

Lakes of Mount Dora Property Owners Association, Inc.
Rules and Regulations
Policies and Procedures

Lakes of Mount Dora Property Owners Association, Inc.

RULES AND REGULATIONS / POLICIES AND PROCEDURES

The following regulations are in effect at Lakes of Mt. Dora, having been duly adopted by the Board of Directors of the Lakes of Mt. Dora Property Owners Association. The following reflects the regulations in effect as of 03/19/2013. The Developer is expressly excluded from the requirements of the following rules:

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1. USE RESTRICTIONS

1.1 Owners, renting, leasing and/or re-selling lots or homes at Lakes of Mt. Dora, must comply with their agreement to maintain the adult status of the community by securing an "Age Form" from the Association and having it executed by their prospective purchaser, attesting to the age(s) of the prospective new occupants.

This form must be accepted by an officer of the Association before the sale is closed. Said acceptance certifies that occupancy by the new residents will not violate the adult status of the community. The form to be used must also impose the same requirements on the new owners, renters and/or lessees so that they not only agree to uphold the adult status of the community, but they also agree to impose the same obligation on their grantees, in turn.

It is required that owners renting, leasing and/or reselling their property provide the prospective occupants or purchasers with full details of the Deed Restrictions and with the current Bylaws and Rules and Regulations of the Association. Rental properties and homes for resale shall be maintained in accordance with the Lakes of Mount Dora Property Owners Association's rules and regulations.

1.2 Household pets are allowed, but no commercial breeding or raising of animals of any kind is permitted.

1.3 Dogs must not be allowed to roam freely throughout the neighborhood. Cats may be allowed freedom but appropriate restraining measures must be instituted if other residents object to their roaming about. Excrement must be retrieved by owner and properly disposed of (not using storm drains).

1.4 There shall be no signs of any kind anywhere in the community except those approved by the Lakes of Mt. Dora Property Owners Association (LMPOA).

Notwithstanding the above, no more than one (1) "For Sale" or "For Rent" sign shall be permitted to be placed on any individual lot within the community. "For Sale" signs may include approved Real Estate riders such as Sold, Pending, and Home Warranty. Such signs shall be located wholly within the lot being advertised. The sign shall be limited to a maximum height of four (4) feet including mounting device. The overall height from finished grade at the spot of the sign may not exceed four feet. The sign must be removed within two (2) business days following the closing of the property, or the termination of the listing agreement.

"Open House" directional signs that give direction to a house which is for sale or for lease to which the public is invited for a walk — in inspection are not permitted.

Furthermore, residences with Security Alarm Systems are permitted to have one yard sign posting this fact, which is no larger than one square foot.

1.5 Fences are not permitted, except for low profile 12-inch maximum height enclosures around gardens to protect them from small animals and except for "courtyard" walls or

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fences designed as an integral part of the home. Hedges or other vegetation shall not be used to form fencing except as specifically approved by the Board of Directors.

1.6 Each home may have a maximum of one front yard decoration, one side yard decoration and one back yard decoration not to exceed an installed dimension of 3 feet in any direction. A decorative "pair" may be considered as one decoration. Exceptions to this regulation are: (a) small decorations which are not visible from the street or neighboring homes; and (b) Holiday decorations provided they do not create a nuisance, congestive traffic or interfere with other owner's use and enjoyment of their property.

1.7 Each house may display an American Flag in compliance with the Florida Statutes below:

Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag in a respectful manner, not larger than 4 'A feet by 6 feet, which represents the United States Army, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag.

Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property if the flag pole does not obstruct sightlines at intersections and is not erected within or upon an easement. A homeowner may further display in a respectful manner from that flag pole, regardless of any covenants, restrictions, bylaws, rules or requirements of the association, one official United States flag, not larger than 4 'A feet by 6 feet, and may additionally display one official flag of the State of Florida of the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States Flag. College and professional sport team flags may be displayed up to one day before and one day after the game.

1.8 No vehicles, trailers, recreational vehicles or the like are to remain parked outdoors with the exception of the following cases;

a. Up to two fully operational and licensed passenger vehicles owned by a resident or guest and kept parked on the driveway of the residence he occupies.

b. Service trucks and vans parked during the time that service is being performed at Lakes of Mt. Dora. No vehicle that has commercial signage can be parked overnight in a resident driveway. Vehicle with commercial signage must be parked in garage or RV lot or commercial signage must be covered or removed.

c. Recreational vehicles temporarily parked at a residence is not to exceed 24 hours in any seven day period for the purpose of preparing such vehicle for use or unloading, cleaning and maintenance after use.

d. Vehicles are not permitted to drive or park on common area other than existing roadways in the community.

1.9 House numbers and resident name signs in letters not exceeding six (6) inches high are permitted.

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1.10 Noise

1.10.1 Mowing or other noise making activities are prohibited on Sundays until noon.

1.10.2 Offensive, continuous barking of dogs must be suppressed. (Special planning may be required if the owners dog barks when left alone.)

1.10.3 Unusually offensive noise from power tools is prohibited

1.10.4 Unusually and unreasonable noise-making decorations are prohibited.

1.11 Storage of kayaks, canoes or paddle boats are to be in the rear of the property. They are to be stored upside down or covered and close to the ground as to not obstruct neighboring lots views.

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2. LANDSCAPE REGULATIONS

As more people move to Florida each day, continued land development is inevitable. It is imperative that Floridians find a way to coexist with their nature environment or face the possibility of forever losing valuable resources such as pristine waters and native species. To protect Florida's fragile environment, Developers, homeowners, and homeowners associations must understand and address the environmental impact of their land use decisions. By minimizing their adverse impacts on the environment, these individuals and organizations can make a positive difference in preserving Florida's natural resources. The original developer and the Lakes of Mount Dora Property Owners Association have taken a proactive approach and adopted the following rules for the Association regarding the landscaping for the community as governed by the Planned Unit Development (PUD).

2.1 Landscaping Restrictions

2.1.1 Owners may only plant zoysia as the turf coverage for their yard. St. Augustine and other variations of sod are not an acceptable coverage.

2.1.2 All plantings, ground cover and vegetation must comply with the recommended types covered in the Florida Friendly program as outlined by the University of Florida located online at: <http://cfn.ifas.ufl.edu>.

2.1.3 In addition to the Florida Friendly program the following restrictions shall apply to the application and planting of planted material, ground cover and other vegetation:

a. Ground cover such as mulch, rock and other bed dressing is limited to earth tones and may not include any other variations of color unless approved by the Approving Party as defined in the Declaration of Covenants, Conditions, and Restrictions for Lakes of Mount Dora Planned Unit Development. As an example, blue lava rocks are a ~~not~~ form of ground cover.

b. Mulched areas may not be decreased or significantly altered in pattern so as to protect the uniformity of the flow of the pattern throughout the community. To comply with the Florida Friendly intent of the PUD, turf coverage may not be increased beyond that installed by the Developer during the construction of the owner's home, without prior written approval by the Architectural Review Committee (ARC). This shall include but not be limited to the rear buffer zone areas of owner's lots as applicable. Turf areas are not to exceed 65% of the sod-able area of the lot. Mulched area also includes artificial mulch, stone or suitable ground cover plants.

c. Landscape curbing is limited to earth or brick tones. The curbing should not be installed any closer than one foot from any easement. If the easement needs to be accessed by the POA, the homeowner is responsible for replacing curbing.

d. The homeowner needs to consider that any plantings within two feet of an easement area may be disturbed by required maintenance by the Property Owners Association. Replacements of any damaged plantings are the responsibility of the homeowner.

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2.1.4 All yards and grounds shall be kept neat and clean at all times. At the discretion of the Board of Directors, specified areas within the Lakes of Mount Dora community may be designated as "natural" or "unimproved" areas so as to be exempt from the requirements of this section.

2.1.5 No compost heaps or other debris piles are permitted. No installation or accumulation of any type is allowed which produced noxious odors or attracts vermin or other kinds of pests.

Rain barrels require the approval of the Architectural Review Committee. Photos of acceptable barrels are on file in the property manager's office. The barrels should adhere to the following guidelines:

The preferred location is in the rear or side yard and not in the front. It must be installed at the base of the existing downspout. No more than two barrels will be permitted per property. The size of a barrel is generally limited to 36" in height and 24" in diameter. The container must be designed for the purpose of collecting rain water. The bin must be sturdily constructed of plastic or earthenware with a screened cover (if necessary) and a splash block provided for the overflow. (Converted trash cans are not acceptable.) The overflow from the barrel shall discharge to the same location as the current downspout. The barrel should be set into a landscaped area, so that its appearance will be softened by plant material. The color should be earth tones or blend with the existing house color. Additional landscaping may be required to diminish the visual impact on other properties or from the street. The barrel is to be maintained so that it does not create a visual or environmental nuisance and its placement will not significantly impact the existing drainage pattern.

