

RULES, REGULATIONS AND IMPORTANT INFORMATION
EDGEWOOD OF GULF TRACE HOMEOWNERS ASSOCIATION
EFFECTIVE 12/10/2020

It is important to maintain our property in good order and appearance to protect property value as well as the owner's mutual right and entitlement to the peaceful enjoyment of our community. The Board of Directors has therefore established the following Rules and Regulations and is sharing additional important information that may be helpful to you. This list partially describes what is permitted and is not permitted in our community. Some of our rules come from our Covenants, Conditions and Restrictions (CCR's), but have been summarized here for your convenience. Please read the governing documents for additional requirements and restrictions.

The provisions of our governing documents, our rules and regulations, Pasco County ordinances, and all Florida Statutes apply to each unit owner and their guests, invitees, and leasers, and tenants.

Owners of units not in compliance with our rules, regulations and governing documents will receive written notices regarding the noncompliance from the property manager and/or the Board of Directors, and will be given a time frame in which to comply. In the event the owner fails to comply, the Association will take appropriate corrective action as outlined in the Florida Statutes and our governing documents. If the association is required to initiate litigation to compel compliance, you the owner may be responsible for attorney fees.

Owners are responsible for any correction required for any violation by their guests, invitees, leasers, and tenants. Violation letters will be issued to the owners. If corrective actions are not taken by the guests, invitees, leasers, or tenants within the given time frame, the owner may be required to evict the non-compliant party in the manner required by law.

Emergencies

Always call 911 for medical emergencies. If you see suspicious activity, especially at night, it is your responsibility to call 911 or the non-emergency number for the Pasco County Sheriff, (727) 847-8102. Please call our property management company for any other emergency. The emergency phone number for our management company is listed in our List of Contractors document.

Board meetings. Board meetings are open for attendance to all owners (no children please). "Owners" are defined as a person(s) whose name is on the deed of the unit. All cell phones must be shut off or placed on silent so the meeting will not be interrupted. For expediency purposes, the Board President may announce a time limit for the duration of the meeting upon calling the meeting to order. Before the meeting is called to order, a sign-up sheet will be placed on a table at a convenient place near the entrance. Members (owners only) wishing to address any line item(s) on the agenda during the meeting are required to sign the sheet and note the agenda item(s) they wish to address. It is recommended that comments to be presented by a member be written down for reference prior to the meeting. When called upon, there is a time limit maximum of three (3) minutes to address that agenda item only - the member will be allowed to address other agenda items that he/she signed up for when called upon later.

After the business meeting has ended, other questions, concerns or comments may be permitted in an orderly fashion, time permitting, or they may be added to the agenda for the next meeting. Any member that is out of order, and remains so after being reminded by the President of the meeting requirement to remain silent, may be asked to leave the meeting immediately.

Issues and Concerns

Board members are not on call. Do not contact board members directly with issues. Board members will not intervene in any neighbor to neighbor disagreements. Everyone is expected to resolve their own issues. If you feel threatened, call the sheriff, (727) 847-8102. **Do not seek the help of our maintenance person directly** as he/she is busy with his/her daily assignments. All maintenance problems (except emergencies) must first be addressed by filling out the Request for Maintenance or to Report Concerns forms located at the pool mailbox and leaving it in the mailbox or by notifying the management company either on our portal or by telephone. If you still have a concern that maintenance could not address to your satisfaction, please notify our property manager listed in our List of Contractors document. They will attempt to resolve the issue with you.

The Request for Maintenance or to Report Concerns form is available at the pool mailbox. The requests are picked up daily with the exception of weekends. They are reviewed by our maintenance person and prioritized within the schedule of maintenance activity. Issues or concerns that cannot be addressed by our maintenance person are given directly to our Grounds/Buildings/Maintenance Committee Chairperson for a resolution. The Chairperson has the authority to authorize minor repairs or replacement due to emergency or necessity and pay for them from the petty cash fund designated for that purpose.

All repairs or replacements due to emergency or necessity which require payment from our operating fund or reserves require board approval if costs exceed \$500.00. The Board will approve payment at the next board meeting, or if necessary, the President will call a special meeting or poll the Directors by phone for approval and have the approval ratified at the next board meeting.

Building/Architectural Control Committee - The exterior appearance of each unit shall be maintained with a uniform curb appeal to preserve the value and desirability of our complex. No architecture changes to the exterior of the units may be started without prior written Building/Architectural Control Committee approval. This includes windows, doors, adding storm doors, outside painting of doors, extending or enclosing the lanai. The Committee will maintain the recommended guidelines and specifications. Use the Architectural Change Request Form. In accordance with Article VII of the Declaration, attach specs and submit requests to the Building/Architectural Control Committee for the Board to approve either at a regular meeting or, in case of emergency, the Board President will poll the board of directors by phone for approval and have the approval ratified at the next regular called board meeting. Any changes done without the prior written approval of the Building/Architectural Control Committee may have to be undone.

