. Residents are not allowed to bring their own equipment to use or store in the Fitness Center.
- b) All residents must complete a one-hour orientation session prior to the use of the Fitness Center. This is by appointment only. Contact the Activities Office for an appointment.
- c) Resident ID, with approved fitness training sticker, required.
- d) Member's use of the facilities is at user's risk.
- e) All equipment MUST be wiped down after use.
- f) Use cleaning wipes provided after each use of equipment (DO NOT clean monitor screens).
- g) Correct attire must be worn at all times when using the exercise equipment (shirts, pants, shorts, aerobic/tennis shoes).
- h) Personal towels are to be used on equipment seats and head rests.
- i) Cardio equipment use is limited to 30 minutes. Please sign in on the signup board. Other equipment limited to 15 minutes.

- j) Glass containers, alcohol, chewing gum and tobacco products are not permitted. Plastic water bottles are permitted.
- k) Use of abusive or foul language is prohibited.
- l) Immediately notify Activities Office if equipment needs repair. Call (352) 245-2447.
- m) The Association is not responsible for anything left in Fitness Center.
- n) Standard earphones can be used on cardio equipment (the Association does not provide).
- o) No paid personal trainers are allowed in the Fitness Center. The POA Fitness Center trainer is not a "personal" trainer; however, he/she trains groups of residents on the proper use of the equipment.
- p) POA staff members are not residents and are therefore, ineligible to use the Fitness Center.
- q) Use of strength training equipment in a manner other than the illustrated purposes on the machines is strictly prohibited.

#### 4.16 Pavilion

The pavilion will be open for use from 7:30 a.m. until dusk daily depending upon weather, maintenance and special reserved activities.

- a) The pavilion may be reserved with the Activities Office to avoid scheduling conflicts. When the pavilion is not scheduled for reserved use, the residents may use the facility on a first-come, first-serve basis.
- b) Residents are responsible for the cleanup and to insure the pavilion is left in an acceptable manner. All lights and fans must be turned off. All garbage must be taken to the dumpster.
- c) Residents are responsible for the behavior of their guests. The sale of alcohol is prohibited.
- d) A key may be checked out for the Grills in the Activities Office. A \$50 deposit is required by all. Please read grill instructions before using. If you have a problem lighting any grill, contact the Activities Office. Grills must be cleaned after each use and all controls turned off. If the grills are not cleaned, the \$50 deposit will be retained. All garbage must be put in dumpster.
- e) No parking golf carts on the concrete area under the pavilion.

#### 4.17 Library

The library is open from 8:00 a.m. to 10:30 p.m. to all residents.

- a) Residents may borrow a maximum of five (5) books at a time.
- b) The library is maintained by designated resident volunteers.
- c) Members are requested to return borrowed books in a timely manner. Books that are in bad taste or disarray will be removed at the discretion of the Activities Office and/or designated resident volunteer.
- d) Returned and donated books must be placed in the appropriate hardback or paperback bins and not on the shelves. DVDs and books on CD are available for check out in the Activities Office. Residents can check out two (2) items at a time and keep DVDs for up to five (5) days and books on CDs for up to three (3) weeks. Items must be returned to the Activities Office.

#### **4.18 Crest Club Activity Room**

Cards and other activity rooms are open from 8:00 a.m. to 10:30 p.m.

- a) All players must leave room clean and orderly.
- b) Table tops must be returned to their designated locations.
- c) Cards and other clubs and activity groups are scheduled through the Lifestyle Coordinator

#### **4.19 Computer Room**

- a) A resident ID is required with the approved training sticker to use the computer room.
- b) The computer room is operated by the Stonecrest Computer Club. All of the equipment is the property of the club. The use of the computers and related equipment is for non-business use only by residents who have been trained. No children under 18 years of age are permitted to use any equipment. Club activities will take precedence over individual use of the computer facilities.
- c) The Computer Club will establish and post rules and regulations regarding hours of use and other restrictions related to use of the computers and related equipment.

## **5 Communications**

### **5.1 Stonecrest Closed Circuit TV (SCTV12)**

SCTV12 is our closed-circuit community information channel and is also available on the website.

- a) SCTV12 operates under the auspices of the Association and is maintained by the Communications Specialist.
- b) The purpose of SCTV12 is to provide a mechanism for the Association to convey operational information to the residents. It is also used to inform residents of events/activities happening within the community.
- c) All SCTV12 submissions must include the date along with the name and phone number of the person submitting.
- d) Activity ads will air two (2) weeks prior to the event and run for a maximum of two (2) weeks.
- e) SCTV12 postings involving changes in dates must have prior approval from the Activities Office.
- f) SCTV12 updates (SCTV12 & Website) are performed as needed.
- g) The Communications Specialist and/or the Association reserves the right to edit the submitted information for clarity and space concerns.
- h) The Communications Specialist and/or the Association reserves the right to determine acceptability of any information to be posted on SCTV12 or the Website.

### **5.2 Association Website**

The Association Website, [www.stonecrestonline.com](http://www.stonecrestonline.com) was established to improve communications within the community. The site offers many unique features and functions. Information on the private side of the site requires a username and password and is intended for residents only. It is not meant for distribution to nonresidents, contractors, or vendors. Violators will be banned from the site. To request your username and password, click on "Request Login" from the menu or stop by the Activities Office.

1. Classified ads may be posted on the website by submitting them to the Communications Specialist. Ads will run for a maximum of two (2) weeks.
2. The review section may be used to let other residents know about area businesses. Positive and negative reviews may be sent to the Communications Specialist to be posted. Appropriate language must be used when making a review. Foul and abusive language is prohibited.

### 5.3 Resident Directory

The resident directory is intended for Stonecrest residents only. Distribution to non-residents, vendors and contractors is prohibited. The Association **must have a written request** not to publish your information in the directory. A form may be filled out in the Activities Office. There is also an online directory at [www.stonecrestonline.com](http://www.stonecrestonline.com) that residents may use. This is separate from the printed directory and residents must log on and check the appropriate boxes on their profile to allow others to see their information.