2.1.6 All yards contain irrigation systems that are tied into the Master Irrigation System for the Association. Owners are prohibited from altering watering schedules from the master system. Please refer to section 20 for additional information on the irrigation system.

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3. GENERAL POLICIES

3.1 GOOD NEIGHBOR POLICY

3.2 If a homeowner, their guest and/or tenant observes or suspects unusual activity on the grounds, please report it immediately to the local police first, then report it to the Property Owners Association (POA) management company as soon as possible.

3.3 In order to allow everyone the opportunity to enjoy the recreation facilities, all homeowners, their guests and/or tenants are expected to maintain an appropriate level of decorum in dress and behavior. Homeowners and their guests who do not abide by the rules and regulations, or are abusive to other homeowners and their guests or cause damage to the facilities may be asked to leave the premises or be removed by appropriate means. Continued like behavior by homeowners may result in action by the POA including, but not limited to, a suspension of the homeowner's use of the recreation facilities.

3.4 A POA management company representative, designated committee or members of the board have the authority to remove any persons for violating the rules and regulations or to summon police if circumstances warrant. All requests and orders by clubhouse or pool committee members, management company representative or board members must be obeyed by all persons. Failure to comply with the rules and regulations set in these documents may result in attorney cost, fees, or police involvement.

3.5 During any period in which a homeowner is in default in the payment of their POA assessment or any fee levied by the association, the right to use the clubhouse or pool will be suspended by the board of directors until the dues and or fees are paid.

3.6 Resident Facilities Passes are to be carried and displayed (when possible) while using the POA Facilities. Please present them when requested. If you have guest coming to use the facilities and you will not be with them please make sure they are carrying your pass.

3.7 The POA reserves the right to hold community functions at the clubhouse or pool area as needed from time to time.

3.8 These rules may be revised or additional rules established by the Lakes of Mount Dora POA Board of Directors with proper notice governed by the Florida State Statutes.

3.9 NO SMOKING, ILLEGAL DRUGS OR SUBSTANCES ARE PERMITTED AT ANY TIME IN THE CLUBHOUSE OR POOL RECREATION AREA.

3.10 ALCOHOL MAY ONLY BE PERMITTED DURING EVENTS AND OTHER ASSOCIATION APPROVED GATHERINGS and must comply with the Policy on Alcohol Sales and Consumption.

3.10 SOLICITATION OF ANY KIND IN THE CLUBHOUSE, POOL AREA OR ANYWHERE ELSE IN THE COMMUNITY IS NOT PERMITTED AT ANY TIME FOR ANY REASON.

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4. RESIDENT FACILITIES ACCESS CARDS/DEVICES

4.1 Resident Facilities Access Proximity Cards, or other proximity devices that may become available, are to be used to enter the POA Facilities (including, but not necessarily limited to, the clubhouse and pool).

4.2 Homeowners are responsible for their guest and tenants.

4.2.1 Upon request of homeowner, tenants can be issued cards after completion of, and POA approval of, the necessary application and form(s).

4.2.2 Activation of Tenant Cards will expire with expiration date of lease. Homeowner Cards will be deactivated during lease period.

4.2.3 Guests can enter facilities as follows:

4.2.3.1 Accompanied by occupant.

4.2.3.2 with occupant's access card/device.

4.2.3.3 With Guest Card activated with guest's data and dates of visit.

4.2.3.4 All guests under 18 years of age must be accompanied by a guest 21 years of age or older, or a host resident.

4.3 Each closed home will be issued one (1) access card per registered occupant, up to a maximum of two (2) cards per home at no charge; additional cards can be purchased for any registered occupants. All occupants must be registered at the Association/Activities Office in the Clubhouse. Cards in addition to the two (2) complimentary cards, as well as Guest Cards and replacement cards, can be purchased from the Association/Activities Office in the Clubhouse, at the price schedule posted in the office.

4.4 Barcodes are to be used to enter the gated community. Each closed home will be issued up to two (2) barcodes free of charge with proof of registrations. Upon request of homeowner, tenants can be issued barcodes after completion of, and approval of, the necessary application and form (s). Activation of tenant barcodes will expire with the expiration date of lease. If vehicle is sold, replacement barcodes can be purchased by providing proof of new purchase (vehicle registration). Requests for additional barcodes require proof of residency and must be approved by the POA or Manager.

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5. FACILITY HOURS

5.1 CLUBHOUSE HOURS

Business hours for the clubhouse are Monday through Friday 9:00am to 5:00pm.

The Association/Activities Office is open from 9:00am — 12:00pm Monday through Friday unless otherwise posted and can be accessed by appointment outside of those hours.

The clubhouse can be accessed by homeowners and their guest seven days a week and can be accessed by the key pad on the main entrance or other designated doors in the future. The hours of operation will be subject to change for special scheduled events and holidays and may be adjusted seasonally as determined by the POA Board of Directors, Management Company and/or the designated POA committee once established.

5.2 POOL HOURS

HOURS: Open 5:00am to 11:00pm

BATHING LOAD: 150 PERSONS

5.3 SPA

HOURS: 5:00am to 11:00pm

BATHING LOAD: 8 PERSONS

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6. POOL POLICIES

6.1 GENERAL RULES

In addition to the following pool rules, the State or local municipality has rules governing public pool use. For the safety of homeowner's and to comply with governing regulations, The Lakes of Mount Dora Homeowners' Association will enforce whichever rule is more restrictive.

All guests under 18 years of age must be accompanied by (a) a guest 21 years of age or older or (b) by a host resident. In the event the pool area reaches maximum capacity, guests may be asked to leave so all homeowners may enjoy the use of the facility. Homeowners are responsible for the conduct of their guests and/or tenants at all times.

6.2 GENERAL POLICIES FOR POOL AND POOL DECK AREA

The pool facilities are used at the homeowners own risk and with the utmost of care. All homeowners, their guests and/or tenants will use the pool facilities at their own risk and will comply with the written and posted rules and regulations of the recreation center. All rules and regulations will be strictly enforced at all times. Unless specifically authorized by the Board of Directors, the swimming pools and dressing rooms are for the exclusive use of residents and their guests.

6.2.1 HOMEOWNERS, GUEST, AND/OR TENANTS SWIM AT THEIR OWN RISK. THERE IS NO LIFEGUARD ON DUTY. Swimming when no other person is present is not recommended.

6.2.2 Normal pool hours are from 5:00am to 11:00pm. The Board of Directors or its Agent may designate special hours for exclusive use by special groups or categories of swimmers.

6.2.3 NO DIVING, RUNNING OR HORSEPLAY is allowed around the pool.

6.2.4 Food and drink can only be consumed outside of the four foot wet deck area and in shatterproof containers.

6.2.5 All users must shower before entering the pool.

6.2.6 All suntan lotions, oils and similar products must be in shatterproof containers when brought to the pool area. Because these products cause operational difficulties with the pool filtration system, bathers using such products must shower after each such application before entering the pool.

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6.2.7 Persons with open sores, rashes or communicable diseases are prohibited from using the pool. Please, no "band-aids".

6.2.8 Swimmers are required to wear footwear and cover-up over their bathing suits when in the clubhouse facility.

6.2.9 NO ILLEGAL DRUGS OR SUBSTANCES ARE ~~PERMITTED~~ AT ANY TIME.

6.2.10 Smoking is not permitted in, on or at the pool facilities. Smoking is permitted only in designated areas.

6.2.11 Swimmers must dry off before entering the clubhouse facility.

6.2.12 Proper swim attire must be worn in the pool and at the clubhouse and on the pool deck area. Thong, t-back or Brazilian-cut bathing suits worn by either men or women are not considered proper swimming attire. FOR PROPER POOL MAINTENANCE, NO CUTOFFS, STREET CLOTHES, OR DIAPERS ARE TO BE WORN IN THE POOL!

6.2.13 please be considerate to other neighbors by monitoring the noise level to a low level in and around the pool area. Running, rough-housing, loud music, and obscene language will not be tolerated. Homeowners, their guests and/or tenants will be asked to leave the pool area immediately if this policy is violated.

6.2.14 Radios, televisions, tape players and all electronic equipment with an audio output may only be operated in the pool area using headsets or set volume at a level so as not to disturb other residents. Exceptions may be granted by either the Association Manager or the Board of Directors for special occasions.

6.2.15 Playing with emergency equipment (life ring, hook, etc.) is not allowed. Anyone found tampering with these items will be subject to suspension of pool privileges.

6.2.16 With the exception of a device known as "noodles" items such as scuba apparatus, inner tubes, balls, Frisbees, etc., are not permitted in the pool and/or on the pool deck unless in connection with (a) a scheduled demonstration of such equipment or (b) LMPOA - approved apparatus for aquatic exercises. Facemask and goggles are allowed. Swimming aids attached to a child's body are allowed under supervision of (a) a guest 21 years of age or older or (b) by a host resident who is in the water with the child.