Revised 11/20/2018: It is hereby resolved by a majority vote of the Board of Directors as of 11/20/2018 that going forward only windows classified as "Low E" tint, clear or light grey will be acceptable.

Grounds/landscaping Control Committee - The exterior appearance of each unit shall be maintained with a uniform curb appeal to preserve the value and desirability of our complex. Bushes, shrubs, and other greenery cannot be added, removed, or replaced without the Grounds/Landscaping Control Committee prior written approval. Any changes done without the prior written approval of the Grounds/Landscaping Control Committee may have to be undone. When new shrubs or sod are replaced it is the resident's responsibility to water them until they become established. Water must not be left running unattended when watering plants, shrubs, trees, grass etc.

The irrigation system will handle lawn watering requirements. If you notice a problem, fill out a maintenance form identifying the area. Oscillating, revolving, or other types of unmanned sprinkling devices are not permitted.

Tree or shrub height must not exceed the height of a divider wall and will be kept trimmed by the associations landscaping service. Due to potential damage from flying debris during high winds, planters containing trees, shrubs, flowers, vines, etc., are not allowed on a divider wall when your unit is unattended during "hurricane season" (June 1 thru December 1), or when there is hurricane activity forecasted to effect Pasco County. No planter racks are allowed outside your unit. Feel free to keep racks inside your enclosed area.

Lawn decorations are not allowed in the common area that is maintained by the associations landscaping service. Lawn decorations such as planters, pots (maximum size 30 gallon), hanging baskets on a shepherd's hook, or other such lawn decorations are allowed so long as the exterior appearance of your unit is maintained within the uniform community curb appeal established to preserve the value and desirability of our complex. No artificial flowers are permitted.

Exterior holiday decorations are allowed but must be removed within 10 days after the holiday date.

Decorative exterior lights are not permitted. Low voltage lights along your entry sidewalk are allowed.

With prior written approval of the Grounds/Landscaping Control Committee, cement curbing can be added at the unit owner's expense. Each unit shall be landscaped and maintained in a manner reasonably consistent with community standards. Unit owners are permitted to use mulch and to decorate their dwelling with "Florida Friendly" plantings and greenery of their choosing. However unit owners are responsible for maintaining such plantings in a appropriate manner. No flowers, plantings, shrubs or trees may be added outside the curbed area on common ground without the prior written approval of the Grounds/Landscaping Control Committee.

Things to be aware of:

Edgewood of Gulf Trace Maintenance Department responsibility

1. Roofs and gutters and downspouts on carports only (not on the villas) will routinely be cleaned of leaves and debris.
2. Mold, mildew or iron oxide on buildings, lanais, and sidewalks up to the front door will periodically be cleaned by maintenance.
3. All other requirements contained in our governing documents (CCR's)
4. Unit owners have a duty to report a need for exterior maintenance in a timely manner to the property manager.

Unit Owner's Responsibility

1. Gutter's, downspouts and downspout extensions on your villa must be cleaned and replaced as needed.
2. Exterior repairs and upkeep by maintenance does not include glass or glass surfaces.
3. Cleaning or roof top dryer vents (can be done by a dryer cleaning company when you have your inside dryer vent cleaned).
4. Residents are responsible for maintaining or replacing their exterior porch lights and yard lamp and posts. Please check with the Architectural Control Committee for style and color when replacement of your current item is needed.
5. The appearance of the exterior of all units must be kept in a uniform street appearance.
6. All other requirements contained in our governing documents (CCR's).

Residents are encouraged to **not** go on their roof for any reason. Our insurance likely will not cover accidents/injuries if you fall or injure yourself while working on the roof - do so at your own risk!! No one is allowed to power wash or have the roof of their unit power washed. Any violator of this rule is responsible for any damages caused.

Termite inspection is done on the outside of all buildings annually. You may schedule a yearly inside inspection of your unit as well at your convenience. However, it will be at your own expense.

Vehicles:

Vehicles parked in violation of the following rules may be towed at owners' expense:

- Non-operable or unregistered/un tagged motor vehicles are not allowed to be parked in this community at any time.
- No vehicle shall be parked on any part of this property, except in designated parking areas.
- Parking in the street is not allowed. (Exception: Contractors with large vehicles during the time of their service, but the vehicle may not be left parked in the street overnight.)
- Each unit is assigned one covered parking space. A unit owner may park in another owner's space during their absence with the approval of that unit owner made known to the President of the Board. You must promptly vacate the parking space of the owner at any time upon the request of the unit owner.
- The "uncovered" parking spaces are not assigned to any particular unit and may be used by anyone who wishes to use them.
- No trailer, boat, camper, mobile home, recreational vehicle, motorcycle, truck or van (except pickup truck or van used exclusively for personal use rather than commercial) may be parked in the community day or night.