### 5.4 Mailboxes and Distribution Tubes

- a) Mailboxes are to be used only by the United States Post Office and their authorized agents.
- b) Distribution Tubes are to be used primarily by the Association, Residents and approved clubs and activities, which includes approved clubs and activities wishing to announce the date, time, place and purpose of their meetings may do so
- c) Residents may use distribution tubes as follows:
  1. Deliver cards such as for birthdays, anniversaries, illness, bereavement, holiday(s), thank you's and invitations.
  2. A property owner running for a seat on the Board of Directors may distribute one personal information sheet no larger than 8.5" by 11" during the month of October or November.
  2. No business product or service advertisements are permitted. (Except for the Stonecrest golf course and restaurant.)
  3. Copyrighted material is prohibited unless prior permission has been received by the appropriate party.
  4. Harassing, threatening or offensive material is not permitted.
  5. Political and religious materials are not permitted.

### 5.5 Cornerstones Guidelines

The *Cornerstones* is a place to report community announcements, events and activities. It is not a political forum or vehicle for expressing personal feelings or opinions. The information, products and services contained in these articles, inserts, and advertisements should not be construed as a recommendation or endorsement by, and do not necessarily represent the opinions of the Stonecrest Association officers, volunteers, directors, management company or employees.

- a) Contributors are asked to limit articles to 250 words or less with emphasis on upcoming events.
- b) Articles are to be submitted by the 10<sup>th</sup> of every month unless otherwise stated. Articles are to be submitted via e-mail to [cornerstones@stncrst.com](mailto:cornerstones@stncrst.com).
- c) Font: Times New Roman
- d) Size: 11.5
- e) Please only use one space after periods
- f) Copyrighted material is prohibited unless prior permission has been received from the appropriate party.



- g) The Association reserves the right to edit articles for appropriate content, length, clarity or space.
- h) The Association assumes no liability for damages resulting from the use of information, including advertisements contained in this publication. The Publisher will not be liable for any error in advertising to a greater extent than the cost of the space occupied by the error. The Publisher/Association reserves the right to reject any ad or article submitted for publication.
- i) No political ads printed in the magazine or inserted as a flier are allowed.

#### 5.6 Realtors and Open House

- a) Realtors with home listings must provide a business card with the name of the real estate company and realtor's name to the gate attendant. The gate attendant will scan the driver's license, record the vehicle tag number and resident address destination on the log. Realtors must notify the gate attendant of client's appointment, date and time and provide name of client.
- b) Open houses will be permitted. Realtors or homeowners interested in having an open house must register with the Association Office. Only one (1) real estate sign with "For Sale" OR "For Rent" may be placed in the front yard on the homeowner's lot. However, one descriptive sign may be attached to the "For Sale" OR "For Rent" sign. One (1) open house sign is permitted on the subject property during the open house as long as it is attached to the "For Sale" sign and removed after the open house. No open house signs are permitted on right-of-ways or common areas. No directional signs allowed. **Any unapproved signs will be removed and potential fines may be assessed without prior notice.**
- c) For registered open houses, gate attendants will only distribute a one page, two sided sheet containing neighborhood maps, sales information or directions prepared by the realtor or the homeowner to visitors for an open house. The one-page sheet may contain a picture of the house, the name of the realtor and realtor's firm. Realtors/Homeowners shall provide sufficient copies to gate attendants. Gate attendants shall not make copies.
- d) Real Estate Auctions may be held with permission from the Association Office. The auction may not take place in the yard or garage with the door open.
- e) All vehicles must be parked with the flow of traffic and may not block streets, fire hydrants, sidewalks, driveway, or mailboxes of neighboring resident.

## 6 Communications and Activities Committee (CAC)

### 6.1 Overview

The CAC was formed in August 2006 by the Board to recommend ways to improve communications between the community activities and the Association. The committee also reviews community programs, activities, club bylaws, and club/activities needs and submits recommendations to the Lifestyle Coordinator, the Association and the Board.

### 6.2 Meeting Schedule

The CAC meets monthly, except in July and August, in the Community Center building. Anyone may attend. Dates and times will be posted in advance.

### 6.3 Submission Process

To request an item be added to the agenda please submit it to the Lifestyle Coordinator one (1) week prior to the meeting date.

If requesting the purchase of equipment or supplies for a club or activity an item request form must be filled out and accompanied by a current bank statement of the club/activity.

#### 6.4 Recommendation Process

After the CAC reviews an item a decision may be made at the meeting, more information may be requested or it may get passed on to the Board.

Each recommendation will be assigned a number for easy tracking. It will include CAC (Communications and Activities Committee) and the number will be the current year and the item number i.e. CAC#20xx-001

#### 6.5 CAC Replacement Policy

When an essential item used by a club or activity is broken, or in need of replacement, such that it prevents the club/activity from performing its daily function or purpose, it is deemed appropriate for the repair or replacement to be approved as soon as possible by the Community Association Manager in conjunction with the Lifestyle Coordinator and the CAC chairperson and/or vice chairperson.

Only such items that would fall under the normal oversight of the CAC and are less than \$1,000 would be eligible for this immediate action. The purpose of such an emergency measure is to expedite the approval process without waiting for a vote by the CAC during the next month's regularly scheduled meeting. This would allow a club/activity to resume normal functioning without resident inconvenience or prolonged delay. An example would be a table tennis table becoming inoperative or other such item that is used by a club/activity for its usual and standard operation.

## 7. Architectural Review Committee Guidelines

### 7.1 Purpose of the Guidelines

The purpose of these guidelines is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community. By adhering to the guidelines, the goal of maintaining an aesthetic appearance, promoting harmonious consistent design features and environmental quality in the community will be reached. The committee evaluates all requests on the individual merits of the application and information submitted. **Inspection of project will be conducted to verify completion according to the approved application.**

The guidelines provide specific design standards that have been adopted by the Board of the Property Owners Association in accordance with the Community Rules and Regulations. These guidelines also explain the residential or common ground application. Refer to them PRIOR to requesting any exterior modifications or changes to homes or lots. The review process MUST be adhered to by homeowner seeking approval for such changes subject to approval by the Property Owners Association.