6.2.17 Please put all equipment away in the designated areas after using.

6.2.18 For the comfort of others, changing of diapers, clothes, etc. is not allowed at the poolside. Please use the restroom facilities.

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6.2.19 No one shall pollute the pool. Anyone who does so is liable for any costs incurred in treating or correcting the problem.

6.2.20 Children not toilet trained are not permitted in the pool. There shall also be no diapers, swim diapers or rubber pants permitted for anyone's use in the pool.

6.2.21 Entrances to the pool from the outside must be kept latched and closed at all times to prevent accidents resulting from visiting small children wandering into the pool area. Pool entrances must be kept clear at all times.

6.2.22 Smoking is not permitted in, or at the pool facilities. Smoking is permitted only in designated areas.

6.2.23 No animals are allowed in the pool or pool deck area unless as permitted by law for sight impaired persons.

6.2.24 No roller blades, skateboards, or bicycles are permitted in the pool area or clubhouse.

6.2.25 No swinging on the ladders or railings is allowed.

6.2.26 Snapping of towels is not permitted.

6.2.27 Pool furniture may not be removed from the pool deck area.

6.2.28 Please make use of the garbage cans and deposit all trash.

6.2.29 The pool closes at 11:00pm without exception. Any person swimming when the facility is closed may be suspended from using the facility.

6.2.30 There is no trespassing in the pool area before 5:00am or after 11:00pm.

6.2.31 No private parties are permitted at the pool at any time.

6.2.32 No person shall enter the pool if his/her presence would exceed the posted limit designating the number of persons allowed in the pool.

6.2.33 All users of the pool facilities at Lakes of Mt. Dora, including all swimmers using the pool, shall be deemed by their use of such facilities to have agreed to absolve the Lakes of Mt. Dora Property Owners Association and the Board of directors from any claims for damages or compensation for negligence in the event of an accidental injury or death arising from the use of such facilities.

6.2.34 No food, drink, glass or animals in pool or on the four foot wet deck area.

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6.3 THUNDERSTORM POLICY

If lightning is sighted, regardless of location, the pool will be considered closed for 30 minutes. At that time, if no other lightning is seen, the pool will reopen. In case of a thunderstorm (with thunder only) in the immediate area, the pool will be considered closed for 20 minutes. If no thunder is heard during this period, the pool will be reopened.

6.4 FECES POLICY

If contamination occurs, the pool will be closed for a minimum of 12 hours up to a maximum of 72 hours, and the water will be shocked with chlorine to kill the bacteria. Visiting children should be taken to the bathroom before entering the pool. If you observe that the pool has been contaminated, please call the Management Company to report it.

6.5 HEAVY RAIN POLICY

If at any time it rains so hard that swimmers cannot see the bottom of the pool, the pool will be considered closed.

<h3>7. SPA POLICIES</h3>

In addition to the listed pool policies the following policies are in effect for the spa and spa deck.

7.1 Maximum water temperature 104 F.

7.2 Maximum use: 15 minutes.

7.3 Shower before entering.

7.4 NO FOOD, DRINK, GLASS OR ANIMALS IN SPA OR ON SPA DECK

7.5 Children under the age of 12 years are not permitted in SPA. Other guests between 12 and 18 years of age must be accompanied by (a) a guest 21 years of age or older or (b) by a host resident.

7.8 Pregnant women, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness should not use spa without first consulting a doctor.

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8. EMERGENCY PHONE POLICY

There are three emergency phones located on the clubhouse property. These phones are for emergency uses only and shall be used to only call 911 or other emergency phone numbers. The phones are located in the Fitness Room, Media Center, and under the veranda by the main pool entrance from the clubhouse.

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9. CLUBHOUSE POLICIES

The Clubhouse and other common facilities are owned and maintained for the use or benefit of the residents of Lakes of Mt. Dora and their guests. The use of certain specific facilities for certain specific functions involving the general public must be approved by the Board of Directors or Association Manager. Any such function must be under the control of the LMPOA, and be for the benefit of the residents.

9.1 The clubhouse will be open seven days a week and can be accessed by the card reader on the main entrance or other designated doors in the future. The hours of operation will be subject to change for special scheduled events and holidays and may be adjusted seasonally as determined by the POA Board of Directors, Management Company and/or the designated POA committee once established.

9.2 All homeowners, their guests and/or tenants will use the clubhouse facilities at their own risk and will comply with the written and posted rules and regulations of the recreation center. All rules and regulations will be strictly enforced at all times. Please have your Resident Facilities Pass in view or available to show upon request.

9.3 There is to be no misuse of equipment or furnishings in the clubhouse. Persons damaging any facilities will be held financially responsible for the costs of repairs and may lose access privileges to the clubhouse facilities.

9.4 Shoes and shirts are required in the clubhouse. Wet bathing attire is not permitted except in the restroom dressing area; nor is it permitted in the exercise room.

9.5 Smoking is not permitted in the indoor facility. Smoking is permitted in designated areas only.

9.6 Each group using the clubhouse is responsible for clean up after each use.

9.7 The use of signs on clubhouse doors, windows, or walls (other than designated areas such as the bulletin board, etc.) announcing activities events or functions is prohibited. All signage and flyers must be approved by the Association Manager.

9.8 All residents biking to the clubhouse are to use bicycle racks. Parking bicycles at front or side doors of clubhouse is a fire hazard, and is not permitted.

9.9 All users of the clubhouse and recreational facilities at Lakes of Mt. Dora shall be deemed by their use of such facilities to have agreed to absolve the Lakes of Mt. Dora Property Association and the Board of Directors from any claims for damages or compensation for negligence in the event of an accidental injury or death arising from the use of such facility.

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10. FITNESS ROOM POLICIES

10.1 Participants are encouraged to consult a physician prior to engaging in exercise. Individuals should safely limit their activities taking into account their physical conditions, limitations, and skill level.

10.2 Athletic shoes must be worn at all times.

10.3 No open toe or hard sole shoes on equipment including the benches.

10.4 Bring a towel; please wipe equipment after each use.

10.5 Allow others to "work in" and take turns on all machines.

10.6 Be courteous limit your time if people are waiting.

10.7 Please return all weights to the appropriate racks.

10.8 Use all equipment at your own risk.

10.9 Water is the only food or beverage allowed in the fitness room.

10.10 Please dry off completely when entering the fitness room from the pool area. No wetbathing suits or towels are allowed in the fitness room.

10.11 Guest ages 13 to 17 must be accompanied by an adult. Guest under 13 years old are not allowed in the Fitness Room.

10.12 Please have your Resident Facilities Pass in view or available to show upon request.

10.13 Emergency phone is for emergencies only

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11. BILLIARDS ROOM POLICIES

11.1 Please return all equipment to the designated place.

11.2 When finished please brush the tables down and replace the covers.

11.3 Do not sit or stand on the pool tables.

11.4 Guest ages 13 to 17 must be accompanied by an adult. Guest under 13 years old are not allowed in the Billiards Room.

11.5 Please do not place food or drinks on the pool tables. Any beverages or food items must be consumed on the shelved areas around room. Please clean up after yourself.

11.6 Please have your Resident Facilities Pass in view or available to show upon request.

12. LIBRARY POLICIES

12.1 Please sign in and out each book that you borrow.

12.2 Return books to the designated return bin.

12.3 No food or drink is allowed in the Library.

12.4 Please have your Resident Facilities Pass in view or available to show upon request.

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13. MEDIA CENTER POLICIES

13.1 All equipment, hardware and software, in this media room are the property of the Lakes of Mount Dora Property Owners Association.

13.2 Any and all use of the equipment in this media center must comply with the rules stated below and any violation of these rules can result in disciplinary measures, including the termination of rights to use this facility, by the Board of Directors of the POA.

13.3 Software license agreements and copyright laws are strictly enforced in the media center. Copying licensed software from the workstation hard disks or file servers is a violation of federal copyright laws and Lakes of Mount Dora policy.

13.4 Limit use of computer to one hour if others are waiting.

13.5 Use extreme caution when entering personal information such as social security numbers, bank account information, etc...

13.6 This equipment must never be used in any manner that would limit the use of others or for any purpose that would affect others such as hacking or virus dissemination.

13.7 In the event an error message or some other unusual message that you do not understand is received. Leave the computer on and notify the office at once. If possible please put a piece of paper over the screen indicating that the computer is out of service and move to a different computer.

13.8 When logging on to e-mail account or other programs please be sure to sign on using your username and password. When finished be sure to log out to help protect yourself.

13.9 Do not attempt to make any modifications to the hardware, operating systems, or application software configurations. This includes installing software, disconnecting or moving any of the hardware.