Other rules applicable to vehicles:

Washing of cars is allowed by residents only unless prohibited by Pasco County. Do not leave water running.

Motorcycles are not allowed.

All owners, guests, renter, leasers, and contractors must abide by the posted **15mph** speed limit and stop signs. Speeding and running stop signs will not be tolerated.

No commercial vehicles are allowed to be parked in this community except those present on business. Commercial Vehicles are defined to be a vehicle used for business purposes for sales, hauling, repair, construction, services, etc., and/or with commercial lettering exposed in or upon the vehicle. A vehicle (pickup truck, van, auto, or SUV) owned by a resident which has no commercial lettering displayed but which is used for business purposes and for personal use is allowed. Removable magnetic signs only may be used, but must be removed before entering this community.

You, the unit owner, are personally responsible for the removal of any oil spots or other sustainable substances on the pavement caused by you, your vehicle, your guest, renter or leaser or your contractor. You, the unit owner, are responsible for informing your contractors that they must follow our rules and clean-up any mess on the exterior daily.

Contractors and residents must never place a cargo trailer tongue support wheel directly on the blacktop without a protective wooden/cement block.

Disposal of Trash and Garbage:

Trash, garbage, rubbish, debris, waste material, or other refuse must not be deposited or allowed to accumulate or remain outside your unit in any part of the community. Trash and garbage pickup is on Tuesday and Friday mornings after 6:00 a.m. All trash must be contained in acceptable plastic bags and set out in your designated area. It is recommended to use brown or black trash bags to deter the animals from getting into it. A map showing the designated collection areas is posted at the pool. **No garbage cans are allowed.** Do not put trash out until the morning of pickup to avoid the possibility of animals getting into it and scattering it about. Yard waste may be put out the night before. There will be no pickup on Thanksgiving Day or Christmas Day, so trash must be held until the next business day.

Recyclables pickup schedule is every Tuesday and recyclables must be set out in your designated area. If a holiday occurs on a pickup day, there will be a pickup on the next business day. Acceptable recyclable items are: All clean metal cans (no tops), #1 and #2 plastic containers (no tops). Paper, newspapers, inserts, junk mail, office paper, paper bags, wrapping paper, cardboard, shipping containers, cereal boxes, shirt inserts, cardboard tubes, shoe boxes, etc. can be put in the same container as other recyclables. These recyclables must be in your own labeled plastic container. No plastic bags are allowed. Since pickup is sometimes very early, they can be put out the night before.

Animals

Household pets may be kept for the pleasure and enjoyment of the residents, However, proper disposal of animal waste is an absolute necessity. Any individual walking a pet must use a plastic bag to pick up the animal waste for proper disposal. Throwing the animal waste on the yard or in the bushes is a definite violation of this rule and will not be tolerated. A homeowner will be fined when not disposing of animal waste properly. **All animals must be on a leash, and are not allowed to be tethered or allowed to run loose.**

Our community will not tolerate any animal that becomes a danger to residents (or other pets) by attacking them, biting them, lunging at them, or is an annoyance or nuisance in the neighborhood or nearby property. If a safety question arises concerning an animal, the owner will be notified in writing that an investigation of suspected inappropriate action by the animal will be conducted by the community manager and/or the Board of Directors. Written reports will be taken from witnesses for the use of the community manager and the Board of Directors to determine if the animal is dangerous. The written reports may also be submitted to Pasco County Animal Control for their involvement. Upon conclusion of the investigation, if in the sole and exclusive opinion of the community manager and/or the Board of Directors, it is determined that the animal is dangerous and a safety threat to residents or other pets, the owner (a) will be required to keep it muzzled at all times when it is outside the owners unit and in this community, or (b) be required to remove it immediately upon receipt by the owner of written notification demanding removal, and it may not thereafter be kept in this community.

Pool and Spa Area and the Kitchen/Dining Area:

The pool area opens at 9:00 a.m. and closes at 10:00 p.m. The pool can not be used after dusk. Pool rules are posted at the pool/spa area. Everyone using the pool is responsible for reading and abiding by them for everyone's safety and enjoyment. Your guests must also be made aware of these rules - this is your responsibility. No illegal or offensive activity will be permitted at our pool area. **The entry gates must be kept closed and locked at all times for the safety of small children.**

You may plan a small family or resident gathering or have house guests, but please take into consideration that the pool and cabana area is considered common ground and is for the quiet enjoyment of all residents. Unfortunately, space does not allow reservations for exclusive use, or for gatherings of non-residents, clubs, organizations, church groups or co-workers. Those who are contemplating gatherings of this type and nature are encouraged to support our public park system in consideration of your neighbors. No gatherings on the common ground outside the pool area are permitted.

"Your mother doesn't work here" so you must clean the cabana area immediately after use. Please take left-over food home with you when you leave. Place a bag in the trash can before disposing of your trash and be certain the lid is locked in place. Tables, countertops, and sinks, must be left clean in order to prevent bugs, ant and roach infestation. This also applies to any spills on the deck which may draw ants. Return chairs and tables to their original positions.

NO GLASS IS ALLOWED IN THE POOL/SPA/CABANA AREA, AND NO FOOD OR DRINK IS ALLOWED WITHIN 4 FEET OF THE "WATERS EDGE" OF THE POOL OR SPA.

Pool and Spa - When air temperature reaches 60 degrees or below, the spa and pool heaters will not be turned on. When heated, the water temperature of the spa will be set at 99 degrees and the water temperature of the pool will be set at 83 degrees.

The Pool Committee, maintenance person, or pool service is responsible for emptying skimmer baskets or re-filling the hot tub or pool when needed - **Please** do not attempt to do this yourself.

Leasing - No unit may be leased, rented or occupied until prior written approval is granted by the Board of Directors. A unit may not be leased until the owner has owned the unit for 24 months except that a unit owner may rent/lease to his/her immediate family during the first 24 months of ownership. No unit may be leased or rented for a period less than 12 months. Prior to renting or leasing any unit, the unit owner shall provide the Board of Directors with notice of intention to rent or lease and must obtain, complete and submit an Application to Lease from the property manager. At the time the application is submitted to the property manger, a fee must be paid by the renter/leaser and the renters/leasers must provide the property manager permission to conduct a financial and criminal background check. The property manager will submit a copy of the proposed lease agreement, a copy of the completed application and the results of the background check to the Board of Directors for review and approval or disapproval. Units may be rented/leased for single family residential use only. No sub-leasing is permitted. Refer to Amendment to Covenant, 2012. ARTICLE II, Restrictions, Section 2.21 for other restrictions.

Unit Sales

Unit owners selling their unit must inform the Board of Directors of intent to sell, and must inform the listing agents, or any buyer that buyers are required to pay for and submit a financial and criminal background check through our property manager.

New owners are required to contact a board member or the management company within 3 days of closing to set up a meeting with the Welcoming Committee at which time pertinent information and important documents will be shared and your questions answered.

Miscellaneous - Delinquencies, Assessments and other community affairs are handled by the Board of Directors and the property manager in accordance with Florida Statutes.

Any fine or suspension of use rights levied against a violator of these rules will be handled in accordance with Florida Statutes.

Owners are responsible for informing their guests, invitees, leasers and tenants of our Rules and Regulations.

Owners are held responsible for, and must report any damage to car ports or exterior damage to their unit.

Yard or estate sales are not allowed because of traffic congestion.

This is not a rule, but good advice to help prevent water damage and/or mold: For the safety purposes of your unit, when leaving for any extended period of time, remember to turn your water off at the main water shut-off valve on the outside of your unit. Shut off the electric to your water heater; leave your AC set around 80 degrees (cool) and ceiling fans running to control humidity. Ask a friendly neighbor to watch your home while you are away - leave them an entry key to your unit. Leave the home watcher a key to any vehicle you are leaving behind in case the vehicle needs to be moved. Items outside your unit that are movable must be stored inside. Remember - We live in a hurricane zone.

The Board of Directors recommends that all residents (owners, renters, leasers) read the Declaration of Covenants, Conditions and Restrictions (the CCR's) and the Bylaws. They are important governing documents for Edgewood of Gulf Trace and contain other rules, regulations, conditions and restrictions that may not be present in the Rules and Regulations document, but are applicable as well. The CCR's can be obtained from our management company and are also located on our portal.

ALL VIOLATIONS OF OUR RULES AND GOVERNING DOCUMENTS. (CCR'S) WILL BE HANDLED IN ACCORDANCE WITH FLORIDA STATUTE 720 AND OTHER APPLICABLE STATUTES. IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND THE COMMUNITY RULES AND GOVERNING DOCUMENTS - IGNORANCE OF THEM IS NO DEFENSE. PLEASE ASK QUESTIONS IF YOU DON'T UNDERSTAND THEM.