

# Country Club Estates Cooperative, Inc.

## (Association)

Revisions approved at the January 12, 2017 and February 9, 2017, January 10, 2019 and February 14, 2019 Board Meetings and approved by the Florida Dept. of Business & Professional Regulation on July 9, 2019

### **Rules and Regulations**

The Rules and Regulations listed below have been established by the Board of Directors to promote the comfort, welfare, and safety of all residents and their guests in Country Club Estates, hereafter, "CCE." To improve and maintain the appearance and reputation of the community, the Board of Directors may amend and/or adopt Rules and Regulations periodically that will replace those Rules and Regulations previously in effect. On March 10, 2016, the Board of Directors approved changing the rules a minimum of every 2 years.

#### **1. Alcohol**

No alcoholic beverages shall be sold at any event, function, or party held in or on the common areas nor in common facilities or buildings. All events, functions or parties on common property or common buildings may have alcohol brought in by owners, residents or guest (BYOB). Adult behavior is expected at all times.

#### **2. Attire**

Swimwear and bare feet are not allowed in any CCE owned buildings, except in restrooms accessible from the pool and spa.

#### **3. Boat Storage**

Owners are required to adhere to the Boat/Jet Ski Storage Policy currently adopted by CCE's Board of Directors if they intend to store their boat/jet ski in their carport while they are absent. Boats and Jet Skis must be in a dock while the unit is occupied.

#### **4. Disaster Plan**

Residents, Guests, and Tenants are asked to become familiar with procedures to be followed in times of disaster:

- a. It is advisable to prepare a personal disaster plan and residents and their guests are required by Florida law to follow all City or County Emergency directives to evacuate the island when the county or state declares an emergency.
- b. Sample personal emergency plans can be picked up in CCE's office, Sarasota County Emergency Office, or website: <http://www.scgov.net/emergencyservices/allhazards.asp>
- c. If absent during the hurricane season, residents must arrange to have shutters put down and home secured.

## **5. Guests & Tenants**

An Owner may rent his/her home a minimum of monthly, up to a maximum of 12 times per year. All guests staying more than seven (7) days must be registered at the office. Guests staying over thirty (30) days must have Board approval and a background check. All guests must abide by park rules and regulations. Guests with cars must have a CCE guest car tag obtained at the office and hung on the car's rear-view mirror.

- a. Owners and Tenants are responsible for the appropriate behavior of the members of their family and their guests, including children, at all times.
- b. Residents and their guests are asked to respect the quiet time of the community and refrain from making excessively loud noises from 10:00PM until 7:00AM.
- c. Residents shall be responsible for damage to the common property of CCE caused by themselves, members of their family, and their guests.
- d. Guests with pets, see rule #8 (3)

## **6. Home and Ground Maintenance**

Each resident is responsible for the maintenance and appearance of his/her home(s) and lot(s) throughout the year. Owners are required to adhere to the Architectural and the Landscape policies currently adopted by CCE's Board of Directors for any work on their home structure and/or lot. Approval of the Board of Directors or the Architectural Committee is required prior to the commencement of any exterior work. Architectural Forms available in the office.

- a. Each property shall be kept free of debris and weeds, and maintained in an orderly fashion. No litter of any kind shall be strewn around the exterior of the property.
- b. Shrubs must not exceed six feet (6') at the side or back of the house and four feet (4') in the front of the house or beside the driveway. Bushes may not go over the property boundary of the homeowner.
- c. Ornaments should not emit loud or offensive noise.
- d. Screened-in Lanais and Carports are not to be used as general storage areas. Fires are not permitted except under as provided in rule 15A. Grills are permitted to be used in carports. List of allowable items that can be placed in carports are available at the office. Lanais and carports may have outdoor furniture. Construction items may only be stored around the home if the owner has an active ARCH permit and is presently residing in the home. Ladders must be stored in shed or outside in the back of the of the home up on brackets.
- e. Exterior home inspections will be done periodically by the manager. Homeowners may refer to the inspection criteria form available in the Office. Owners of homes that require repair or improvement will be notified.
- f. All trash must be placed in trash cans or can liners. Pick-up for trash, recycling, and yard waste is done by the City of Venice on scheduled days.