13.10 All uses of the internet must be done in a responsible manner with no accessing of obscene, pornographic, illegal, indecent, sexual, erotic, or other objectionable websites.

13.11 Connection of personal hardware, with the exception of jump (flash) drives, to the Association computers is not allowed.

13.12 All guests under 18 years of age must be accompanied by: (a) a guest 21 years of age or older or by (b) a host resident when using or touring the media center.

13.13 Please have your Resident Facilities Pass in view or available to show upon request.

13.14 No food or drink is allowed in the media center because it can damage the equipment.

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13.15 By using this facility, the user consents to any monitoring, inspection or searching of the computer, internet, file transfers, file downloads, websites, and/or e-mail.

13.16 Do not change the background or download items on the computers.

13.17 The Lakes of Mount Dora POA Association Manager or other authorized personnel have the authority to require individuals to leave the computer room and/or report persons for violation any of the above rules. Disciplinary measures including loss of computer privileges may apply for anyone violation any of these rules. A person will be given the opportunity to discuss any referral with the Association Manager. Reinstatement of one's privileges will be determined by the Board of Directors of the Lakes of Mount Dora POA.

14. GAME ROOM POLICIES

14.1 Please do not remove games from the game room without permission from the Association Manager or designated committee.

14.2 Please push in all chairs and return all games back to the closet when finished.

14.3 Any donated or purchased items need to be approved before storing and a Purchase Request Form A-5 must be filled out. Items will then be inventoried and become property of the Association.

14.4 All guests under 18 years of age must be accompanied by: (a) a guest 21 years of age or older or by (b) a host resident when using Game Room.

14.5 Please have your Resident Facilities Pass in view or available to show upon request.

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15. CRAFT ROOM POLICIES

- 15.1 Please return all items to the designated areas when complete.
- 15.2 Wipe down the tables and counter tops when finished.
- 15.3 Do not leave items in the sink.
- 15.4 Clean all paintbrushes and other items used.
- 15.5 Any donated or purchased items need to be approved before storing and a Purchase Request Form A-5 must be filled out. Items will then be inventoried and become property of the Association.
- 15.6 Please report any spills on the tile to the Association Manager that cannot be cleaned up using water.
- 15.7 Please have your Resident Facilities Pass in view or available to show upon request.
- 15.8 Each activity/event/committee./rental is responsible for cleaning up the room after each use. This includes taking out the trash, wiping down the counters, sweeping the floors and cleaning up any spills or other messes.

16. KITCHEN POLICIES

- 16.1 Please return all items to the designated areas when complete.
- 16.2 Any donated or purchased items need to be approved before storing and a Purchase Request Form A-5 must be filled out. Items will then be inventoried and become property of the Association.
- 16.3 Please report any spills on the tile to the Association Manager that cannot be cleaned up using water.
- 16.4 Each activity/event/committee./rental is responsible for cleaning up the kitchen after each use. This includes taking out the trash, wiping down the counters, cleaning out the microwaves, sweeping the floors and cleaning up any spills or other messes.
- 16.5 Items may not be left in the refrigerator unless prior approval is granted by the Association Manager or designated committee.
- 16.6 An inventory of kitchen equipment will be done yearly by the designated committee and turned in to the Association Manager.

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17. GUEST POLICIES

17.1 The Clubhouse and other common facilities are owned and maintained for the use or benefit of residents and their guest. Guests (of individual residents) 18 years of age and older may tour and use recreational facilities.

17.2 All guests under 18 years of age must be accompanied by: (a) a guest 21 years of age or older or by (b) a host resident when touring any recreational facility.

17.3 Residents remain fully responsible for the behavior of and any damage caused by their guests and/or tenants at all times. Guests and/or tenants must strictly adhere to all rules and regulations of the recreation center. Any violation of these rules will result in the revocation of the guest's privileges. Any damages and/or loss of equipment will be the responsibility of the homeowner.

17.4 If you are not able to use the facilities with your guest they may carry your Resident Facilities Pass with them to be presented upon request.

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18. CLUBHOUSE USE FOR PRIVATE FUNCTIONS

This document establishes a policy for the use of the CLUBHOUSE in which a resident(s) is sponsoring a private function or gathering. Such functions or gatherings will be at the discretion of the Board of Directors or the Association Manager. Only the Social Hall, Kitchen, Card Room, and Craft Room may be used for private functions.

18.1 Rentals will be limited to no more than five (5) hours plus two (2) hours of set up/clean up time. Residents are limited to three (3) reservations per calendar year.

18.2 The developer/builder/owner is considered a resident and must follow all residential procedures.

18.3 The resident(s) must agree to these policies and procedures by completing and signing a Function Reservation Form in the Association Manager's Office.

18.4 The original signed reservation form will be retained in the Association Manager's Office and a copy will be provided to the applicant.

18.5 Only Lakes of Mount Dora residents, in good standing, are permitted to reserve the approved rooms for a private function. Private functions include birthdays, anniversaries, weddings and similar occasions. Clubhouse facilities are for the use by private resident parties and not for the use of outside based organizations without approval from the Board of Directors as covered under section 18. An outside based organization, may be defined, as a group of people who gather, for a common purpose, outside the Lakes of Mt. Dora community. To further define an outside organization, (theater, religious, lodge, business, political) the group may possess a Tax ID number for profit or not for profit.

18.6 Lakes of Mount Dora community activities and events take precedence over any other function.

18.7 Gathering for profit or solicitation is not allowed. This is interpreted as a function from which the resident(s) or others expect to receive monetary benefit. Paying instructors, speakers, musicians, and caterers are not considered a violation of this policy.

18.8 Reservations may be made no more than sixty (60) days prior to the scheduled function subject to manager approval. An exception may be made if the function, such as a wedding, has invitation and save the date time social protocol. Exclusive use of the clubhouse facility cannot be reserved. Only the rented room may be privatized for the function period.

18.9 Private functions reservations will not be accepted for the following holidays/occasions and include the day prior to and after the holiday/occasion: Super bowl, Valentine's Day, St. Patrick's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Halloween, Veteran's Day, Thanksgiving, and December 23 through January 1.

18.10 The resident(s) making application must be attendance during the entire event including set up and clean up.

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18.11 A nonrefundable fee of \$100.00 will be charged for use of the Social Hall. A nonrefundable fee of \$25 will be charged for use of the Craft Room or Game Room. A \$500.00 refundable clean up deposit will be required for all rooms. All fees must be paid at the time of the reservation.

18.12 For rentals that require non residents to attend a temporary gate code will be given to the resident renting the facility to give to his/her guest. The code will be deleted out after the rental.

18.13 The applicant agrees to accept responsibility for all damage, breakage, or excess cleanup that may be required following the function. Cost for repairs, replacement or clean up will be deducted from the clean up deposit. Any costs above the deposit will be billed to the applicant. Clean up and removal of any items brought in by the applicant must be completed by the next event set up time or no later than noon the day following the function, whichever comes first. The rented room must be left clean in the same condition it was found.

18.14 Trash must be removed from the room(s) and brought to the dumpsters immediately following the function. Applicant needs to provide trash bags.

18.15 Until a committee is established and responsible for the oversight of the reservations the Association Manager, maintenance person, or designated party will do a walk-through with the applicant prior to and following the function to insure the facility is returned to the same condition as prior to the function.

18.16 Only the Clubhouse tables and chairs and designated kitchen supplies are included in the reservation. Furniture may not be moved from one room to another without prior written approval from the Association Manager or designated committee. Use of any other equipment, games or supplies must have the approval of the Association Manager or the appropriate committee. Kitchen supplies need to be washed and returned to the appropriate areas. Furniture and supplies may not be removed from the clubhouse, for private use.

18.17 Proper attire required, including but not limited to shirts and shoes.

18.18 All clubhouse rules, policies, and regulations are still in place for private functions.

18.19 A Private Function facility reservation form must be completed and submitted to the management company before a reservation will be confirmed. A reservation form can be obtained by calling the Association Manager at (352) 357-1019, e-mailing property.manager@lomd.net or picking up the form from the clubhouse. This form must be completed and hand delivered or mailed along with a check for rental fee and deposit made payable to Lakes of Mount Dora POA, 8506 Lakes of Mount Dora Blvd. Mount Dora, FL 32757. Faxed or email applications will not be accepted. The Association Manager's office will maintain a log on the rentals, showing the following information: household name, lot number, address, phone number, booking date, date of function, time, number of attendees expected, type of function (birthday, anniversary, wedding, other...explain) fee paid (check#/cash), where fee is deposited.

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19. BUILDING RESTRICTIONS

19.1 Flat roofs are prohibited at Lakes of Mt. Dora. "Flat roofs" are defined as any roof with less than a 2.5/12 pitch or slope.

