

Rules & Regulations

As approved by the Board of Directors July 12, 2016,
and Revised October 23,, 2025.

Valencia Lakes at Orange Tree Homeowners' Association
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Naples, FL 34120
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VALENCIA LAKES AT ORANGETREE RULES AND REGULATIONS INTRODUCTION

These Rules & Regulations have been taken from the Declaration of Covenants and Restrictions of Valencia Lakes at Orange Tree.

This document is a summary of those rules, which have been re-organized and replaced in a way, which makes them easier to understand. In the event of a conflict, the provisions of the Declaration and By-Laws govern. The Compliance Committee has tried to keep the Rules & Regulations simple and direct. You may want to refer to the pages in the Declaration to read the full explanation of a particular Rule or Regulation.

The purpose of these documents is to ensure the continuance of a quality residential community by imposing a set of uniform restrictions on all homeowners. The goal is to preserve and improve the character of Valencia Lakes and for the protection of home values, common areas and facilities.

The Board of Directors has the power to make Rules & Regulations as may be necessary to carry out the intent of the restrictions in the Declaration Articles of Incorporation and By- Laws. The Board may take disciplinary action against any member of the association for breach of any covenant to include the imposing of fines and amenity restrictions.

It is the hope of the Board of Directors and the Compliance Committee that all homeowners will look upon these Rules & Regulations as positive guidelines that will ensure Valencia Lakes to be a pleasant community to live in.

CLUBHOUSE AND AMENITIES OF VALENCIA LAKES

These rules and regulations protect the rights and privileges of Residents, their families and guests and protect Association property to assure maximum use and enjoyment. Management, the Association and staff are responsible for extending all courtesies, comforts and services and are empowered to enforce these rules and regulations.

It is the responsibility of all who use these facilities and services to know these rules and regulations, abide by them, and cooperate in their enforcement. Use of all Association amenities and the lake are at your own risk.

DEFINITION

The definition of a "Resident in Good Standing" means the homeowner and or resident tenant has no violations pending in any matter and are up to date with all Association fees, dues or fines. A resident NOT in good standing shall have the use of their key fob suspended, is not allowed the use of the clubhouse or its amenities, nor will the key fob for automated gates work. A resident will have to use the entrance call box and punch in their Personal Access Code or (PAC) to enter the community. The gates and clubhouse are under constant camera surveillance.

The Community Manager or his/her Designee has the authority to eject from any Amenity of the Clubhouse, or any Common Areas, any resident owner, guest, tenant or other person whose behavior violates guidelines published in the Valencia Lakes at Orange Tree HOA (Homeowners Association), Inc. Rules and Regulations. All questions should be addressed to the Community Manager.

I. RECREATIONAL MEETING ROOMS AND AMENITIES

- A. **Hours.** The meeting rooms are open from 8:00 a.m. to 8:00 p.m, daily including weekends and holidays, except when reserved or rented. Remaining on property before opening or after closing without permission from the board of directors can result in fines.
- B. **Amenities of Clubhouse.** Clubhouse amenities include a swimming pool and pool deck area, playground, tennis, pickleball, basketball, fitness room, recreational/meeting rooms, game room, kitchen, and foyer. Access requires a key fob which may be purchased from the Valencia Lakes office.
- C. **Damage and Responsibility.** Damages caused by a homeowner or their tenants, their families or their guests are the homeowner's responsibility.
- D. **Cellular Use.** Cellular telephones brought into the Clubhouse must be set on the vibrate mode. Calls should be taken outside and must not disturb others. Wi-Fi is available for your electronic equipment and must be used with headphones or on mute.
- E. **Pets.** Pets, other than service or assistance animals, with readily available supporting documentation are not permitted in the Clubhouse or any of the other Amenities of the Clubhouse. This includes, a swimming pool, playground, tennis, pickleball, and basketball court, fitness room and recreational/meeting room. An animal's owner is solely responsible for and liable for their animal and its conduct and/or damages under all circumstances.
- F. **Private Functions.** Private functions such as birthday parties, showers, holiday parties and business meetings are encouraged at the clubhouse for homeowners or their tenants' use. Clubhouse Rental Agreement applications for legal homeowners and lessees in good standing only are available at the Valencia Lakes HOA office. The consumption of alcohol in the form of Bring Your Own Bottle (BYOB) is permitted, but must not be taken out of the rented recreational/meeting or kitchen rooms. No alcohol is to be consumed outside of these two rooms without prior authorization of the Board.
- G. **Parking.** Vehicles must be parked in designated areas. Parking for the handicapped is available for those displaying a handicap tag or license plate.
- H. **Bicycles.** Bicycles must use the racks provided and should be locked.
- I. **Liability.** The Association assumes no responsibility or liability for the loss of vehicles or personal articles.
- J. **Prohibited Use.** The use of rollerblades, skateboards, scooters, bicycles, or the likes and any motorized toys is not permitted on the sidewalks, tennis/basketball/pickleball court, the swimming pool and pool deck area or the parking lot.
- K. **Personal Liability.** Use of the clubhouse, parking lot and common areas are at your own risk.
- L. **Smoking.** Smoking of Any kind, including E-Cigarettes or like devices is **NOT ALLOWED** in the clubhouse or any of the amenity areas.