## **7. Laundry**

A Laundry Room is provided by CCE for use of residents and their guests. Laundry hours are from 7:00AM until 10:00PM. The hanging of clothes is permitted at homes from 7 a.m. to 7p.m. only. Portable racks and clothes lines are not to be placed in the front of homes.

## **8. Animals**

Any questions or complaints regarding any animals are to be directed to Community Manager, signed and in writing. All issues involving any animal are to be handled by Management. Dogs are permitted to live on the outer areas (buffer zone) of North and South Green Circles and in houses on the Intracoastal Waterway located on the buffer zone. Only one (1) dog is permanently permitted to reside in the home at any one time.

### **1. Dogs**

- a. All dogs must have manager's approval and be registered. The requirements include the breed, weight, photo, and a copy of a current rabies tag number. Weight restriction is forty (40) pounds. All dogs must be re-registered annually by January 1st. All CCE Approved dogs will be issued a CCE dog identification tag and are required to wear the tag at all times outside of the home to allow the dog to be identified as belonging to a CCE resident and/or the sublessee or guest of a CCE resident.
- b. The following breeds are not permitted in CCE: Chow, Doberman, Pit Bull, Rottweiler, Akita and any dog that is bred or trained for aggression by owner.
- c. Dogs are **not** permitted to be walked in the interior of the park. Options for walking dogs are available:
  1. Dogs may be walked on North and South Green Circle and in front of houses located on the Intracoastal Waterway or buffer zone to get to the closest street exit (Pinegrove, Fairway, Clubhouse exits) to the Venetian Walkway, OR,
  2. Dogs living on the buffer zones can access the Venetian Walkway by leaving the park by their back door and walking onto the Venetian Walkway, via the nearest gate.
- d. Dogs when walked outside of the home must be on a maximum of six (6) foot leash or tether at all times.
- e. No dog is to be left outside unattended.
- f. Dogs may ride on golf carts and in all bike baskets on all roadways with a maximum of 6 foot leash on golf cart or bike under the control of vehicle operator or passenger.
- g. Dog owners must be responsible owners and will be held accountable for cleanup, damage, injury and disturbance of any kind.

### **2. Cats and Birds**

- a. Only two (2) cats or two (2) birds are permitted in any home. No parrots or exotic birds are allowed.
- b. Cats and birds are not permitted outside, except for transportation to and from one's vehicle.
- c. Cats may ride on golf carts and in bike baskets on all roadways with a maximum of 6-foot leash tied to golf cart or bike under the control of vehicle operator or passenger.

### **3. Guests with Pets**

- a. Residents living on the outer perimeter or buffer zone may have a guest with a pet up to 40 pounds (breed Rule 1b applies) reside with them for a period not to exceed seven (7) days. Any period of time greater than seven (7) days requires Board approval.
- b. Prior to their arrival, guests who stay longer than seven (7) days and their pets must be registered at the office and notified of all pet restrictions by the resident.

4. All animals, dogs, cats, and/or birds owned by owners are not allowed to disturb their neighbors per Animal Control regulations on noise.

### **9. Rule Enforcement**

Report all rule violations immediately to the community Manager, rather than to CCE's Board Members, in writing. If it is an emergency call 911. The Manager will deal with all violations on a case by case basis. If the complaint is deemed valid, the following process for non-compliance will be put into action:

- a. The subject of the complaint will be notified in writing or by personal contact and given thirty (30) days to correct the problem.
- b. If within that time the infraction continues, the manager will recommend to the Board that the offender be dealt with using the tools allowed by law and found in the Proprietary Lease or Tenant Lease. This procedure also applies to disruptive behavior.
- c. Compliance and confidentiality are of utmost importance.

### **10. Recreational Areas**

Recreational areas for all residents and guests are open from 7:00 a.m. until 10:00 p.m. Some age restrictions apply.