**Homeowners are reminded that approval by the Architectural Review Committee ("ARC") for a proposed change does not eliminate the need for the homeowner to obtain all appropriate building permits, tree removal permit and/or other documentation from the county. Further, homeowners are solely responsible to ensure that any and all modifications or additions do not encroach upon any neighboring lot, common area, or easement (i.e., utilities, drainage). An encroachment discovered after the modification is completed may require removal of the modification and return of the area to its original condition at the homeowner's expense.**

These guidelines will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Committee. All homeowners are encouraged to familiarize themselves with the contents for future use. Homeowners are also encouraged to become familiar with the Association Rules and Regulations as not all content is included in these guidelines. Additionally, the Architectural Review Committee bears no responsibility for any incorrect or incomplete information provided by the homeowner on the application form.

#### **7.1.1 Mission Statement**

*The objective of the ARC committee is to ensure that the standards of the Covenants and the Florida Statutes are adhered to, as agreed upon by every homeowner at the time they purchased a property in Stonecrest. Our Goal is to keep Stonecrest a beautiful community and maintain the property values, without preference to any one person, but to the community as a whole.*

#### **7.2 Basis for and Objectives of Protective Covenants**

The legal documents for the Property Owners Association include the Declaration of Covenants and Restrictions. They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner's lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants. The primary purpose of this document is to establish design guidelines for the entire community. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- a) Maintain consistency with the overall design concept for the community.
- b) Promote harmonious architectural and environmental design qualities and features.
- c) Promote and enhance the visual and aesthetic appearance of the community.
- d) Maintain a clean, neat, orderly appearance.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values.

#### **7.3 Role of the Architectural Review Committee**

All homeowners are automatically members of the Property Owners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Property Owners Association provides the scope and authority of the Architectural Review Committee (ARC). The members of the ARC are appointed by the Board of the Property Owners Association. The ARC is responsible for reviewing architectural review requests from property owners for exterior modifications to homes and improvements to lots by property owners.

The ARC will review and approve or deny applications submitted by lot owners for exterior additions, alterations or modifications to a home or lot using Design Guidelines approved by the Association's Board. The Builder will ensure all new home designs comply with the existing Design Guidelines and will advise the Architectural Review Committee of custom designs that are different from the standard models or standard lot designs.

As part of its responsibilities, the Architectural Review Committee will make recommendations to the Board with respect to the modification of the Design Guidelines initially approved by the Board. The Board will also be responsible for reviewing possible violations of the Association's Design Guidelines.

#### **7.4 Alterations Requiring Review by the Architectural Review Committee**

Any changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It also includes items such as changes in exterior color and materials. Approval is required when an existing item is to be removed.

**If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Committee before proceeding.**

##### **7.4.1 When Using a Vendor**

Vendors are not permitted to sign or submit applications. They should provide homeowners with drawings, plans and specifics to the project that will accompany an application. Homeowners are responsible for verifying proof of Liability Insurance for each vendor used. Homeowner should contact the Gates (352-245-6400) when expecting a vendor for an estimate or to perform work. Contractors/Vendors are required to enter through the North Valley Gate only. Vendors will not be granted access if gate is unable to verify clearance from resident.

#### **7.5 Application and Review Procedures**

Application and review procedures that will be used by the Architectural Review Committee are detailed below. ***Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.***

##### **7.5.1 Applications**

All applications for proposed improvements must be submitted in writing using the application forms authorized by the Architectural Review Committee. Copies of these forms are available on the POA website or at the POA Office located at:

**Stonecrest POA  
11050 SE 176th Place Road  
Summerfield, Florida 34491  
(352) 347-2289**

##### **7.5.2 Automatic Approvals**

**\*ARC APPLICATION MUST STILL BE FILLED OUT AND TURNED IN TO THE POA OFFICE**

Certain types of ARC applications can be automatically approved prior to an ARC meeting. The Association staff person responsible for handling ARC applications has the authority to sign off on the types of ARC applications listed below; however, such pre-approved applications shall be submitted to the ARC Chair at the next scheduled meeting for final signature. **Homeowners must receive permission prior to starting any work.**

- a) Homeowners installing a satellite dish to the eave on the sides or rear of the home. (see section 7.7.21)
- b) Homeowners replacing their Mailboxes (see section 7.7.14)
- c) Homeowners installing solar tubes in rear of home (see section 7.7.26)

- d) Homeowners repainting their homes with a complete approved color scheme with no exceptions or deviations (i.e. one (1) scheme per home).

#### **7.5.3 Supporting Documentation**

The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. The ARC may require submission of a current boundary survey prepared by a licensed surveyor where the proposed change may implicate property boundaries or platted easements (i.e., utilities, drainage). Notwithstanding, homeowners remain responsible to ensure that any and all modifications or additions do not encroach upon any neighboring lot, common area, or easement (i.e., utilities, drainage).

#### **Examples Include:**

- a) A site plan showing the location and dimensions of the proposed improvement, including a current boundary survey, if deemed necessary by the ARC;
- b) Architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc.
- c) The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.

#### **7.5.4 Time Frame for Completion of the Review**

Upon receipt by the ARC of any required Plans and Specifications, the ARC shall have thirty (30) days within which to approve or reject such proposed Plans and Specifications and, if the ARC has not expressed its approval or rejection of same in writing within said thirty (30) day period, said Plans and Specifications shall be deemed to have been approved in writing. All changes and alterations to any Unit shall also be subject to all applicable permit requirements and other governmental laws, statutes, ordinances, rules, regulations, orders, codes and decrees. By taking title to a Unit in Stonecrest, each Owner is aware and acknowledges that the ARC has the authority to enforce rules, regulations, and restrictions regarding the use of a Unit, modification or destruction of any structure or improvement of a Unit.

#### **7.5.5 Notice of Approval/Disapproval**

Homeowners who have submitted architectural review residential applications will be contacted by the ARC coordinator after the review has taken place. A copy of the application with the ARC's decision will be mailed to the homeowner or may be picked up upon request at the Association Office. All original requests will be maintained on file by the Association Management Company. As stated in CC&R 8.10. Improvement Completion Time Frame Homeowners will be allowed two years to complete the project. Should an extension be required, the homeowner shall notify the Property Owners Association office and provide an explanation and in some instances a revised residential application. The ARC recommends that all projects be completed within 120 days.