M. Homeowner/Lessee Use of Recreational/Meeting Rooms, Game Room and Kitchen.

The recreational/meeting rooms, game room, and kitchen are common areas reserved only for legal homeowners and lessees, who are in good standing with the HOA, and who shall be permitted to bring guests, and in such cases, who shall not bring more than four (4) guests per household with them at any time. Guests are not allowed to remain if the invitee leaves the premises for ANY reason.

N. Reservations. Club room (game room, kitchen, meeting rooms) reservations can be made for non-exclusive after hours occupancy by legal homeowners and lessees in good standing with their guests limited to four (4) guests per household. This registration must take place through the onsite management office during regular business hours and is free of charge. This reservation for non-exclusive after hours occupancy would be subject to all the rules and regulations including a maximum of four (4) guests per household. Any gathering having more than four (4) guests per household would require an approved Clubhouse Rental Agreement.

O. Proper Attire. No bathing suits, wet or dry, are permitted inside the clubhouse amenities. A dry cover-up or shirt and clean shoes must be worn at all times.

II. SWIMMING POOL AND POOL DECK AREAS

A. Hours. The swimming pool and pool deck area shall be open from Dawn to Dusk (one-half hour after sunrise to one half hour before sunset) daily including weekends and holidays. Remaining on property before opening or after closing without permission from the board of directors can result in fines. Access requires a key fob which may be purchased from the Valencia Lakes office.

B. No Lifeguard. There are No Lifeguards on premises. Swim at your own risk.

C. Homeowner/Lessee Use of Pool. The swimming pool is a Private Community Pool. Only a legal homeowner or lessee, who is in good standing with the HOA, shall be permitted to bring guests to the swimming pool area, and in such cases, legal homeowners or lessees shall not bring more than six (6) guests per household with them at any time. Guests are not allowed to remain if the invitee leaves the premises for ANY reason. Each person must have an active key fob registered in their name to enter. No possession or use of another person's key fob is allowed.

D. Pool Use by Children. Children under the age of 12 years old must have adult supervision.

E. Pool Behavior. No running, rough housing, foul language or abusive behavior. Excessive splashing can be dangerous and is prohibited.

F. Unapproved Containers. No glassware or glass containers of any kind is allowed in the pool area.

G. Pets. Pets are not permitted on premises. Licensed service animals or assistance animals are permitted, but not on the pool deck or in the pool, and such animals must have documentation evidencing their status readily available upon request.

- H. **Food and Beverage.** No food or beverage is permitted around the immediate unobstructed four-foot wide (4') wet deck area surrounding the pool or in the swimming pool. Serving or consuming food in such areas is a violation that will result in fines.
- I. **Housekeeping Rules.** Cleanup and return chairs, lounges and tables to their proper place. Lower the table umbrella when not in use and place all trash in containers provided. Exterior doors to the pool area shall not be left ajar. The saving of lounge chairs is not permitted.
- J. **No Smoking.** No smoking allowed and is to include E-Cigarettes or like devices.
- K. **Alcohol.** No alcohol is allowed in the swimming pool and surrounding pool deck area.
- L. **Site Showers.** On-site showers are to be taken before entering the swimming pool.
- M. **Diapers.** Incontinent or non-toilet trained individuals must use appropriate waterproof clothing in the pool.
- N. **Prohibited Hours of Use.** No swimming or remaining on the premises after Dusk, including the pool and pool deck areas. Use of the swimming pool is prohibited during cleaning and servicing and after Dusk.
- O. **Swimming Attire.** Proper swimming attire is required.
- P. **No Chalk.** No chalk of any kind is allowed on premises.
- Q. **Prohibited Items.** No glass items are permitted inside the fence and all trash must be disposed of properly. Absolutely no scooters, skateboards, bicycles, roller skates, in-line skates, radio controlled cars, motorized or battery operated, and or gasoline operated toys are allowed in the pool or pool deck area or the like. No tobacco or alcoholic products are allowed inside the pool or pool deck area. Anyone found violating this rule is subject to forfeiture of his or her right to use the pool and pool deck area. Grills are prohibited in and around the pool and pool deck area, regardless of size, kind or type.
- R. **Rules of the Pool.** Throwing any objects (footballs, Frisbees, etc.) is prohibited. No littering and no running is permitted around the pool area.
- S. **Bathing Attire in Clubhouse.** No wet bathing suits are allowed inside the clubhouse amenities, except for the bathrooms when accessed through the pool bath hallway through the exterior pool bath door leading to and from the exterior pool deck areas. Offenders may be charged for cleaning fees or for amounts to repair water damage(s). A dry shirt or cover-up and shoes are required to be worn at all times while inside the Clubhouse.
- T. **Swimming Lessons.** Swimming lessons are permitted on an individual basis by a licensed and certified instructor.

- U. **Swimming Instructors.** Swimming instructors are permitted and must carry their own liability insurance. They must also provide a copy of their insurance policy to the HOA office. The HOA must be added as an additional insured under the policy, to be held harmless and indemnify the HOA. The HOA does not provide or endorse any trainers and is not responsible for their actions.
- V. **Pool Parties.** Pool parties, which are considered gatherings by the pool where a legal lessee, Homeowner, or other occupant brings more than six (6) guests, are not allowed under any circumstances, and offending parties shall be subject to fines as well as fees for cleaning services or other charges when damages result.
- W. **Compliance with Board of Health Rules.** The Florida State Board of Health rules concerning swimming pools must be followed. In addition to the foregoing rules, the Florida State Board of Health additionally requires that bathing loads are to be limited at 60 occupants for the pool and 11 occupants for the spa, do not swallow water, no diving, no person with open sores, cuts or other communicable diseases may enter the pool, and children under the age of 12 must have adult supervision.
- X. **No Loud Music.** No loud music is allowed to be played in and around the pool area at any time.