19.2 Roofs with exposed surface materials not substantially matching the original materials on the roof of the structure are prohibited.

20. IRRIGATION PROCEDURES AND PROCESSES

The Lakes of Mount Dora Property Owners Association (POA) is responsible for the oversight and ~~maint~~ of the central irrigation water distribution system up to and including the valve(s) at the owner's lot. This includes setting the times and days of irrigation in compliance with the Consumptive Use Permit from the St. John's River Water Management District (SJRWMD) and our Covenants, Conditions, & Restrictions.

The POA is NOT responsible for adjustments of heads due to improper initial installation (this would be a builder warranty issue), raising or relocation due to turf or plant growth, clearing of grass or weeds restricting head movement, or for other modifications or additions to the nozzles, sprays, rotors, or lines on homeowner's lots. These are a normal homeowner maintenance responsibility.

To minimize waste of our limited irrigation water resource, as a courtesy, the POA will repair broken heads and leaks in the irrigation system on homeowner's lots. If heads are deemed to have been broken due to carelessness by the homeowner or homeowner agent, the POA may charge the homeowner for the POA cost of the time and parts.

Homeowners are not to turn the system on manually or enter in to the valve boxes. Any concerns or problems need to be reported to the Community Association Manager by filling out an Irrigation ServiceRequest Sheet, either on-line or by a paper form turned in to the office. Anyone caught tampering with or interfering with the irrigation system and ... following the service request procedure will be subject to a violation notice.

1 The violation process is as follows:

First Violation-Written Warning

Second Violation- Fine of \$50.00

Third Violation- Fine of \$100.00 and the homeowner may be suspended for 30 days. If the homeowner activates the system during the suspension, this will be considered a fourth violation.

Fourth Violation- Fine of \$100.00 per day if the irrigation system is activated by the homeowner or his agent. Failure to pay the fine within 30 days after notice, or if appealed, after the Hearing Committee meeting, will result in placement of lien against the property.

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Any Emergency calls caused by the homeowner/non-approved vendor- will also incur an added \$100 fine plus the cost of damage repairs.

20.2 Upgrades and Additions

The association is not responsible for any parts that do not conform to the following:

All pipes must be class 200 or better PVC NSF approved. All fittings must be PVC standard class or better. All flexible pipes must be K-flex or better.

In order for any upgrades or changes to be covered under the Association courtesy maintenance policy, only POA approved parts from the Irrigation Approved Parts List can be used. No upgrades which increase the total zone flow over 60 gallons per minute (GPM) or the total lot flow over 120 GPM are allowed as this could reduce flow for other users.

Any filtration system or additions to the irrigation system installed on a lot must be approved by the Architectural Review Board. The Association will not be responsible for the maintenance of any filtration system.

20.3 Irrigation Service Request:

To report any maintenance, concerns or services that are needed on the irrigation system, the homeowner is required to fill out an Irrigation Service Request either on-line or using the paper form.

The service request procedure is as follows:

Step One: Fill out the Irrigation Service Request.

Step Two: For a paper form only, return the completed form to the Association Office located in the clubhouse.

Step Three: The Association Manager will add your lot to the Irrigation Service Log.

Step Four: After work is complete a door hanger will be left for the resident.

Step Five: Any additional questions should be directed to the Community Association Manager.

20.4 Extra Water Policy:

Extra water days (grow ins) for *significant* quantity (2000 square feet or more) of new turf or plantings is acceptable in accordance with the policy of SJRWMD. Please use the service request procedure above to request extra water for new plantings. Significant quantities of new residential turf or plantings can be watered for up to thirty days.

Watering days are regular scheduled on one or two specific days of the week based on the lot number and the schedule shown in the Covenants, Conditions, and Restrictions for the Development. Because a home's watering day is known in advance, extra watering for fertilizer or other turf treatments will NOT be approved. Owners should advise their service providers of the watering day in advance of any treatment that needs to be "watered in".

20.5 Watering Days:

The watering day(s) for each lot are defined in the Covenants and Restrictions and are also listed in the POA LalesNetDocuments Section.

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20.6 Missed Watering Days

Each area of the community has a rain sensor which is set to stop irrigation after ½" of rainfall is received. The sensor then keeps the irrigation off for a varying period of time based on any additional rainfall, humidity, temperature, wind, and sunshine. If your lot is not watered and there has been ½" of rain during the last 48 hours, it is likely that irrigation has stopped. The POA office will usually know of stopped irrigation by 9:00 AM each business day.

If a designated lot did not run as scheduled or its watering day was missed, first ask the office if irrigation was stopped by the sensor. If it was not, then follow the Irrigation Service Request procedure. Random lots will be checked and a soil sample will be taken to check to see if additional water is needed.

Approved Irrigation System Parts List

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The LoMD irrigation system is a centrally controlled system which provides irrigation water for both common areas and individually owned residential lots. The primary water source is reclaimed water. The system is operated under a Consumptive Use Permit (CUP) from the St. Johns River Water Management District. Because efficient use of the available water is critical and damaged / leaking heads and rotors are normally replaced at POA expense, standardized high quality components were specified in the design. (e.g. sprays and rotors have five year warranties). Pressure regulation is needed to control overspray and excess water use because system pressure can vary up to 115 psi.

Irrigation Component	Recommended Part	Acceptable Alternatives
Decoder	Hunter ICD-100 (one per zone)	Hunter ICD-200 (one per home) Hunter ICD-400 (one per two adjacent lots)
Zone Valve Box	12" Purple Reclaim Valve Box	12" Green Valve Box w/ Top painted purple.
Zone Valves	Hunter ICV-151G (one per zone)	Hunter PGV-151 (one per zone)
Zone Pressure Regulator	Hunter Accu-Sync AS-30 for spray zone Hunter Accu-Sync AS-50 for rotor zone	Pressure regulated individual spray bodies and rotors may be used instead of zone pressure regulator.
Electrical Connectors	Hunter	
Turf Spray Body (if zone pressure regulated)	Hunter Pro-Spray PROS-06 6" w/ check valve and reclaim water ID cap.	Rain Bird 1806-NP 6" w/ check valve and reclaim water ID cap.
Turf Spray Body (if zone not pressure regulated)	Hunter Pro-Spray PROS-06-PRS30 w/ check valve and reclaim water ID cap.	Rain Bird 1806-PRS-NP 6" w/ check valve and reclaim water ID cap.
Turf Rotor (Note: if rotors are used, the turf zone must be all rotors. No mixed spray and rotor zones are allowed.)	Hunter 1-20- with check valve (e.g. I-20-ADV or I-20-36V) w/ reclaim water ID	Hunter PGP-Ultra with check valve w/ reclaim water ID ---- OR Hunter MP Rotators (not maintained by POA) on Turf Spray Bodies above.

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Planting Bed Spray Body (next to sidewalk or driveway) (if zone pressure regulated)	Hunter Pro-Spray PROS-12 12" w/ check valve and reclaim water ID cap.	Rain Bird 1812-NP 12" w/ check valve and reclaim water ID cap.
Planting Bed Spray Body (next to sidewalk or driveway) (if zone not pressure regulated)	Hunter Pro-Spray PROS-12-PRS30 12" w/ check valve and reclaim water ID cap.	Rain Bird 1812-PRS-NP 12" w/ check valve and reclaim water ID cap.
Planting Bed Spray Body (mounted on shrub stick) (if zone pressure regulated)	Hunter Pro-Spray PROS-00 Shrub w/ reclaim water ID cap.	
Planting Bed Spray Body (mounted on shrub stick) (if zone not pressure regulated)	Hunter Pro-Spray PROS-00-PRS30 Shrub w/ reclaim water ID cap.	
Spray Nozzles	Rain Bird MPR Series	
Spray Screens	Rain Bird 1800 white filters	

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21. POLICY FOR USE OF COPYRIGHTED MUSIC

21.1 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 Lakes of Mount Dora Property Owners Association from copyright infringement, the Association has licensed with ASCAP (American Society of Composers, Authors and Publishers) for use of music within the Association.

21.2 Policy Statement: Organized events, activities or other uses taking place within the Association's physical boundaries of the Association shall only play music that is covered under the licensing with ASCAP. 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 ASCAP licensing. It is the intention of the Association to limit use of music to that covered by the license.

Listing of covered music is available through the internet at www.ascap.com/ace/ACE.html and is updated regularly. List of music may be downloaded to a printer, but because this list is revised weekly, it is recommended that the website reference above be the official source.

21.3 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, and dinners), award ceremonies, background music for the community cable channel, etc. Method of presentation includes radio, CD, record, cassette, computer ~~screen~~ through amplified equipment, etc.

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22. FEE SCHEDULE

CLUBHOUSE
EXISTING CHARGES

• RENTAL FEES:

Craft Room	\$25.00 per event
Game Room	\$25.00 per event
Social Hall	\$100.00 per event

• DEPOSIT:

(Refundable if no repairs or cleanup is required after the event) \$500.00 per event
A clean up fee will be taken out of the deposit if the room is not returned to its original condition.