### **7.6 Enforcement Procedures**

Declaration of Covenants for the Association provides the authority for the Board to establish these Standards and Guidelines.

The following enforcement procedures will be used to ensure compliance.

- 7.6.1 A violation may be observed and reported to the Board through the Association by a member of the Architectural Review Committee or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification, telephone call, or email may be transmitted to the Association.

7.6.2 The alleged violation will be confirmed by a site visit by a member of the Board, a member of the Architectural Review Committee or the Association.

7.6.3 The Board, through the Association, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.

7.6.4 If the violation continues for 14 days after the first notification (or if no substantial progress is made in curing the violation, where such remedy would require more than 14 days) a second letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within 14 days from the date of mailing of the letter or alternatively, that the resident in violation must submit to the Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the 14-day period.

7.6.5 If the violation is not abated within 14 days from the date of mailing of the second letter described in number 7.6.4 above (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Board), through the Association, will send the resident in violation a certified letter informing the resident that they have 14 days to comply or the Board will refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.

7.6.6 The above procedures do not preclude the Board from taking accelerated measures in the case of a violation which constitutes an emergency situation or an immediate cease and desist notice for unapproved changes; provided that the resident in violation has been properly notified by mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Standards and Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

## **7.7 Design Guidelines**

**The specific Design Guidelines detailed below have been adopted by the Board. Homeowners are solely responsible to ensure that any and all modifications or additions do not encroach upon any neighboring lot, common area, or easement (i.e., utilities, drainage). An encroachment discovered after the modification is completed may require removal of the modification and return of the area to its original condition at the homeowner's expense.**

**Please note:** These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an ARC Form to the Architectural Review Committee. Please follow the application procedures and note on your application that your request is a special circumstance.

### **7.7.1 Awnings, Canopies and Hurricane/Storm Shutters**

As stated in CC&R 8.36 Awnings, Canopies and Shutters "No awnings, canopies, or shutters, including hurricane or storm shutters shall be attached, or otherwise affixed, to the exterior of any dwelling on the Unit, unless such awnings, canopies or shutters have been approved by the ARC." Awnings can be fixed, removable, or rollout (motorized or manual). Only fabric material (Sunbrella type) rated for at least 50mph wind. Only one solid color may be used in front and sides. Awnings frame and fabric must match the house or trim color. Stripes can only be used in the rear of the home. No metal awnings are allowed. Awnings may not be placed over skylights or solar tubes. **(SEE ATTACHED AWNING SPECIFICATION GUIDE 9.1.1) (ARC REVIEW REQUIRED).** Shutters can only be in use when Hurricane/Storm "Warning" stage is

**announced for our area and taken down when warning is lifted for our area. Storm Shutters cannot remain on the windows. (ARC REVIEW REQUIRED)**

#### **7.7.2 Birdcages**

As stated in CC&R 8.7 Modifying Structures “No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel.” **No wood materials can be used. As stated in CC&R 8.2 “All such structures and additions shall be attached to...” No flat roofs are allowed on birdcages. See attachment 9.1.3 for roof designs. Site plan is required (ARC REVIEW REQUIRED)**

- a) **Birdcage covers**- Only fabric material (Sunbrella type) rated for at least 120 mph winds. Birdcage covers must also match the existing roof, and be one solid color. Applications must show the design and color of the cover **(ARC REVIEW REQUIRED)**

#### **7.7.3 Concrete / Driveways**

As stated in CC&R 8.7 Modifying Structures “No Owner of any Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel.” Expanded driveways are permitted on a case by case basis. The expansion may not go past the edge of the garage and will not be used for the storage of any vehicle. Round driveways will only be permitted to be constructed by the Developer and on a corner lot with an opening larger than 100 ft. Detailed driveway color guidelines are available in the POA Office. **Site plan Required. (ARC REVIEW REQUIRED)**

#### **7.7.4 Fencing**

As stated in CC&R 8.23 Fences “No fence shall be erected, constructed or placed on any Lot without the prior written consent of the Association. No fence may exceed the height of four (4) feet, and must be of a construction approved by the Association. No fence shall be erected, constructed or placed in the front or side yard of any Unit, but only in the back yard, as defined as no further forward than the corner of the roof line of the residence furthest to the rear of the front Lot line of the Unit. **ONLY** green vinyl coated chain link fence, post and rails may be used. The maximum four (4) feet height **MUST** be hidden or masked by shrubbery, planted on the outside of the fence. Fences must be attached to the back of the house and shall **NOT** exceed the width of the back of the home. **(ARC REVIEW REQUIRED)**

#### **7.7.5 Fire Pits Propane only. (ARC APPROVAL REQUIRED).**

**7.7.6 Flag Poles FS §720.304**

Guidelines will comply with Florida Statute §720.304 to allow respectful display of an official flag of the United States. Flags shall be not larger than 4 1/2 feet by 6 feet. Additionally, one official flag of the State of Florida, or the United States military branch flag or POW flag may fly below the United States flag. **No decorative flags are permitted.** Freestanding flagpoles will be no more than twenty (20) feet high, and not erected within or upon an easement. Flagpoles are to be a solid color; white, black, bronze, or stainless steel. **Site plan required.** (ARC REVIEW REQUIRED)

**7.7.7 Free Standing Structures/ Temporary Structures (NOT ALLOWED)**

As stated in CC&R 8.6 Temporary Structures “No structure of a temporary character including, without limitation, a trailer, boat, tent, shack, garage, barn, or other outbuilding shall be erected or placed on any portion of the Committed Property at any time.” This also includes sheds and storage units. County Permit boxes are not allowed to be planted or displayed on the property, unless the home is under construction by the Developer. The permit information may be displayed by the front door under the front porch area so that it is still accessible to Marion County for inspection at all times.