III. FITNESS CENTER

- A. **Hours of Operation.** Open hours are from 4:00 a.m. to 10:00 p.m. daily including weekends and holidays. Access requires a key fob which may be purchased from the Valencia Lakes office. Remaining on property before opening or after closing without permission from the board of directors can result in fines.
- B. **Homeowner/Lessee Use.** Only a legal lessee or Homeowner, who is in good standing with the HOA, may be permitted to use the Fitness Center and bring guests, and in such cases a lessee or Homeowner shall bring no more than two (2) guests per household with them at any time. Guests are not allowed to remain if the invitee leaves the premises for any reason.
- C. **Safety and Supervision.** Occupants cannot cause disturbances to others.
- D. **Risk.** The equipment has been selected to provide cardiovascular exercise, strength training and stretching suitable for most people in reasonable health. It is recommended that users determine their suitability for fitness training with their physician. ·
- E. **911.** In an emergency, call 911.
- F. **Compliance.** Read and comply with all instructions on the machines and posted on the walls.
- G. **Time Limit on Equipment.** When others are waiting to use the machines, workout time should be limited to 30 minutes. All equipment is for common use and cannot be “saved or reserved” for rounds.

- H. **Personal Trainers.** Fitness training lessons are permitted on an individual basis by a licensed and certified instructor. They must also provide a copy of their insurance policy to the HOA office. The HOA must be added as an additional insured under the policy, to be held harmless and indemnify the HOA. Fitness training is not permitted on holidays. The HOA does not provide or endorse any trainers and is not responsible for their actions.
- I. **Appropriate Attire.** Appropriate attire is required. Shirts and thoroughly cleaned closed-toe athletic shoes must be worn at all times. NO bathing suits, wet or dry, are allowed.
- J. **Televisions.** Television volume must be kept at a low level. If you are the last to leave, please turn off the television.
- K. **Shoes.** Shoes must be closed-toed shoes must be thoroughly cleaned or changed before entering and must be worn at all times. Sandals and bare feet are prohibited in the gym and fitness equipment areas.
- L. **Cleaning of Equipment.** Cleaning supplies are provided and all surfaces must be cleaned after use. All equipment must be returned to its intended place. No machines may be moved.
- M. **Food.** Food is not permitted in the Fitness Center and will result in fines.
- N. **Equipment Malfunctions.** All equipment malfunctions must be reported to the HOA office. Do not attempt repairs.
- O. **Inappropriate Behavior.** Inappropriate behavior should be reported to the HOA office. Dangerous objects and or rowdy behavior are not permitted. Residents are responsible for the conduct of their guests.
- P. **Misuse of Equipment.** Misuse of any machine or equipment will be cause for you to leave the premises immediately.
- Q. **Alarm Activation.** Users who set off the alarm will be charged for the Sheriff Department's fine for answering a false alarm.
- R. **Accidents and Injuries.** Accidents and injuries, however minor, must be reported to the HOA office.
- S. **Risk of Use.** Use of the Fitness Center is at your own risk.
- T. **No Slamming.** No dropping or slamming weights/equipment is permitted.
- U. **Music.** No music or other sound-producing devices are allowed, except when used with headphones or earbuds.
- V. **Bans.** The Board of Directors may deny access to the Fitness Center at any time to any person for violation of these Rules and Regulations.

IV. SPORTS COURTS – Tennis, Pickleball and Basketball

- A. **Hours of Operation.** The tennis court is available from 7:00 a.m. to 9:00 p.m. daily including weekends and holidays Only a legal lessee or homeowner, who is in good standing with the HOA, is permitted to bring guests to the courts, and in such cases a lessee or homeowner shall not bring more than four (4) guests per household with them at any time. Guests are not allowed to remain if the invitee leaves the premises for any reason. Access requires a key fob which may be purchased from the Valencia Lakes office. Remaining on property before opening or after closing without permission from the board of directors can result in fines.
- B. **Accidents and Injuries.** Accidents and injuries, however minor, must be reported to the HOA office.
- C. **Appropriate Behavior.** Foul language and inappropriate behavior are not permitted. No other activities other than tennis, pickleball or basketball may be used at this location. Any other activity must be authorized by the Property Manager or an Association Board member. Holding or saving courts is not allowed. If others are waiting to use the courts, play is limited to 1/2 hour. All players must wear proper tennis / sports apparel and closed-toed athletic shoes at all times. Sandals and bare feet are prohibited. Occupants cannot cause disturbances to others.
- D. **Risk.** Use of this court is at your own risk.
- E. **Use of Court Equipment.** The courts and the equipment therein shall only be utilized for its generally agreed upon purpose. No non-ADA approved mobility devices are permitted, and it is expressly forbidden to hang or dangle from the basketball equipment.
- F. **Prohibited Items.** No glass items are permitted inside the fence and all trash must be disposed of properly. Absolutely no scooters, skateboards, bicycles, roller skates, in-line skates, radio controlled cars, motorized or battery operated, and or gasoline operated toys are allowed on the courts or the like. No tobacco, food, or alcoholic products are allowed inside the sports courts. Anyone found violating this rule is subject to forfeiture of his or her right to use the courts.
- G. **Misuse or Removal of Equipment.** Misuse or removal of any equipment from the courts is prohibited.
- H. **No Night Time Lights.** No night time lights shall be activated after 9:00 p.m. and such lights must be turned off after each play.
- I. **Noise Rules.** No loud sports play that would interfere with others' enjoyment or otherwise be considered a nuisance is permitted.
- J. **No Loitering.** No loitering on the courts is permitted, and all players must timely vacate the courts after play.