• REPLACEMENTS:

Resident Facilities Passes (Lost or stolen)	\$10.00 each
Additional Gate Barcodes	\$25.00 each
Replacement Bar Codes (require old # for deletion)	\$5.00 each

• GENERAL OFFICE:

Faxes	\$.75 per page
Copies	\$.10 per Page

Please make checks or money orders payable to: LMPOA

CREDIT CARDS ARE NOT ACCEPTED.

Mail checks and reservation form to:

The Lakes of Mount Dora POA
8506 Lakes of Mount Dora Blvd
Mount Dora, Florida 32757

NOTE: These policies, procedures and rules are subject to change on a periodic basis.

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23. ARCHITECTURAL GUIDELINES

23.1 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.

The guidelines provide specific design standards that have been adopted by the Board of Directors 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 or common ground. 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 for a proposed change does not remove the need for the appropriate building permits, tree removal permit and/or other documentation.

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.

23.2 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:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.
- 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

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neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values.

23.3 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 Directors (BOD) 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 propertyowners. ARC also reviews Common Ground requests, keeping in mind the principle or ideal that such requests should benefit the community as a whole.

The ARC will review and approve or deny applications submitted by lot owners for additions, alterations or modifications to a home or lot using Design Guidelines approved by the Association's Board of Directors. 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 of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

23.4 ALTERATIONS REQUIRING REVIEW AND APPROVAL 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 includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement

- 23.4.1 Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior-building components may be repaired or replaced so long as there is no change in the type of material and color.

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23.4.2 Landscape improvements that are in accordance with the Rules and Regulations do not require Architectural Review Committee approval. This includes foundation plantings such as trees, shrubs and ground cover, single specimen plants or small scale improvements which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure.

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 with the improvement.

23.5 APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the Architectural Review Committee are detailed below.

23.5.1 Applications. All applications for proposed improvements must be submitted in writing using the application forms (residential or common ground) authorized by the Architectural Review Committee. Copies of these forms are available on the POA website or at the clubhouse from the Association Manager at:

Lakes of Mount Dora POA
8506 Lakes of Mount Dora Boulevard
Mount Dora, FL 32757
(352) 357-1019

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.

23.5.2 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. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.

23.5.3 Time Frame for Completion of the Review. The Architectural Review Committee is required to approve or disapprove any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the Forty-five (45) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

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23.5.4 Notice of Approval/Disapproval. Homeowners who have submitted architectural review residential applications will be contacted by an ARC Committee member after the review has taken place. A copy of the application with the ARC's decision will be available for the homeowner via e-mail or pick-up at the clubhouse. All original requests will be maintained on file by the Association Management Company. Homeowners will be allowed 90 days to commence project and an additional 90 days 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.

23.6 ENFORCEMENT PROCEDURES

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

The following enforcement procedures will be used to ensure compliance.

- 23.6.1 A violation may be observed and reported to the Board of Directors through the managing agent 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 should be transmitted to the managing agent.
- 23.6.2 The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Review Committee or the managing agent.
- 23.6.3 The Board, through the managing agent, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
- 23.6.4 If the violation continues for ten days after the first notification (or if no substantial progress is made in curing the violation, where such remedy would require more than ten days) a second letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within ten (10) days from the date of mailing of the letter or alternatively, that the Resident in violation must submit to the Board of Directors 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 ten (10) day period.
- 23.6.5 If the violation is not abated within ten (10) days from the date of mailing of the second letter described in number 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 of Directors) the Board, through the managing agent, will send the resident in violation a certified letter informing the resident that they have seven (7) days to comply or the Board of Directors will refer the matter to legal counsel for appropriate action to secure compliance with the Association's

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governing documents.

23.6.6 The above procedures do not preclude the Board of Directors 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.

23.7 DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors. Please note: These guidelines will not cover every situation and do not include all sections of the Community Rules and Regulations. 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 application to the Architectural Review Committee. Please follow the application procedures and note on your application that your request is a special circumstance.

23.7.1 ANTENNAS and SATELLITE DISHES

Homeowners may install satellite dishes for the purpose of receiving audio and/or video programming and media reception. A dish antenna that is one meter or less in diameter (i.e. Direct Broadcast Satellite) may be approved. The satellite dish must be mounted to the outside of the house in the location that best minimizes its visibility from the street and from other homes. The dish should be mounted on the back of the house or otherwise placed to hide it from street view and should not extend above the crown of the roof. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property. Masts higher than six (6) feet will not be permitted. Screening, such as shrubs, is required where possible.

23.7.2 CLOTHESLINES

Semi-permanent and permanent clothes lines or similar apparatus for the exterior drying of clothes are not permitted. Removable clotheslines erected during daylight hours and only in the rear yard or those screened from view are acceptable.

23.7.3 DECKS, PERGOLAS, ARBORS, GAZEBOS and SCREENED ENCLOSURES

The Architectural Review Committee must approve all decks, pergolas, arbors, gazebos and/or screened enclosures.

Homeowners are advised to consider the following factors:

23.7.3.1 Location. Items must be located in rear yards with the exception of front entry enclosures. Pergolas must be permanently anchored and attached, or appear to be attached to the house.

23.7.3.2 Scale and Style. The scale, style and color of a deck, pergola, arbor or gazebo

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shall be compatible with the home, lot topography, and the surrounding environment.

23.7.3.3 Materials. Decks, Pergolas, arbors and gazebos must be made of quality, long lasting materials that resist, or are protected from weather. Both front entry and rear lanai screen enclosures must be constructed using white or bronze aluminum. Screening color must be black or charcoal.

23.7.3.4 under Deck Storage. Elevated decks may not utilize the under deck area for storage space. The Architectural Review Committee, particularly in the case of high decks, may require the use of decorative screening, either wood or plant material, to minimize adverse visual impacts.

23.7.4 DRIVEWAYS

Architectural Review Committee approval will be required for all driveway construction, extensions, modifications and additions to driveways. The primary considerations will be no adverse aesthetic or drainage impact on adjoining lots or common area.

Additions or modifications must be of the same materials as the existing driveway and shall not exceed the width of the garage. Pavers or painting of driveways are considered a modification. Colors should blend with the house color and require the approval of the Architectural Review Committee. Maintenance of paved or painted driveways is required. Maintenance items can include missing pavers or peeling paint.

23.7.5 EXTERIOR LIGHTING

The Architectural Review Committee shall be responsible for determining whether exterior lighting is an annoyance or unreasonably illuminates other owner's property. Proposed replacement or additional fixtures must be approved and compatible in style and scale with the applicant's house. No exterior lighting will be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view, and light fixtures do not stand more than 18" above the ground. No more than 10 lights per lot are permitted without prior approval from the Architectural Review Committee.

23.7.6 EXTERIOR PAINTING

An application is not required to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to exterior walls, doors, shutters, trim, roofing and other appurtenant structures. Refer to the binder of colors available in the Association Manager's office for approved exterior colors.

23.7.7 FENCES

Owners must comply with section 1.5 (see below) of the Rules and Regulations. All other fences require Architectural Review Committee Approval.

"Section 1.5 Fences are not permitted, except for low profile 12-inch maximum height enclosures around gardens to protect them from small animals and except for "courtyard" walls or fences

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designed as an integral part of the home. Hedges or other vegetation shall not be used to form fencing except as specifically approved by the Board of Directors.”

23.7.8 FLAGS AND FLAGPOLES

Owners must comply with section 1.7 (see below) of the Rules and Regulations.

“Section 1.7 each house may display an American Flag in compliance with the Florida Statutes below:

Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag in a respectful manner, not larger than 4' x 6 feet, which represents the United States Army, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag.

Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property if the flag pole does not obstruct sightlines at intersections and is not erected within or upon an easement. A homeowner may further display in a respectful manner from that flag pole, regardless of any covenants, restrictions, bylaws, rules or requirements of the association, one official United States flag, not larger than 4' x 6 feet, and may additionally display one official flag of the State of Florida of the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States Flag. College and professional sport team flags may be displayed up to one day before and one day after the game.”

23.7.9 GUTTERS

Adding gutters does not require Architectural Review Committee approval as long as they are aluminum or vinyl and they match the soffit and fascia of the house. Surface water restrictions of the Covenants should be considered.

Rain barrels may be added per section 2.5.5.