**7.7.8 Garage Door Screens**

As stated in CC&R 8.33 Lattices and Screens “...roll screens...” and sliding screens are permitted. **Application must show the design and color of the garage screen.** (ARC REVIEW REQUIRED)

**7.7.9 Generators**

Permanently installed low-noise residential standby LP gas only emergency generators are permitted and must be located in the side or rear yard. A buried propane tank system must be used. Installation of a permanently installed emergency generator must be approved by Marion County. An approved Marion County permit and site plan must accompany the ARC application. **Site Plan Required.** (ARC REVIEW REQUIRED). Non-permanent Generators (temporary) are not allowed.

**7.7.10 Gutters**

As stated in CC&R 8.7 Modifying Structures “No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel.” Owner must have the contractor initiate a plan showing where the gutters will be placed on the home and the location of each downspout. Water dispersed by downspouts should be directed so that it does not create or intensify water drainage issues on neighboring properties. Also indicate the color of the gutters. **Gutter color must match fascia.** Gutters cannot be painted and must remain the original color and finish as manufactured and installed. (ARC REVIEW REQUIRED)

**7.7.11 Lattice / Screen / Storm Doors / Entry Doors**

As stated in CC&R 8.33 Lattices and Screens “Lattice type screens, roll screens and other type of screening are limited to the interior of Units and are prohibited in walkways and in any other location outside the dwelling on the Unit, without the prior consent of the ARC.” Indicate location of screen and/or storm door, (front or back), and attach a brochure with application. If an existing entry door is to be replaced or revised to add decorative glass, only 1/2, 3/4 or full length inserts may be used.



Additionally, only decorative glass or solid doors may be used. No wood on exterior doors. **(ARC REVIEW REQUIRED)**

#### **7.7.12 Lightning Rod Installation**

As stated in CC&R 8.29 Reception Devices and Electrical Equipment "No ... antenna... shall be installed or maintained on the exterior of any structure on, or portion of, any Unit unless approved by the ARC. No electrical equipment shall be operated or permitted to be operated on the Committed Property so as to prevent good reception for any other equipment without the prior written consent of the Association." **(ARC REVIEW REQUIRED)**

**Please Note:** Please be aware that the POA/ARC is not responsible for any possible damage or repair to the home or surrounding homes due to this installation.

**For more information on the effectiveness of lightning rods in the southeast, please refer to the Stonecrest website at [www.stonecrestonline.com](http://www.stonecrestonline.com) under "Documents" in the "Miscellaneous" section. (also see section 9.1.5)**

#### **7.7.13 Murals (NOT ALLOWED)**

#### **7.7.14 Mailboxes CC&R 8.30**

Original mailboxes were erected by the Declarant; thereafter, mailboxes are the responsibility of the homeowner. Standard type mailbox allowed is black. Information on approved mailboxes is located in the POA Office. **(ARC REVIEW REQUIRED)**, See section 7.5.2 Automatic Approvals (See attachment 9.1.4 for approved design)

#### **7.7.15 Ornaments / Fountains or Wall Hangings**

As stated in CC&R 8.32 Outside Decoration and Ornaments "No Owner may place ornamental statues, figures, lawn ornaments or other decorations in any front yard, nor affix or otherwise attach same to any Unit or to any structure or addition thereto...". As stated in CC&R 8.24 Landscaping "...exterior gardens, sculptures, fountains, and similar items must be approved by the Association." **Maximum height for fountains is 4 feet with no statues/figurines on top. Only natural stone color is to be used.** An Owner may place no more than one (1) bench or other item of seating in the front yard of their Unit, which shall be concrete, decorative in nature, and placed in a manner so as to minimize its visibility and enhance its decorative appearance as well as the surrounding area. **No excessive pots are allowed in the front yard area.**

#### **7.7.16 Outside Lighting**

New fixtures must coordinate with the home's exterior décor and ALL must match. All Exterior light fixtures should be the same color and design. Poles should match color of lighting fixtures. Approved colors are: White, black, bronze, brass and stainless, brushed nickel. **(ARC REVIEW REQUIRED)**

- a) Homes not in compliance may remain until time of replacement. At that time the fixtures and pole must be in compliance with the guidelines
- b) Lamp Poles must remain in location placed by builder, and must be same style builder is currently using.
- c) Lighting on homes may not be placed as to affect neighbors.

**7.7.17 Paint**

As stated in CC&R 8.5 Changing Color of Unit “No exterior colors on any improvement shall be permitted that, in the sole judgment of the ARC, would be inharmonious or discordant or incongruous with the Committed Property. Any future exterior color changes desired by an owner must first be approved by the ARC.”. **All exterior painting, including repainting the same color requires ARC approval. Approved paint colors are available in the POA Office. (ARC REVIEW REQUIRED)**

**POA Color Palette Book Regulations - When Painting your home:**

1. **All colors must be selected from approved color Palette Book available in the POA office.**

2. All colors used in the POA Palette Book are from Sherwin Williams Color chips.

It is not Mandated that Sherwin Williams products be used, however proposed colors must match the colors in the POA Color Palette Book.

3. All finished projects will be subject to final inspection by the Community Standards Coordinator, Assistant CAM or a member of the ARC. It is the sole responsibility of the home owner to insure correct color paint is being used and matches approved colors on application. Any colors not matching those supplied in the approved book (or supplied sample) or any color applied to areas previously not approved will be considered a Violation and will need to be put into compliance to avoid further proceedings.

4. Homeowners may mix and match colors from different color schemes. Any color combination not shown in the color palette book as a **scheme** will be subject to the sole judgment of the ARC. If it is the ARC’s decision that your selection is inharmonious, discordant, or incongruous with the Committed property, you will be asked to make an appropriate selection from the POA color palette book and resubmit for ARC approval. Trim and body colors are interchangeable. For example, you may use a trim color for a body and visa-versa. **Door colors can only be used as a front door color.** (Door color cannot be used on any other portion of the house.)

5. There will be a maximum of **(3) three** colors allowed per home, unless home was originally constructed with more than three colors. If this is the case, homeowner must provide the color specification sheet from the builder, outlining the colors that are currently on the home.