V. PLAYGROUND

- A. **Hours of Operation.** The playground is open from Dawn until Dusk. Remaining on property before opening or after closing without permission from the board of directors can result in fines.
- B. **Safety and Supervision.** Occupants cannot cause disturbances to others.
- C. **Loitering.** Loitering is not permitted.
- D. **Risk.** Use of the playground is at your own risk.
- E. **Uses.** The playground must be used for the purpose intended.

VI. VEHICLES, PARKING AND GARAGES

- A. **Private Passenger Vehicles.** Private passenger vehicles must be parked in an enclosed garage or on a driveway.
- B. **Non-Passenger Vehicle in Overnight Parking.** No commercial vehicles, recreational vehicles, all-terrain vehicles, boats, trailers of any kind, mobile home, low speed vehicle (LSV) or golf cart may be parked overnight on subject property unless in a fully enclosed garage.
- C. **Prohibited Street Parking.** No overnight parking whatsoever is permitted on any street. It is the specific intention to limit all parking for permitted vehicles in driveways and garages. Any vehicle that is parked in the street at any time between the hours of midnight to 5:00 a.m. will be deemed to be parked overnight and will be subject to a violation notice, fine and/or vehicle towed at the owner's expense.
- D. **Unregistered Vehicles.** No unregistered vehicles of any kind may be parked on subject's property unless in a fully enclosed garage.
- E. **Parking on Lawns.** No parking on lawns at any time.
- F. **Golf Carts.** No Golf Carts may be driven within the community, unless the owner is the operator and has a medical disability placard from the Florida DMV and obtains permission from the HOA Board of Directors in writing, or the vehicle is changed into a Low Speed Vehicle (LSV) which must meet the following equipment, insurance and age requirements. The LSV modified golf cart, if approved, must be equipped with headlights, brake lights, turn signals, and a windshield. The LSV must also be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, horn, and red reflectorized warning devices in both the front and rear of the vehicle. The vehicle must have a VIN and you will need to sign an affidavit for "Golf Cart Modified to a Low Speed Vehicle" to be submitted to the DMV in order to register and obtain a valid license plate for this vehicle. The LSV must maintain Personal Injury Protection and Property Damage Insurance. A LSV shall only be driven by a person with a valid driver's license. There shall be no towing of any trailers, and the number of passengers on the vehicle cannot exceed the vehicles seating capacity. Seat Belts must be worn. All vehicle and traffic laws must be obeyed. You must have written approval by the Valencia Lakes HOA Board of Directors in order to operate a LSV.

- G. **Motor Vehicles with Commercial Letters/Signs.** Any overnight vehicle containing commercial lettering or signs must be covered with an approved, neutral color vehicle cover. Magnetic blank sign covers may be used to cover a small area on a vehicle and shall be of a color to match with overall vehicle color.
- H. **Equipment Storage of Motor Vehicles.** Any vehicle containing ladders, chemicals, pumps, tanks, or other maintenance equipment may not park in any driveway overnight and must be in an enclosed garage.
- I. **Sidewalks.** The sidewalks or pedestrian paths cannot be blocked in any way and at any time.
- J. **Garage Doors.** All garage doors shall remain closed when not in use.
- K. **No Dumpster.** No dumpster may be parked or stored at a residence without the written permission of the Board of Directors. Such written permission, if granted, shall set forth the size of the dumpster and the time period during which the dumpster may be parked or stored.
- L. **No Loitering.** No loitering is permitted in the parking lot.

VII. LAKE AND FISHING

- A. **Swimming Prohibited.** Swimming and wading are prohibited in the Lake.
- B. **Prohibited Fishing.** Fishing from the shore on Association property behind the clubhouse is permitted. Fishing from the shore behind a private home without the express consent of the homeowner is prohibited and constitutes trespass.
- C. **Catch and Release.** Fishing is catch and release only.
- D. **Fish and Wildlife.** Alligators, snakes and other wildlife may be present. **Wildlife must not be fed, teased, mistreated, trapped or destroyed.** Exceptional danger should be reported to the HOA office or Florida Fish and Wildlife Commission.
- E. **Trash and Waste in Lakes.** Trash, solvents, waste and horticultural products of any kind must not be deposited into the lake or storm drains because all the runoff flows into our lakes.
- F. **Risk.** Use of the lake is at your own risk.
- G. **Lake Bank Easement.** The 20foot lake bank easement is for Association access only, for the purpose of lake bank maintenance and is otherwise considered private property. Fishing is permitted provided permission is granted by the individual homeowner. Having watercraft moored or stored on the lake embankment easement is prohibited.
- H. **Lake Maintenance Obligations.** Homeowners must maintain their properties all the way down to, but not including, the lake bank erosion system (rip rap and/or crushed shell/littoral plants), and must maintain their slopes and swales in first class condition being careful not to damage the rip rap and/or crushed shell/littoral plants. NO overgrown weeds or vegetation are allowed in this area especially along the edge of the lake and in the easement. Plantings, fences, or any

obstructions or overgrown weeds or grass are prohibited in the lake maintenance easement. Fines including daily fines can occur and any costs will be billed to the homeowner. NO EXPOSED PIPES for drainage or irrigation are allowed. NO digging or dredging on the lake bank that may cause damage to the shoreline may occur. All damages caused by the homeowner including damages caused by the failure to maintain, will be subject to fines and repair costs and will be assessed to the homeowner.