23.7.10 HOLIDAY DECORATIONS AND LIGHTING

Homeowners may display a reasonable number of holiday decorations and lighting, beginning no more than 30 days prior to a publicly observed holiday or religious observance and remaining up for no more than 30 days thereafter. No ARC application shall be required. However, in the event the Association Manager or ARC determines the decorations and/or lighting are:

1. Excessive in number, size or brightness;
2. Draw excessive traffic;
3. Unreasonably interfere with the use and enjoyment of the Common Area and/or adjacent lots; or
4. Because a dangerous condition to exist, the Homeowner must remove the decorations or lighting within 48 hours after receiving written Notice from the Association.

23.7.11 HOT TUBS/SPAS - Semi Permanent

Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. All hot tubs and spas must have a hard cover when not in use or

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incorporate other safety measures. Installation of exterior hottubs or spas requires approval of the Architectural Review Committee unless located within an area screened porch or private walled interior courtyard.

23.7.12 IRRIGATION SYSTEMS

Homeowners are not to make material changes to the irrigation system without the approval of the Architectural Review Committee and could be subject to fines as outlined in section 20 of the Rules and Regulations. Material changes do not include adjusting or maintenance on sprinkler heads and spray patterns and other general maintenance. Homeowners with questions should contact the Association Management office for assistance before making any modifications.

23.7.13 LANDSCAPING

All Landscape changes must comply with the Landscape Regulations of the Association Rules and Regulations (section 2). Any deviations require approval of the Architectural Review Committee.

Per section 1.6, one statue or ornament equal to an installed dimension of 3 feet in any direction shall be ~~and~~ in the front yard, side yard and back yard of the home totaling no more than 3 per property. Anything greater than those dimensions or amounts needs to be submitted to the Architectural Review Committee for review.

23.7.14 PATIOS & AWNINGS

All patio construction requires Architectural Review Committee approval. Patios must be located in the rear yard behind the house. A durable construction material such as stone, brick, pavers, flagstone, concrete or similar material shall be used. Any adverse drainage requirements that might result from the construction of a patio shall be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio is ways to eliminate drainage concerns. Location of irrigation pipes and heads are to be identified prior to construction. No awnings (canvas, metal, wood or other material) over patios, windows, doors will be allowed and any existing awnings cannot be replaced when become worn or taken down.

23.7.15 REAL ESTATE SIGNS

Owners must comply with section 1.4 of the Rules and Regulations. All other signs require Architectural Review Committee Approval.

23.7.16 SIDEWALKS AND PATHWAYS

Sidewalks and pathways require Architectural Review Committee approval. They shall be installed flush to the ground. Only stone, brick, concrete or similar durable construction material shall be used. The scale, location, design and color shall be compatible with the lot, home and surroundings.

23.7.17 SOLAR PANELS

Solar panels and solar collectors are permitted and require Architectural Review Board Committee approval.

23.7.18 STORM SHUTTERS

No Hurricane shutters or similar protective covering for the windows and glass doors of a residence

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on a Lot may be installed without ARC approval. If approved, mounting brackets must be discrete and may be permanently installed on the home; however, shutters may only be affixed to the house when winds of 50 mph or more are predicted; no sooner than 48 hours of predicted approach of the storm and must be removed and stored within 72 hours after winds have subsided.

23.7.19 SWIMMING POOLS AND INGROUND SPAS

Temporary or above ground pools are not allowed. Only in-ground swimming pools are permitted. Pools must be located in the rear of the property. They must be approved by the Architectural Review Committee.

All permanent swimming pools shall have security fencing or screen enclosures installed in accordance with existing jurisdictional codes. Screen enclosures must have ARC approval.

Pool construction shall be in accordance with applicable governing agency codes.

23.7.20 TRASH CONTAINERS

All trash containers must be stored out of view of the street on non-collection days.

23.7.21 TREE REMOVAL

Living trees may not be removed without the prior approval of the Architectural Review Committee. Exceptions to this are trees that pose an imminent hazard to persons or property. Further defined, hazardous trees are those that are uprooted and leaning or have large limbs or branches that are splintered or otherwise damaged resulting in debris that may fall without warning. (Homeowners removing hazard trees without approval shall have written documentation and/or photographs of the hazard before removal). Trees approved for removal shall be cut at or ground down to grade level (on grade) or the stump should be ground down.

Per the Planned Unit Development requirements, removal of trees installed by the builder requires a tree removal permit from the City of Mount Dora.

Relocation of a tree does not require approval of the Architectural Review Committee.

23.7.22 MAINTENANCE

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. This required maintenance includes homes unoccupied longer than two weeks, as well as rental property. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions that would be considered a violation:

- Peeling paint on houses

- Damaged or dented garage doors

- Decks with missing or broken railing or parts

- Unkempt lawn and landscaping in need of pruning, edging, weeding or insect control or diseased, dying or dead plants as well as invasive plantings encroaching on surrounding lots or common areas.

- Low overhanging tree branches and/or shrubs interfering with pedestrians on sidewalks and/or traffic visibility.

- Missing shutters, shingles, window panes or storm window parts, house numbers, bricks.

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siding, etc.

Storage of play items, yard equipment and other clutter in front or rear yards

Mold/mildew or rust on exterior walls, fascia, sidewalks, driveways and garagedoors.

Missing or broken shingles or mold/mildew or rust on roofs

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than twelve (12) months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing. If not properly maintained and/or is deemed as a safety hazard, the ARC or Board of Directors may make necessary repairs and assess homeowner.

23.7.23 GRANDFATHER CLAUSE

Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder or its assignee are automatically grandfathered. These modifications will be considered acceptable under this clause.

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24. POLICY ON ALCOHOL SALES AND CONSUMPTION
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Due to the laws of the county of Lake and the State of Florida regarding the proper licenses required to dispense alcohol and the limitations of liability coverage provided to the LMPOA through its insurance policies, the following has been set as policy by the LMPOA Board of Directors.

24.1 Alcoholic beverages may not be sold by any group (activity, owners group, event committee, etc.) on the grounds or common buildings of Lakes of Mount Dora.

24.2 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 if there is an admission charge or money is collected in any manner in regards to the activity or event.

24.3 Sales of liquor are permitted only by a private caterer, with a liquor license, whose employees are in attendance and are totally responsible for the dispensing of the beverages.

24.4 LMPOA does not qualify for temporary permits, as we are not a registered non-profit organization; nor can we qualify for such status.

24.5 If no admission is charged and no charge is levied for individual drinks, alcohol may be served without a license or permit (totally free event).

24.6 People may bring their own alcoholic beverages (BYOB) to an event.

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<p>25. POLICY OF GAMBLING, RAFFLES, LOTTERIES AND GAMES OF CHANCE</p>
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Any activity or event conducted on/in LMPOA 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.

25.1 Activities violating these statutes will be denied use of LMPOA facilities.

25.1.1 Certain penny-rate games are not crimes. See 849.085 for details.
(included in the details; winning pots do not exceed \$10)

25.1.2 Lotteries prohibited (including raffles): See 849.09 for details.

25.1.3 Door prizes are permissible but must be advertised as "no purchase necessary."

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.

25.2 Bingo authorized: for conditions for conduct; permitted uses of proceeds; limitations; see 849.0931 for details.

25.3 All games of chance must be approved by the LMPOA Board of Directors, or its agent, in advance.

Reference: Florida Division of Legislative Information: Division of Statutory Revision; and a representative of the Florida House Regulated Service

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<p>26. OPERATIONAL PROCEDURES FOR BOARD AND COMMITTEES</p>

Purpose: To provide direction and guidelines for the formation and operation of committees within the Lakes of Mount Dora Property Owners Association.

26.1 GENERAL

The Board of Directors will form committees to address particular functional business activities, either in an ongoing manner (i.e., Standing Committee) or in a temporary capacity (i.e. Ad Hoc). The Board has adopted this practice in order to permit and encourage problem solving and long-range planning through resident participation. In so doing, items relevant to each committee will be addressed at community level rather than at the Board level.

26.1.2 The Board of Directors remains responsible for actions disposed of at the committee level; therefore, the Lakes of Mount Dora membership must clearly understand that any decision to be made or action to be taken is only "official" when acted upon by the Board rather than by a committee.

26.1.3 In the event that a committee is not functioning effectively or appropriately, and is unable to correct the situation itself, the Board reserves the right to intervene to solve the problem using whatever action it deems necessary and appropriate. This action must be supported by a majority vote of Board members. Further, the Board reserves the right to alter, rename, restructure, and disband any committee it has earlier convened to conduct business.

26.1.4 The Board, through normal procedures, may amend this document. Suggestions and/or recommendations for amendments and/or revisions shall be submitted, in writing, to the Board of Directors. Appropriate discussion between committee leaders and the Board of Directors will precede the vote to accept the change. The decision rendered must be accomplished by a majority vote of the Board members at a meeting called for the purpose after notice given as provided by the bylaws of the Association.

26.1.5 All Board action outlined herein may be accomplished by the Board President except where a majority vote of the Board members is specifically called for by this Operation Procedure document.