6. Areas to be painted must be identified in ARC application as follows:

Body color identified as; **“1-Body”**

Trim color identified as; **“2-Trim”**

Door color identified as: **“3-Door”**

7. Variations of above:

**Front door**- Door, Body or Trim color allowed.

**Garage/ golf cart door**- Can be painted Body or Trim color. No combinations of both. (Both doors must be painted same color.)

**Side entry /back door**- Can be painted Body or trim color or white.

**Decorative trim**- (This is the raised portion of Home designed as an architectural detail.)

Can be painted only with designated trim color.

**Shutters** – Color must be approved by the ARC.

**Decorative vents**- Can be painted with Body or Trim color only.

**\*Other features not mentioned above that are going to be painted must be identified in the ARC application.**

8. **Downspouts**- Can only be painted to match **Body** color. If home owner decides to do this, care should be taken during the painting process that correct materials are used.

9. **Gutters, fascia's, soffits and window frames** - Cannot be painted and must remain the original color and finish as manufactured and installed.

#### **7.7.18 Patio Enclosures**

As stated in CC&R 8.7 Modifying Structures "No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel."

**If you have an existing patio and wish to have it enclosed, submit a complete plan showing elevation of the structure with all dimensions indicated and the material to be used, i.e. screen, glass or concrete block. If a kick plate is included, show the height. (Maximum allowed is 24") Boundary Survey Required. (ARC REVIEW REQUIRED)**

#### **7.7.19 Pergolas, Gazebos, Arbors and Trellises**

As stated in CC&R 8.7 Modifying Structures "No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel."

**Pergolas, Gazebos, Arbors and Trellises as stated above, all exterior modifications are subject to the advanced written approval of the ARC. All are required to be attached to the Unit. No wooden material can be used. Only vinyl or aluminum materials are allowed. Only neutral colors that coordinate with the homes are allowed and must be approved. Please provide brochure. Site Plan Required. (ARC REVIEW REQUIRED)**

#### **7.7.20 Propane Tanks**

All propane tanks must be installed in compliance with the Liquefied Petroleum Gas Code and National Fire Protection Association (NFPA) section 58.

Propane tanks under 50 water gallons for use of an in-house appliance (as an example cook stove or fireplace) must be located in the rear or side yard and must be hidden by shrubbery around the tank to block the view from the street/neighbors allowing access as needed only for replacement of the tank. The shrubbery must be approved by the ARC. The resident must make certain they are not within the required 5' set back from the property line. Multiple tanks of under 50 water gallons are not permitted.

Propane tanks larger than 50 water gallons (must be buried. Applications for installation of tanks of 250 water gallon size or larger must be accompanied by the proper permits from Marion County. Homeowners must attach a copy of the approved permit along with the ARC Form.

**7.7.21 Rain Barrels**

Rain barrels must be of commercially plastic grade model, must be in landscaping beds, and must be hidden by landscaping. No steel drums are allowed. **(ARC REVIEW REQUIRED)**

**7.7.22 Roof Repair or Replacement**

Subject to ARC review and approval. Approved color samples are available in the POA Office.

Shingle color must coordinate with the house color. **(ARC REVIEW REQUIRED)**

**7.7.23 Satellite Dishes**

As stated in CC&R 8.29 Reception Devices and Electrical Equipment "No radio, television nor any other exterior electronic or electrical equipment, antenna, aerial, satellite receiver or "dish" or similar receiver shall be installed or maintained on the exterior of any structure on, or portion of, any Unit unless approved by the ARC. No electrical equipment shall be operated or permitted to be operated on the Committed Property so as to prevent good reception for any other equipment without the prior written consent of the Association."

Satellite dishes can either be attached to the eve on the sides and rear of the home. A roof mount is permitted; *however*, if you wish to have your dish installed on your roof, please be aware that the Association is not responsible for any possible damage or repair due to this installation.

**It is requested that the dish not be placed on the front of the house. Dishes may be installed on a pole not to exceed a total height of 50" and be located within an existing or created planting bed and the pole must be screened from view by landscaping. (ARC REVIEW REQUIRED, see section 7.5.2 Automatic Approvals)**

Please Note: If installation has to be made "outside" of these guidelines, to provide a proper "line of sight" for service, please request a letter from the installer that provides written documentation of this instance.

**7.7.24 Sheds (SEE FREE STANDING STRUCTURES)**

**7.7.25 Solar Lighting & Reflectors (Lining Driveways and Walkways)**

This lighting fixture is more decorative than a source of light. They should be distributed sparingly to prevent a cluttered appearance. Reflectors are not allowed to be placed or displayed on homeowner lots. **(ARC REVIEW REQUIRED)**

**7.7.26 Solar Tubes and Panels FS 163.04**

As stated in CC&R 8.25 Energy Conservation Equipment "No solar energy collector panels or attendant hardware or other energy conservation equipment shall be constructed or installed on any Unit unless it is an integral and harmonious part of the architectural design of a structure, as determined in the sole discretion of the Association. Any solar panels, solar collectors or other devices based on renewal resources shall be placed, subject to the directional requirements of such devices, in a manner so as to be visible to the fewest number of adjoining properties. The ARC shall have the authority to review and approve such devices as to location, color and design. Whenever possible, such devices shall be located to the rear of the house and shall be mounted flat against the roof." **Illustrate the intended location of solar tube on the roof of the house, and attach a brochure of the type of unit to be installed. (ARC REVIEW REQUIRED, see section 7.5.2 Automatic Approvals).**

**7.7.27 Screen Porch Addition**

As stated in CC&R 8.7 Modifying Structures "No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel." On site plan, show where porch will be added. Attach plans, observing setback lines. Obtain plan from contractor showing height, width and materials to be used. Show height of the kick plate if applicable. **(Maximum allowed height is 24"). No wood materials can be used. As stated in CC&R 8.2 "All such structures and additions shall be attached to..."** Chart of approved roof design can be obtained from the POA office. **(ARC REVIEW REQUIRED)**

**7.7. 28 Structure Modification**

As stated in CC&R 8.7 Modifying Structures "No Owner of an Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel." **This includes room additions, pools, concrete or asphalt, patios, lanais, birdcages, etc. No flat/slanted roof allowed. Plans and/or drainage layouts are required for review. No horizontal or vertical siding allowed. Chart of approved roof designs can be obtained in the Association office. (ARC REVIEW REQUIRED).** The ARC may require submission of a current boundary survey prepared by a licensed surveyor where the proposed change may implicate property boundaries or platted easements (i.e., utilities, drainage). Notwithstanding, homeowners remain responsible to ensure that any and all modifications or additions do not encroach upon any neighboring lot, common area, or easement (i.e., utilities, drainage).