#### **A. Swimming Pool**

1. The Florida Board of Health swimming regulations displayed in the pool area, including those posted below, must be observed at all times. Pool hours for adults are 7:00AM – 10:00PM. Pool hours for children under fourteen (14) years of age accompanied by a parent, relative or park resident are 11:00AM – 2:00PM; and 4:00PM – 8:00PM.

- a. Shower before entering the pool.
- b. No beverages, food, and smoking are permitted in the pool or on pool wet deck. Beverages and food may be consumed four (4) feet beyond the pool.
- c. No glass or animals are permitted in the fenced pool area.

#### **B. Spa**

1. Spa hours: 7:00AM – 10:00PM. Spa hours for children under fourteen (14) years of age accompanied by a parent, relative or park resident are 11:00AM – 2:00PM; and 4:00PM – 8:00PM.

- a. No beverages, food, and smoking are permitted in the spa or spa deck area. Beverages and food may be consumed four (4) feet beyond the spa.
- b. Bathing load is twelve (12) persons.
- c. No glass or animals are permitted in the spa area.

### **C. Exercise Room**

Guests ages of 14 through 17 years old may use this facility when supervised by a parent or resident. Guests under the age of 14 years may not use this facility.

### **D. Pool Tables & Ping Pong Tables (in Game Room)**

Guests under the age of sixteen (16) years may use these facilities only when supervised by a parent or resident.

### **E. Bocce, Pickle Ball, Basketball, Pop Tennis, and Shuffleboard.**

Guests under the age of fourteen (14) years of age may use these facilities only when accompanied by a parent or park resident. Only appropriate equipment shall be used for each court and after use the equipment must be returned to the proper storage area. Pickle Ball can only be played in the designated court, using the official ball and paddles.

F. No strollers allowed on any courts.

G. No hover boards, scooters or roller skate/blades allowed on any courts or in any buildings.

## **11. Signs**

a. For Sale or Open House signs may be displayed in the yard of the home or in the window, but may not exceed 30" x 30". No posts allowed. For Rent signs are not permitted (see bulletin board in Clubhouse).

b. Signs promoting the candidacy of individuals for CCE's Board of Directors may not exceed 30" x 30" and may not be placed in the yards of residents. No more than six (6) signs for any candidate may be placed on or in the common areas of the community and only one (1) sign may be placed on the candidate's property. The signs may be installed no sooner than January 4th and must be removed no later than two (2) days following the election.

c. Vendor signs may be displayed with the permission of the owner in the yard of a home during the period of time the vendor is performing a service. The sign may not exceed 30" x 30" and must be removed upon the completion of the work.

d. Political signs (City, State, or National) may be placed in a resident's yard two (2) weeks before the election and must be removed two (2) days after the election. The signs may not exceed 30" x 30."

## **12. Social Functions.**

a. No park function is to be closed to residents or guests unless deemed otherwise by the Board of Directors of Country Club Estates.

b. Clubs whose members pay a joining fee can restrict functions to members only and their guests.

c. Complaints regarding social events must be reported to the President of CCE's Civic Association, Inc.

d. In order for a CCE Resident to host a function in the common areas or common facilities or buildings, the following conditions must be met: (1) a majority of the invitees

to the function must be CCE residents, (2) the prospective host(s) of the function must obtain and complete a “Facility Use Agreement” form provided by the CCE Civic Board and (3) that completed form must be approved in writing by the CCE Civic Board prior to the function.

### **13. Soliciting**

No commercial soliciting of any kind will be allowed. Garage sales may be held twice per household each calendar year and are limited to three (3) days or less. City of Venice requires a permit for garage sales.

### **14. Vehicles**

The entire community is a pedestrian area. As such, the following rules have been developed to ensure the safety of the walking public. These rules shall apply to all vehicles (RV’s, autos, motorcycles, scooters, golf carts, and bicycles) operated within the community.

#### **1. Moving vehicles**

- a. The speed limit is fifteen (15) mph.
- b. All vehicles must have a front and rear light on when operated at night.
- c. Golf carts may not be operated by anyone under sixteen (16) years of age.
- d. All motorized vehicles, except handicap scooters, are prohibited from operating on sidewalks, walkways between homes, and lawns.
- e. Bikers should ride with traffic

#### **2. Parked vehicles**

- a. No cars, trucks, or vans, may be parked in the Yard.
- b. All vehicles requiring licensing must be in working order with a current license plate.
- c. All Residents’ cars, trucks, and vans must be parked under the carport or on the driveway.
- d. Vehicles may be parked on the harbor side of the road surface for no more than thirty (30) minutes for loading and unloading of boating equipment.
- e. Guest parking on the road surface, other than the harbor side of the road, is permitted for no more than three (3) hours.
- f. Parking spaces on Fairway from Golf Drive to Carefree are considered “Overflow Parking”. Carefree to Golf Drive on Fairway is long-term parking. Carefree to S. Waterway on Fairway is short-term (less than 4 hours) parking.
- g. Class A and Class C RV’s may be parked in the resident’s driveway, or in front of the home, no more than forty-eight (48) hours for loading and unloading only. Class B RVs (van type RV) that fit in the driveway may be used as a primary or 2nd vehicle and parked in resident’s driveway. CCE definition of Class B RV: Conversion van type vehicle with or without bathroom facilities that does not exceed HEIGHT LIMITATION—No Class B RV may exceed a height of 10 feet, inclusive of load carried thereon.
- h. No RV may be occupied (lived in) in the permanent residential areas.
- i. No parking is permitted on Pinegrove.

j. Resident owned trailers may be parked at the residence for forty-eight (48) hours for loading and unloading. Cargo trailers used for remodeling purposes may be parked longer than forty-eight (48) hours with approval of the CCE Manager. Trailers: all types of car haulers, boat trailers, or bike trailers are not allowed to be stored on CCE property or at residential homes.

k. Parking Pads of Patio blocks, paver blocks and stones are for the parking of one (1) golf cart, or two (2) electric scooters, or two (2) mopeds, or two (2) motorcycles, or two (2) bicycles ONLY.

### **3. Equipment, Registration, and Insurance**

- a. All resident cars must have community registration stickers and current license plate.
- b. All golf carts must be electric powered. No gas carts are allowed.
- c. All golf carts and low speed Vehicles are to be registered with the Association and display a community registration sticker.
- d. All golf carts must provide proof of liability insurance to the Association annually.
- e. Golf carts must be parked in driveway, on golf cart pad or designated area approved by the Architectural Committee.

### **15. General Rules**

- a. Open wood fires are not permitted within the community, this includes Tiki Torches and outdoor wood fireplaces. Owner may have propane controlled fire pit, fire place, heaters, pizza oven, stove-fireplace combination. Any other type of propane appliance requires prior written approval of Manager. All propane appliances must be located in the owner's carport area, lanai area or on a patio area so they are vented properly. Owner is required to maintain constant supervision of the fire (appliance) at all times and assumes all responsibility for any accidents while using personal propane device, CCE shall not be held liable for any misuse, mishandling of propane while under the owner's, owner's guest, family member's control or tenant's control. Only propane controlled/operated fire pits, fireplaces, heaters, pizza ovens, and/or stove-fireplace combinations are permitted.
- b. All residents shall notify the office when leaving and returning for an extended absence.

### **To Residents, Guests and Tenants**

Although not rules, the information listed under "Recommendations" has been added to augment your safety and enhance your overall experience at CCE.

#### **Recommendations**

1. Residents are asked to act in a neighborly fashion when confronted with an issue of non-compliance of rules. Please speak to the person, if at all possible, before filing a complaint with the manager.
2. Residents and guests are asked to walk on the left side of the road facing traffic.
3. Residents and guests are asked to wear suitable clothing when walking and biking throughout the park.
4. Safety first. It is suggested that you do not swim alone in the pool.
5. Do not place anything in ice makers, example: beer cans, wine bottles, personal items.

#### **IMPORTANT**

CCE's Bylaws, Proprietary Lease, and the Florida Statutes are governing factors in determining the community rules and regulations.