26.2 FORMATION

When the need arises for a committee, it will be the duty of the Board to assure that a committee is convened and provided with a copy of these procedures.

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26.2.1 The Board shall appoint the initial number of residents to the committee as it deems necessary. The Board shall post on the bulletin board, and possibly on the POA website, a notice of a committee formation, along with a signup sheet and resident volunteer forms to be completed by volunteers. The Board will select and appoint the initial members. If at all possible, selection will be from different areas of Lakes of Mount Dora in order to address diversity of opinions and needs.

26.2.2 The Board shall state whether a committee will operate as a Standing (permanent) or as an Ad Hoc (temporary) Committee. Should an Ad Hoc committee encounter business which requires ongoing study or involvement, the Board may consider the value of changing it to Standing Committee status.

26.2.3 The Board will develop a written CHARTER for the new committee, outlining major objectives and independent roles that relate to their functions.

26.2.4 The Board shall select one of its directors or an operations committee representative to act as a liaison to each committee, as necessary.

26.2.5 Subcommittees may be formed by the assigned Standing committees; however, the responsibility for resolution and recommendation shall fall on the appointed/elected members of the major committee. Ad Hoc committees may not form subcommittees except by approval of the Board of Directors. The maximum life of any subcommittee will be the same as that of the parent committee.

26.3 OPERATIONS

The operational procedures established for committee shall be as follows:

26.3.1 Committees shall elect a chairperson, a co-chairperson (or vice president), a recording secretary, and a treasurer if funds are involved. As a matter of Board of Directors policy, the chairperson will be responsible for:

- a. calling committee meetings and providing a well-planned agenda which is to be posted on the bulletin board three days prior to meetings;
- b. assuring meetings are open to all residents;
- c. assuring quorum attendance (see Section 26.7) before voting on issues;
- d. assuring documentation (in the form of minutes or reports), if requested by the Board;
- e. assuring submissions of written recommendations requiring Board action, as well as assuring presentation at the Board's next regularly scheduled meeting if so requested. (See Section 26.9).

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- f. selecting a treasurer who shall be responsible for handling the funds for the committee or activity in accordance with the Activity Funds Procedure Policy.

26.3.2 In the absence of the chairperson, the co-chairperson/vice-chair will assume the responsibilities of, and at the direction of, the chairperson.

26.4 RESPONSIBILITIES

26.4.1. Board of Directors -The Board:

- a. may request committee action/recommendation by a specific date, as warranted and necessary to efficiently conduct business;
- b. shall, through its agent, maintain an updated member list of all Standing and Ad Hoc Committees, a copy of which shall be posted on the bulletin board, as well as filed in the Board minute book.
- c. will refer pertinent business to the appropriate committee in writing; shall receive the written report and findings of the committee work, and shall officially accept it or send it back to committee for further exploration and study.

26.4.2 Committees-Committees shall be charged with:

- a. researching information and discussing the issue(s) at hand or referred to them by the Board;
- b. addressing those issues, forming conclusion, interpreting written rules and responding to residents about them, and making recommendations to the Board for action required which is outside of their jurisdiction;
- c. submitting, in writing, by the date specified by the Board any recommendation, interpretations, and rulings which require Board action (See Section 26.8.2 and 26.9);
- d. submitting regular and annual reports as required under Section 26.8 "Documentation" of this procedure;
- e. informing the Board when committee members leave or require replacement; and
- f. initially placing members on staggered terms that will be henceforth maintained so that continuity can be preserved;
- g. recommendations for charter revisions deemed appropriate and number of members required to carry out their function.

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26.5 MEMBERS

26.5.1 Initial committee members shall be appointed by the Board of Directors, and they shall serve staggered terms of office - a term being a two-year period. A resident may not serve on more than one committee (standing or ad hoc) at any given time without special Board approval. (This ruling on dual services does not apply to activities committees under the property manager or any future activities director.)

26.5.2 Board members cannot serve on any committee/subcommittee except in an advisory/resource capacity. (see Section 26.2.4).

26.5.3 Requirements - prospective committee members must be residents in good standing within the community, i.e., no outstanding debts to the community fees, fines, etc.

26.5.4 Committee Alternates - The Board may sanction or appoint "alternate members" who will attend all meetings for edification, and who are authorized to "fill in" for a specific member when that regular member is absent. Each alternate for a given member shall be a resident from the same general area as the given regular member so that adequate representation from different areas of Lakes of Mount Dora will be maintained. The "alternates" will be allowed a voice in all proceedings but not a vote when the regular member is present. Alternates will, however, have a vote in the absence of their District's member, and will be able to vote as they see fit. Voting members on each committee shall assure only one vote per household; and therefore, the second member from a household serving that committee may serve only as an associate, alternate, or other non-voting member.

26.5.5 Replacements - As vacancies occur, or the committee requires expansion, the committee shall request "Resident Volunteer Forms" (copy attached) from prospective members, and shall make recommendations for replacement and/or additional members(s) to the Resident Advisory Committee. The Resident Advisory Committee may add other potential candidates at large, and will appoint the replacement and/or additional members(s). Due consideration should be given to utilizing full-time residents vs. part-time for purposes of carrying out the committee functions throughout the year. Replacement members are subject to the same requirements as initial members. Following Transition of the Resident Representatives to the Board of Directors, the powers vested to the Resident Advisory Committee shall lie with the Board of Directors.

26.6.6 Terms of Office - For Standing Committees, a "term" of office is two years, with approximately half of the committee ending their two-year term in alternate years. By so staggering member slots, continuity of action is preserved and the resource and knowledge of a few seasoned members is retained. In order to provide broader community participation, previous committee members should not serve immediate follow-up terms as long as other volunteers are on the slate, unless a knowledgeable leadership role must be preserved.

26.6.7 Absenteeism - It shall be the duty of individual Board and Committee members to inform the chairperson each time that they will be unable to attend a scheduled meeting. Should a committee member miss too many meetings of the committee (i.e., miss two

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consecutive meetings, or demonstrate a lack of interest through absenteeism), the chairperson will approach the individual to determine if they still wish to continue to serve in their appointed or elected capacity. The chairperson then has the option of retaining the individual's service or replacing the individual. In the latter case, replacement of committee members shall be accomplished by following section 26.5.5 of this procedure.

26.7 QUORUM

A quorum at committee meetings shall consist of a majority (more than half) of the voting committee membership, whether elected or appointed. The action approved by a majority of those present at a meeting in which a quorum has been established shall constitute the acts of the committee.

26.8 DOCUMENTATION

26.8.1. Minutes and Reports:

a. The MINUTES of each Standing Committee shall be permanently contained in a notebook which shall be kept in available for viewing by any resident.

b. The REPORTS of each committee shall be presented to the Board one week prior to Board meetings (see attached guidelines).

c. A reconciliation of any expenses shall be included in report.

26.8.2 Recommendations - Standing Committees and Ad Hoc Committees wishing to present a recommendation to the Board of Directors shall forward that recommendation in writing to the Board for consideration (see Section 26.9). The chairperson or a representative of each of the committees (ad hoc and standing) shall attend the Board meeting in order to give reports, if so requested, or answer any questions relating to their proceedings.

26.8.3 Annual Reports - Each committee (ad hoc and standing) will submit a written report to the Board three weeks prior to the ANNUAL MEETING of the POA. The purpose of the committee report should be to outline what they have accomplished, decisions they have made (with a summary of the discussions and rationale leading to such decisions), and an outline of what they plan to address in the future. The committee will accomplish this in a page or two (double-spaced), rather than submitting a comprehensive diary of every single action. The Board will receive the committee reports and may require them to be further summarized for presentation at the Annual Meeting. Full committee reports will be kept on file the book of Minutes for each Standing Committee. Ad hoc reports will be filed in the Board Minute book.

26.9 GUIDELINES FOR SUBMITTING RECOMMENDATIONS

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26.9.1 Furnishing the Board a copy of the Minutes of the committee meeting does not constitute a formal "Recommendation" by that committee. Minutes are furnished to the Board so that the Board members are knowledgeable of proceedings and can file a copy of them in the permanent file.

26.9.2 Even in joint "work session" meetings with the Board, simply discussing a recommendation does not constitute adoption. The Board will comment and then anticipate a formal, written recommendation to be presented to them prior to the recommendation being acted upon. If action by the full Board is desired, the recommendation must be included in the notice and agenda for the Board meeting so that it can be voted upon.

26.9.3 The Board, upon receiving the recommendation, will consider its implications for other committees as well as for residents as a whole. It may either be shifted back to committee for refinement, or may be adopted "as is" by Board

26.9.4 Once adopted, it shall be (1) copied to those committees affected, (2) filed permanently in the Board minute book, (3) if applicable, added to the book of rules, bylaws, etc., and (4) communicated as necessary to the full community in whatever manner is determined most feasible.