**7.7.29 Swimming Pools CC&R 8.37**

“Any swimming pool to be constructed on any Unit shall be subject to the requirements and any rules and regulations of the ARC, which shall include, without limitation, the following:

- a) Composition to be of material thoroughly tested and generally accepted by the swimming pool industry for such construction; and
- b) All pool screening material shall be of a color in harmony with the exterior of the Unit.” **White screen or “Solar Screen” is not allowed. Sample of screen is to be provided with the application.**
- c) Detailed plans including: project dimensions, pool size, decking birdcage size/shape and colors are required. Include surrounding landscaping diagram if applicable. **site plan required (ARC REVIEW REQUIRED)**
- d) Pool Pumps, Air Conditioning units, Generators, Propane Tanks, et al: Utilities may be hidden by adding shrubbery or screening constructed of a PVC material, not to exceed 4' in height. Screening is to be of a permanent nature. **Both screening and shrubbery are to be approved by the ARC.**

**7.7.30 Pool Screening**

As stated in CC&R 8.37 Swimming Pools “All pool screening material shall be of a color in harmony with the exterior of the Unit.” **White screen or “Solar Screen” is not allowed. Sample of screen is to be provided with the application.**

**7.7.31 Vinyl or Acrylic Enclosure for Lanai / Patio**

As stated in CC&R 8.7 Modifying Structures “No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel.” **Attach a plan or drawing showing the width and height of the panels. Indicate if the new windows will be permanent or will be sliders and if the screens will remain. Your contractor should provide you with the necessary plans. Attach a brochure from the manufacturer or contractor. Show height of the kick plate if applicable. (Maximum allowed height is 24”). Site plan required. (ARC REVIEW REQUIRED)**

**Note: Screen porches with pan roofs are not permitted. The roof is to contain shingles to match the house.**

**7.7.32 Wells / Water Systems (NOT ALLOWED)**

As stated in CC&R 8.26 Water System “No water wells, septic tanks or drain fields are permitted on any Unit. No person may obstruct or rechanneling drainage flows after location and installation of drainage swales, storm sewers, or storm drains. Catch basins and drainage areas are for the purpose of natural flow of water only and no obstructions or debris shall be placed in these areas.” Water wells, septic tanks or drain fields are not allowed.

**7.7.33 Window Replacements for Home**

As stated in CC&R 8.7 “No Owner of a Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure,

building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel. **“Attach a plan or drawing showing the width and height, location, color of trim, and other design details. No Unit shall have aluminum foil placed in any window or glass door, nor shall any reflective substance be placed on any glass, except as may be approved by the ARC for energy conservation purposes. (ARC REVIEW REQUIRED)”**

#### **7.7. 34 Window and Wall Air Conditioning Units**

As stated in CC&R 8.35 Window and wall Air Conditioning Units “No window or wall air conditioning units shall be permitted to be placed in a Unit without the prior written consent of the ARC. No Unit shall have aluminum foil placed in any window or glass door, nor shall any reflective substance be placed on any glass, except as may be approved by the ARC for energy conservation purposes.” **(ARC REVIEW REQUIRED)**

### **7.8 Landscaping**

#### **7.8.1 Curbing / Decorative Walls**

As stated in CC&R 8.7 Modifying Structures “No Owner of any Unit shall change, alter, modify, add to, or delete from any existing structure on his Unit without first receiving written permission from the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or improvement to be located on a Parcel or to be removed from a Parcel. No structure, building, swimming pool, or addition, including additional concrete or asphalt installations, shall be erected, constructed or placed on any Unit without the prior written consent and approval of the ARC, which shall have the authority to review and approve plans and specifications regarding the location, size, type or appearance of any structure or other improvement to be located on a Parcel.”

**Indicate on a site plan of the home where the curbing will be located along with type, color and height. Only approved colors and designs are acceptable. Color samples are available at the POA Office. Please be advised the maximum decorative wall height allowable is 18” inches. site plan required (ARC REVIEW REQUIRED)**

#### **7.8.2 Florida Friendly Landscaping Florida Statute (FS) §2080**

Stonecrest will comply fully with all standards and guidelines presented by the St. John's River Water Management District and local governments, when presented, as mandated by FS §2080. This Law is an effort to conserve water and the quality of water run-off. As such, it contains components including but not limited to:

- a) The right plant in the right place;
- b) appropriate irrigation including drip and or micro irrigation;
- c) use of solid waste compost;
- d) use of organic mulch;
- e) appropriate controlled use of chemicals including fertilizers;
- f) and appropriate maintenance.

Stonecrest will allow and attempt to educate homeowners and encourage the use of qualifying Florida-Friendly Landscapes. **(ARC REVIEW REQUIRED)**

### 7.8.3 Grass

St. Augustine & Zoysia sod are approved turf grass for residential use in Stonecrest. **ANY VARIETY OF ST. AUGUSTINE or ZOYSIA CAN BE USED however;** the turf may not be combined on the parcel. Turf & shrub bed percentages: Any front yard area the ratio is 75% turf/ 25% landscaping. Any back yard area ratios are 50% turf and 50% landscaping. No partial installs creating inconsistent texture or height are permitted. **site plan required (ARC REVIEW REQUIRED)** **VILLA PROPERTIES ARE TO REMAIN ST. AUGUSTINE TURF, ONLY.** (See attachment 9.1.2)

### 7.8.4 Landscaping Bed / Lawn Ratios:

- a) **Front, Rear, Side yard NOT abutting a street or common area has a 50:50 ratio.**
- b) **Front, Rear, Side yard abutting a street or common area has a 25% beds, 75% lawn ratio.**