VIII. WATERCRAFT

- A. **Limits of Watercraft.** Watercraft may not be longer than 17 feet, may be powered only by hand, foot, oars, paddles, sails or electric motor, and must not exceed 5 mph. No gasoline motors are allowed.
- B. **Storage of Watercraft.** When not in use, watercraft must be stored in an enclosed area and must be maintained in proper and serviceable condition. Any vessel must be removed from the exterior of the homeowner's property. The Association may remove such watercraft if a homeowner fails to correct this violation, with the costs being charged to the owner. Fines can also occur for violating this rule, including daily fines.
- C. **Behavior On and Around Lake.** Foul language and excessive noise are prohibited.
- D. **Risk of Use.** Use of the lake is at your own risk.

IX. LANDSCAPING

- A. **Landscaping Limits.** Trees and plants on private property and/or front easement must be kept trimmed to avoid obstructing vehicles and pedestrians on streets and sidewalks. Trees that extend over roads must provide at least 14 feet vertical clearance per county ordinance. Trees that extend over the 20' lake maintenance easements must provide at least a fourteen foot (14') vertical clearance. All trees and plants planted within the subject property cannot obstruct a view of the lake or a view of the oncoming traffic. Hedges must be maintained in a clean and sanitary manner and cannot encroach within an easement or obstruct a view of the lake or oncoming traffic. It is prohibited to plant or construct anything within the 20' lake maintenance easements and will be subject to removal at the homeowner's expense and fines including daily fines.
- B. **Trees and Plantings on Private Property.** Trees and plants that are infected with contagious diseases must be promptly removed by the homeowner, and do not require ARC (Architectural Review Committee) approval for removal, although an ARC form must be submitted for ARC follow up. The Association may remove a diseased tree or plant at the expense of the homeowner. However, ARC approval is required for any tree or plant removal or replacement for landscaping purposes. All trees, shrubs and grass, including but not limited to within the road right of way easements between a homeowner's private property and the road, must be maintained and kept in first-class condition. The planting of any trees, plants, or littoral plants along the shoreline, and placement of other structures or personal property are prohibited from being planted, placed, or constructed within the 20' lake maintenance easement and is subject to fines including daily fines.
- C. **Homeowner Responsibility.** Homeowners are responsible for maintaining their property in a clean and sanitary manner. Driveways, flowerbeds, walkways, and sidewalks in front of the private property shall be free of weeds, dirt, grime, mold and mildew, and must be edged and

kept in first-class condition. The 20' lake maintenance easement must be kept in first-class condition at all times, with the slopes and swales being a homeowner's responsibility at the homeowner's expense. Maintenance must be performed all the way to the water's edge, being careful not to damage any lake bank erosion control of rip rap or littoral plants. Do not remove or damage any of the littoral plants placed there by the Association.

- D. **Removal and Replacement of Trees and Other Landscaping.** Any removal of trees for landscaping purposes without prior Association written permission may require the homeowner to replace said tree with the same type, size and quality as that previously existed, at homeowner's expense. The Association reserves the right to request the removal of any obstructions and to request proper maintenance, with the homeowner's refusal resulting in fines, daily fines, and the costs for the association's right to remove such items and maintain such areas at the homeowner's expense.
- E. **Hydrant and Mailbox Landscaping.** Landscaping near fire hydrants, mailboxes and signs must not damage or obscure them or interfere with their function. Mailbox plantings must not be higher than the supporting scrollwork, nor be supported by the mailbox or post. Nothing may be attached to the mailbox or post. The mailbox is the homeowner's responsibility and must conform to the adopted, approved mailbox requirements per the Association's guidelines. If a mailbox is in disrepair, there will be fines, to include per day fines, and the Association has the authority to replace the mailbox at the homeowner's expense if a homeowner fails to correct this violation.
- F. **Trimming.** All trees must be trimmed to remove dead branches and fronds annually in preparation for hurricane season. Damage to property or persons for a homeowner's failure to properly trim his or her trees is solely the homeowner's responsibility.
- G. **Overgrown Lawns.** In the event grass on a lot exceeds (6) inches in height, the Association may, but shall not be required to cut such grass, in which event such owner shall be obligated to pay the association, as an assessment, the actual cost for such grass cutting plus Twenty five dollars (\$25.00) as a service fee.
- H. **Flower Beds.** All flower beds must have mulch or ground cover rock and all plantings are to be maintained and trimmed in a well-kept manner. All dead plantings must be removed and replaced.
- I. **Drainage.** Drainage swales between lots are for the purpose of natural water flow. No obstructions or debris shall be placed in or otherwise knowingly be allowed to sit and continue to obstruct these areas or cause the redirection of the water flow into the lake, storm gutters and drains. Swimming pool and gutter downspout drainage is the homeowner's responsibility. Any ruts or erosion caused within the homeowner's lot including within any easements shall be kept in good repair. All lake embankments must be cared for with full coverage of quality grass and kept in first-class condition at all times.
- J. **Irrigation Schedule.** Odd numbered addresses - Irrigation is limited to 3 days per week, Monday, Wednesday, and Saturday from 12:00am to 10:00am. Even numbered addresses: Irrigation is limited to 3 days per week, Tuesdays, Thursdays, and Sundays from 12:00 am to 10:00am. **NO IRRIGATION ON FRIDAYS! IRRIGATION FROM 10am - 4pm IS PROHIBITED AND ENFORCED BY COLLIER COUNTY.** Times and dates are subject to change per guidance from Collier County ordinance 2015-27. It is highly recommended for residents to periodically reference the county ordinance for updates, as the HOA will not be held responsible for Collier County changes or updates.

X. SAFETY, KEY FOBS AND ENTRY GATES

- A. **Rules of the Roadways.** It is the nature of our community that automobiles, commercial vehicles, motorcycles, bicycles, pedestrians, joggers, rollerblades and other forms of transportation and recreation converge on our streets and crosswalks. It is imperative that everyone obey all traffic laws and rules and exercise extreme caution to ensure the safety of all.
- B. **Collier County Enforcement.** While our roads within the community are private and the Association is responsible for all signage and repairs, the Association has a signed agreement with the Collier County Commissioners to have our community patrolled by law enforcement agencies and is authorized to enforce all motor vehicle and traffic laws as they would any other county road.
- C. **Speed Limit.** Drivers must obey the 25 mph speed limit and all traffic signs.
- D. **Sidewalk Rules.** The sidewalk or pedestrian path cannot be blocked in any way.
- E. **Crimes, Vandalism, Suspicious Activity.** Crimes, vandalism and suspicious activities must be reported immediately by calling 911 in an emergency or the Collier County Sheriff at 239-252-9300 to make a non-emergency report. Do not call the HOA office until you have first contacted the sheriff department. HOA staff do not have any authority or obligation to respond to vandalism, crimes or suspicious activities. The office will record the activity to assist law enforcement if and when requested.
- F. **Key Fobs and Entry Gates - Vehicle Entry and Exit.** Key Fobs for permitting use of the automated entry gates, clubhouse, swimming pool and other amenities are available for resident members who live in the community and are members in good standing. Key Fobs may be purchased in the HOA Office and must fill out and sign an application ensuring you understand all the rules required to possess a key fob. Vehicle entry and exit must be done at very slow speeds. The automated entry gate must be allowed to close after each vehicle. Repairs to the gate bar or swing gates will be charged to the responsible member. Report any damage to the HOA Office immediately. If the office is closed, call the office and leave a message with your name and a call back telephone number. All unreported damage to any HOA property will be reported to the police for criminal investigations. Legal homeowners and lessees are responsible for any guests permitted through the gates and/or have allowed access to the amenities or common areas. Key fobs and community access applications cannot be shared, loaned, or given out to anyone who is not a legal resident of the community. Fines, costs for damages, and the loss of use of the Fobs and community access applications can occur. All guests must be accompanied at all times by the legal homeowner or lessee and cannot remain on common area property without being in the presence of the host, which in this case may be considered trespassing and can result in the removal of the guest from property and will be considered a trespass.
- G. **Pedestrian Traffic.** Pedestrians should use sidewalks where present and when using the street should walk, jog or run on the left side of the road facing oncoming traffic. At night pedestrians should wear light-colored clothing and reflective devices. Street lighting is

minimal and drivers find it difficult to see pedestrians who are in the street. If you are walking with others and are 2 or more abreast, move closest to the curb, single file when a vehicle approaches.

- H. **Bicycles.** Bicycles are considered vehicles when ridden on streets. Riders of bicycles must obey all traffic signs and rules. Bicycles ridden on sidewalks must yield right-of-way to pedestrians.

XI. TRASH PICK-UP AND CONTAINER STORAGE - NOTE: The rules in this section are a simplified compilation of Collier County requirements in addition to the Association covenants.

- A. **Trash Pick-Up Schedule.** Trash, yard waste and recycling pick-up occurs on Tuesdays. On Fridays ONLY trash is picked up.
- B. **Trash Containers.** All household trash, garbage, and lawn debris must be in plastic bags and placed in the green containers available from Collier County (239-252-2380).
- C. **Yard Waste.** Yard waste may be placed in heavy paper bags or a 32-35 gallon container which must not weigh more than 50 pounds. Branches not in containers must be tied in bundles, but may not exceed 4 feet in length and branches may not be thicker than 4 inches. Piles of lawn debris are prohibited.
- D. **Recyclable Material.** All recyclable material should be placed in the bin with the yellow lid. If bagged, it should be in a clear plastic bag.
- E. **Waste Management.** Waste Management recycle, trash and yard waste may not be set out before 5:00 p.m. on the day prior to pick-up. Trash containers must be returned to storage no later than 7:00 p.m. on the day of pick up. Household Hazardous Waste shall not be placed in garbage containers. Call 239-252-2380 for special drop-off locations.
- F. **Bulk Item Pick-Up.** Bulk Item Pick-ups that do not fit in trash containers may be set out on Tuesdays, you must call the county at least 48 hours prior to collection day to schedule a bulk item pick-up.
- G. **Cardboard Box Pick-Up.** Cardboard boxes must be empty (no packing popcorn or paper) and should be broken down, flattened in bundles no larger than 3 feet by 3 feet, and left out for Tuesday pick-up.
- H. **Items not Picked-Up by Waste Management.** If any item was not picked up and taken by Waste Management, for any reason, and was left behind, said items must be brought back to your storage location, on the same day, by 7:00 p.m. Failure to do so will result in a violation.
- I. **Garbage Rules.** Garbage, trash, and lawn debris shall not be permitted to unreasonably accumulate and shall not be placed or dumped on any portion of your property, or property of others including any Common Areas and garbage bin areas designated for HOA Clubhouse use. Construction materials must be stored within an enclosed area.
- J. **Storage of Trash Containers.** Except when placed for collection, all containers shall not be visible from the street or by a neighboring property and must be stored in a manner in which they are shielded from view as approved under the ARC Regulations.

XII. GENERAL

- A. **Firearms.** Firearms: Firearms of all types including but not limited to BB Guns, Pellet Guns, Paint Ball Guns, Bows, Cross Bows, and all other types are prohibited for use.
- B. **Leases.** A lease application must be submitted to the HOA office prior to tenant occupancy. No lease shall be for a period less than 4 months.
- C. **Other Property.** All other property and equipment must be stored inside of a unit or completely screened from view from the road or any other units. Overnight storing of portable basketball hoops must be inside of a unit or enclosed garage. Trampolines are prohibited.
- D. **PODS.** All PODS (portable storage units) require ARC approval or written consent of the Association.
- E. **Pets.** Only Domestic pets are allowed;
1. No Pit Bull Terriers of any kind are permitted;
 2. All pets must be carried or kept on a leash when outside the unit;
 3. All owners must clean up after their pets (refer to the Declaration of Covenants, Section 7.26 for further clarification of restrictions)
- F. **Air Conditioning.** No window air conditioning unit shall be used. Only central heating and air conditioning is allowed and mini-splits with the proper installation.
- G. **Nuisance.** At no time can any homeowners, tenants, family members or their guests cause a nuisance or disturb the peace, quiet, comfort, safety or security of other occupants or surrounding property. Nuisance also consists of, but is not only limited to:
1. Loud, consistent noise(s) either in the form of music, yelling, or the use of electronic devices.
 2. Pets barking, defecating, biting, and running around off-leash.
 3. Creating conditions for insect and rodent infestation into neighboring units and common areas.
 4. Domestic violence, frequent arrival of emergency services and police at all hours.
 5. Visually unappealing property conditions.
 6. Illegal, noxious, or offensive activity.
- H. **Occupancy.** No Unit shall be permanently occupied by more than two persons for each bedroom contained in the Unit. In addition, temporary guests will be permitted as long as such guests do not create an unreasonable source of noise or annoyance to the other owners or residents of the Subject Property. Temporary guests are subject to all of these same Rules and Regulations that apply to homeowners and Lessees.
- I. **Drones.** No Drone or Aerial Devices, such as motorized planes, as defined by Florida Statutes Section 934.50, will be allowed to fly or otherwise be used within the boundaries of the community without the prior written approval of the Association.
- J. **Signs.** No Signs shall be erected or displayed on any lot unless first approved, in writing, by the Architectural Review Committee. Refer to ARC regulations. Flagpoles are to be limited to 20' in height. Flagpoles over 15' in height require a permit prior to installation pursuant to the ARC Regulations.

- K. **Quiet Hours.** Contractors and builders are only permitted on the grounds during certain hours. Those same hours should also apply to residents' use of outdoor power tools and equipment. Gasoline, electric and pneumatic powered tools and equipment should not be operated outdoors or in an open garage except as follows:
1. Monday - Friday 7:00am - 6:00pm
 2. Saturday 7:00am - 3:00pm
 3. Sundays and Holidays are not allowed. Exceptions: Residents will be allowed to perform landscape functions that produce noise (i.e. mowing, lawn trimming, edging) Sundays and Holidays.

Utility vendors (i.e., Comcast, Direct TV, FPL, Collier County Utilities) are allowed for an emergency.

L. **Home Business.** No business or any other non-residential use of a residence, shall be conducted by anyone from a house, garage or lot, if customers, clients, patients, employees, or the like are required to come to the house, or it is apparent to others that a business of some type is being conducted out of the residence (i.e. daycare, tax preparation, auto repair, pet boarding, etc.).

M. **Exterior Home Improvements.** Improvements or changes to the exterior of your home requires ARC approval. Forms can be picked up at the on-site office or the Valencia Lakes web portal.

N. **Clean Structures.** Homes, roofs, fences, sidewalks, driveways, walkways, decks, pool decks, screen enclosures, and other structures must be clean and sanitary at all times and free of mold, mildew, dirt, grime, disrepair, and damages and must be kept in first-class condition at all times.

O. **Outdoor Furniture.** All outdoor furniture must be tasteful, clean, and in good repair. Outdoor furniture constructed from construction waste material such as concrete blocks and rotted pieces of wood are prohibited.

P. **Other Landscape Gardens.** Landscape gardens constructed from construction waste material such as concrete blocks and rotted pieces of wood are prohibited. Buckets and other forms of non-landscaping personal property cannot be used to construct gardens or for potted plants unless in an enclosed area. The addition of all landscaping, including any gardens of any type require an application processed through the ARC Committee.

Q. **Weeds and Invasive Plants.** Each homeowner's property, including within any abutting easements serving each homeowner's property, must be free of weeds and invasive plants at all times. Invasive plants, weeds, and unapproved plants and trees are prohibited and must be immediately removed upon notice from the Association at the homeowner's expense.

R. **Waste.** Any food, beverage, or other items of waste brought into a common area by any resident or invitee must be removed or placed in the trash before leaving and spillage must be cleaned by the resident or invitee before leaving.

S. **Use Restrictions.** Use of the amenity facilities may be restricted or reserved from time to time at the request and or direction of the Board of Directors in the event of social events, reservations, maintenance, repairs, and emergencies, and the like.

T. **Furniture and Equipment.** The property, furniture and equipment in amenity facilities are not to be removed from the premises on which they are located. In the event that a homeowner, resident, lessee, or guest damages property, furniture, or equipment, it will be the homeowner who will be responsible to pay for the damage or replacement cost for the damage caused by the homeowner, or their guest or lessee. Stealing furniture or equipment may result in criminal charges.

U. **Grills.** No grills of any kind, form or size are permitted anywhere in the common areas or parking lots.

V. **Compliance with Laws.** Compliance with any and all local, county, municipality, state, and federal agencies is mandatory without exception including but not limited to any permitting requirements for any improvements to the homeowner's unit.

NOTE: "First Class Condition" refers to a standard of excellent quality and maintenance, equal to or better than the original, or commensurate with similar high-end establishments, ensuring safe and efficient operation within industry standards. The definition emphasizes superior condition, operational excellence, attractive appearance and lack of significant wear or deficiency.

Open House Signage

The Association will allow you to place one “Open House” sign at the entrance to Valencia Lakes as needed on Saturdays and Sundays from 12:00pm to 5:00pm.

Resale and Lease Signage

Approved for sale/lease signs are permitted. Signs must be 10” x 18” PVC oval shape, dark green background with white letters and border.

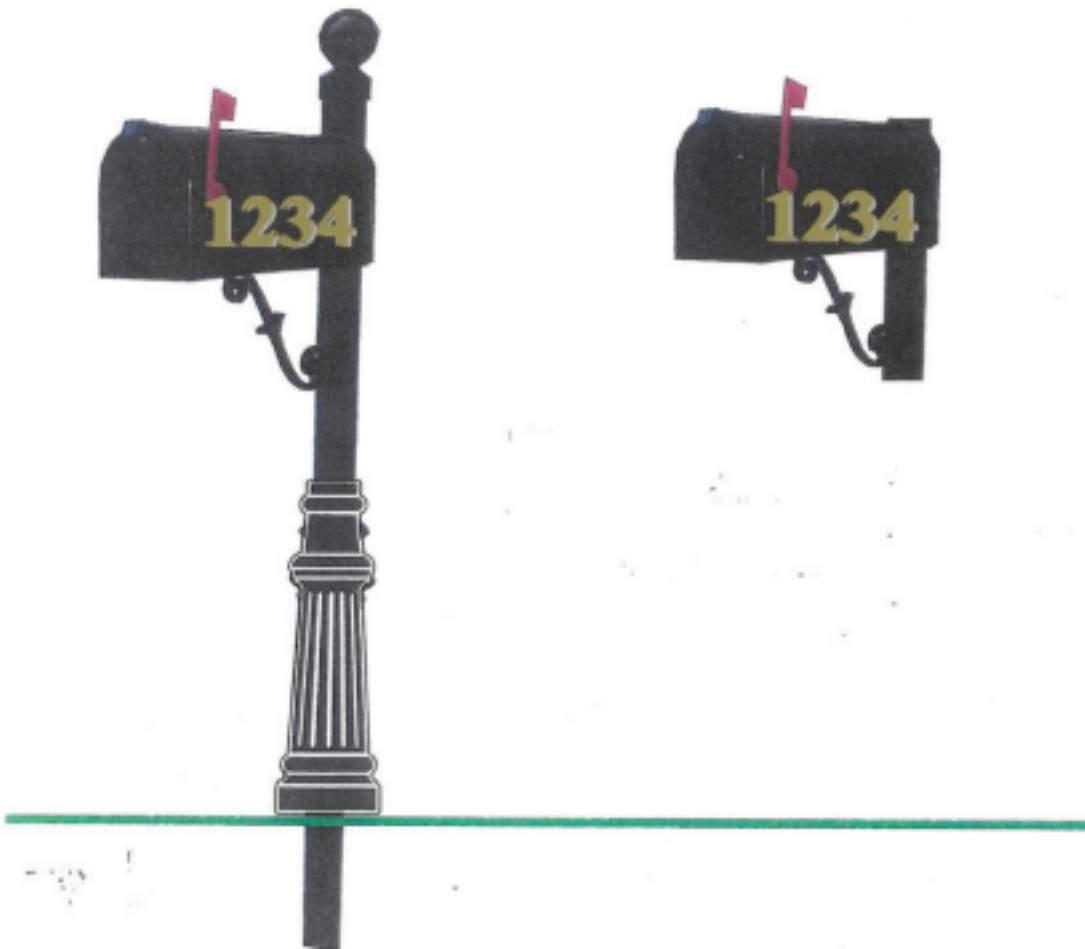


10" x 18" PVC sign, green background with white lettering and border, mounted to metal step stake.

Mailboxes are the responsibility of the homeowner. They must be black with Gold numbers. Contact the Association office for approved vendor information.

To comply with the requirements of the U.S. Postal Service, plants are not allowed to extend beyond the front of the mailbox and must not interfere with mail access. Also, plants on either side of the mailbox may not infringe on the approach and departure of the mail carrier's vehicle and shall have a maximum height of two feet.

The Valencia Mailbox



Valencia Lakes Mailbox

High gloss black oil-based spray paint available online (Amazon) or hardware stores



3" gold numbers with black background available online (Amazon) or hardware Stores