### 7.8.5 Landscaping / Trees / Shrubbery

As stated in CC&R 8.24 "No shrubbery, trees or plants on any Unit shall be installed without the prior written consent of the Association. Owners may, however, replace dead shrubbery or add additional shrubbery within existing landscaped areas, without prior approval, if compatible with landscaping previously utilized by the Owner. Lawns shall be comprised of grass sod. **No artificial shrubbery, trees or other artificial vegetation or landscaping shall be permitted. No hedge shall be allowed to exceed the height of six (6) feet on any Unit.** No vegetable garden may be grown or cultivated in the front yard of any Unit in the Committed Property." ... "All landscaping shall be in compliance with any landscaping plans or guidelines furnished by the Association to the Owner at the time of purchase of a Unit or as otherwise established at any time thereafter by the Association." Please adhere to this guideline when installing new shrubbery, trees and plants in new/changed landscaping beds. As stated in CC&R 8.9 Excavating and Clearing Land "Any tree which is more than three inches in diameter and five feet in height may not be removed unless written approval has been granted by the Declarant, or its successors or assigns. "Trees larger than 5' tall 3" diameter **should be** replaced with another tree or shrub after the approved removal. Depending on tree removal location, stump grinding may be required. **Site plan required. (ARC REVIEW REQUIRED)**

- a) **Replacing plantings in existing beds with same/like plants is allowed without prior ARC approval.**
- b) **Replacing removed trees with other landscaping or bushes may be required by the ARC.**
- c) **Mulch/Stone color sample required.**

### 7.8.6 Pavers

Show location where pavers will be installed. Sample of pavers should be supplied with application. **Site plan required. (ARC REVIEW REQUIRED)**

### 7.8.7 Ponds (NOT ALLOWED)

### 7.8.8 Sprinkler System

As stated in CC&R 8.27 Sprinkler System "No Owner of a Unit in the Committed Property shall place, install or construct upon any Unit, or allow to be placed, installed or constructed upon any Unit, a water sprinkler system for Unit irrigation purposes, without the prior written consent of the ARC." **(ARC REVIEW REQUIRED)**



### 7.8.9 Vegetable Gardens

As stated in CC&R 8.24 Landscaping "No vegetable garden may be grown or cultivated in the front yard of any Unit in the Committed Property. No vegetable garden may be grown or cultivated in the back yard that exceeds two percent (2%) of the gross square footage of the Unit on which the garden is grown." **(ARC REVIEW REQUIRED)**

## 8 Contractor/Vendor Guidelines

We appreciate your working with the homeowners to maintain the appearance of the Stonecrest community. Due to the fact there are many sub-contractors, workers, and vehicles coming into our community, we request that contractors and vendors abide by the following guidelines while conducting business here.

1. Each contractor / vendor must enter and exit the community at the North Valley Gate, which is located on SE 173rd Street and US Highway 27 / 441. The gate attendant will issue a Stonecrest contractor vehicle permit to you, and raise the gate allowing you admittance. Please wait for the gate to fully rise before entering. Remember to obey all traffic laws and speed limit signs throughout the community.
2. All vendor vehicles must have the company name visible on the outside of the vehicle.
3. Parking service vehicles and/or laborers' personal vehicles:
  - a) **NO PARKING ON THE GRASS** of any common areas or resident's lawn.
  - b) **NO PARKING IN RESIDENTS' DRIVEWAYS** unless specifically authorized by the Homeowner.
  - c) **VEHICLE PARKING ON THE RIGHT SIDE OF THE STREET IS PERMITTED WITH YOUR VEHICLE FACING THE DIRECTION FOR THE TRAFFIC FLOW.** Do not block driveways, cul-de-sacs, mailboxes, roadways, intersections, or flow of traffic. Do not park at intersections or curves, where your service vehicle will obstruct the view for other vehicles. When possible park in front of the home you are working on.
  - d) **VEHICLES & EQUIPMENT MAY BE PARKED ON THE RIGHT SIDE OF THE STREET** and must be removed by 6:00 PM. Stonecrest reserves the right to tow any vehicle not in compliance.
  - e) No equipment or vehicle maintenance may be performed in the streets or on common grounds. Contractors/vendors may be charged for any damage done to streets or other common areas due to vehicle or equipment leaks.
4. **NO SOLICITING:** Passing out flyers or going door-to-door, soliciting business is prohibited, **even if referred by another resident.**
5. **WORK TIMES: NO EARLIER THAN 7:00 AM & NO LATER THAN 6:00 PM.**
6. No vendor will be allowed in to perform physical work on Sundays or holidays unless there is an emergency such as, but not limited to, an air conditioning unit is not functioning or there is a water leak in a home. (**New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day**)
7. Contractors and Vendors are prohibited from using the restrooms inside buildings.
8. All business conducted in the Stonecrest community must reflect professional business ethics.
9. All exterior modifications to a home/lot including landscaping must be submitted by the homeowner and approved by the ARC. **No work can commence prior to ARC approval.**
10. Vendors not in compliance with our guidelines may be asked to leave, fined or possibly trespassed from the community.

9 Attachments

9.1 Architectural Review Specifications:

9.1.1 Awning Size

9.1.2 Lawn Diagram

9.1.3 Screen Porch Roof Designs

9.1.4 Current Mail Box Design

9.1.5 Typical Lightning Protection System-Residential

Marion County

State of Florida

I, Genie Beaulieu, certify that these Rules and Regulations were adopted at a Special Board of Directors meeting held on Thursday, August 2, 2018 at 12:30 PM at the Stonecrest Community Center located at 11050 SE 176<sup>th</sup> Place Road, Summerfield, Florida 34491.



Genie Beaulieu, Board President  
Stonecrest Property Owners Association, Inc.

This foregoing instrument was acknowledged before me by Genie Beaulieu, who is personally known to me on this 2nd day of August, 2018 by Chrisann Orlando-Lowder, LCAM, CMCA, AMS; Licensed Community Association Manager for Stonecrest Property Owners Association, Inc. and Notary Public.



Chrisann Orlando-Lowder, CAM, CMCA, AMS  
Notary Public

My Commission Expires:

