

Effective Date: July 2022

Revised Date: April 2023

**EXHIBIT #13**  
**GOLF LAKES PARK, A COOPERATIVE**  
**RULES AND REGULATIONS**

The purpose of these Rules and Regulations is to promote the comfort, welfare, and safety of residents of the Golf Lakes Park and to improve and maintain the Park's appearance and reputation.

These rules have been established by the Golf Lakes Residents' Association, Inc., owner of the Park, and may be changed from time to time to achieve these and other purposes. Notice of changes in these rules shall be given at least thirty (30) days prior to the implementation of the changes.

**I. DEFINITIONS**

1. **Corporation** – "Corporation" means the Golf Lakes Residents' Association, Inc., the owner of the Park and landlord to members.
2. **Member/Owner** – shall be the person or persons owning a Membership Certificate issued by the Corporation pursuant to the Articles of Incorporation and the Bylaws.
3. **Resident** – "Resident" shall be any approved member or person living in the Park.
4. **Park** - "Park" shall mean the Golf Lakes Park.
5. **Tenant** – Person renting a member's property.
6. **Guests** – Overnight/In House guests are those who are staying with a resident at least 24 hours or more. Other/Day Visitor guests are visiting a resident but not staying overnight.

**II. RESIDENCY REQUIREMENTS**

1. Prior to any residency, applications for new residents, tenants, and caregivers that are in compliance with the Golf Lakes Rules & Regulations are required to the satisfactory completion of a background check and credit check at a nonrefundable cost of \$100.00 to the applicant.
  - Approval by the Board of Directors is required.
2. Attendance at a new resident's cooperative orientation meeting is required.
3. Golf Lakes is registered as an adult retirement community and complies with the appropriate Federal and State regulations.
  - Without the written consent of the Corporation, the unit shall be used only as a private dwelling for a member or member's family and shall be permanently occupied by no more than two persons, each of whom must be fifty-five (55) years of age or older, except in the case of a married couple in which one spouse must be fifty-five years of age or older and the other must be forty-five (45) years of age or older.

### **III. GUESTS (Refer to I. Definitions 6)**

1. Any guest staying overnight is limited to 60 nights in the park within any six (6) month period and then six (6) months must elapse before that person stays overnight in the park again.
2. A resident's guest(s) who is not a family member may only stay overnight when the resident is present.
3. A resident's guest(s) who is a family member at least 21 years old and registers at the office may stay unaccompanied in the resident's home in their absence.
4. The resident is responsible for acquainting their guests with Park rules and regulations.
5. As this is a 55 or older community, providing child care is limited to the following:  
Unaccompanied visits to a home site or other locations in the Park by a child or children will be limited to sixty (60) total days per year. Any part of a day shall be counted as a day. A visit under this rule shall count as one day regardless of the number of children visiting the Park. A resident or tenant shall register with the Corporation for the duration of their stay of each visiting unaccompanied child either by email, by telephone or by registering at the office. In addition to such registration a resident or tenant shall maintain a contemporaneous written record of visits qualifying under this rule. The written record may be maintained by a list of days with visits, a notation on a calendar, a journal entry, or by any other written method which may reasonably be understood by the Corporation's management.

### **IV. PETS**

1. No resident or guest shall keep any pet of any kind in the Park, including birds. Approved assistance/therapy/service animals that comply with the Federal Fair Housing Act may be permitted. See the Park Manager for policies and procedures.

### **V. RESPONSIBILITIES**

1. No alcoholic beverages shall be consumed or served in any building or recreation area which is the Corporation's property, unless permission has been granted by the Board of Directors for the exact function, event or social gathering. These events are limited to the clubhouse, north picnic area and south picnic area. Permission must be sought by the event sponsor, group or committee in writing to the Board of Directors no later than two meetings (28 days) prior to the event. The following provisions must be followed, if permission is granted.
  - No sponsor, committee or individual shall sell, provide or pour alcohol to any individual. (NO POUR RULE)
  - Individuals will provide their own alcohol to be consumed at the function. (BYOB)
  - The event sponsor/requesting group shall have the responsibility to monitor the function for anti-social behavior.
  - Drunken or offensive behavior shall not be tolerated.
2. Smoking, including e-cigarettes, is not permitted in the clubhouse, pool deck, or fitness center.

## **V. RESPONSIBILITIES (CONT)**

3. No yard sale, garage sale, carport sale, estate sale or auction is allowed anywhere on a lot or in the home.
4. Residents should promptly report vandalism of private or Park property to management or the Board of Directors.
  - If you see something, say something. Call 911
5. Legitimate complaints concerning infractions of these rules should be reported verbally to the Park Manager.
  - Anonymous complaints cannot be addressed.
  - If further attention is needed, report in writing to the Board of Directors.

## **VI. SIGNAGE**

1. Political Signs
  - A. One political sign or flag may be displayed within 3 feet from the home for not more than 30 days before Election Day and must be removed within 24 hours after Election Day. Sign/flag may not exceed 16" x 24".
2. Vendor Signs
  - A. Signs advertising the contractor's company may be posted before construction or remodeling begins and must be removed when the work is complete.
3. Sale/Rent Signs
  - A. "For Sale" or "For Rent" signs on homes shall only be limited to an attractive sign of not more than 144 square inches which may be placed inside the unit (one sign per unit).
    - No signs are permitted in the yard. Realtors and members are permitted to have an "Open House" sign, after clearing the time and date with the Park Manager
    - "Open House" and directional signs from the gates to the property are allowed only during the hours approved for the open house.

## **VII. MOBILE HOME SITE**

1. Mobile homes shall be attractively maintained and comply with all applicable laws, ordinances, and regulations of state, county or Park, as from time to time amended.
  - Decorative skirting is required.

## VII. MOBILE HOME SITE (CONT)

2. Members are responsible for the overall appearance of the mobile site.
  - Sites shall be kept orderly, neat, clean, and free of litter.
  - Watering, weeding, replacement of lawn by sod, grass seed, plugs, mulch, or stones, and general care of the lawn, planters, shrubs and trees are the responsibility of the member.
  - No lawn shall be mowed before 7:30 a.m., or on Sunday.
3. Residents planting trees, shrubs and flowers must first coordinate with management to avoid damage to underground facilities and for lawn maintenance and easement considerations.
  - Management shall be notified of intent to remove trees.
  - New trees are to be planted a minimum of six feet apart.
  - All trees, shrubs, flowers, siding, and air conditioning units must be protected from string trimmers and lawn mowers with landscaping logs or concrete landscape edging, if the resident is on the Park's lawn mowing program.
4. Flowers, shrubs, and lawns may be watered only by hand held hose on the days designated by Manatee County.
  - No sprinkler system, set sprinkler or soaker hose will be allowed, except in the case of new sod or plugs which may use a soaker hose on a timer for 30 days with the Park Manager's permission. Any time beyond 30 days would require the Park Manager's approval.
  - Prudent use of water for all purposes should be everyone's first consideration.
5. No new plantings are permitted in the easements along the Park's perimeter fence or wall.
  - Nothing is to be hung or attached to the perimeter walls or fences around the park.
6. All clotheslines must be the folding tree type and must be placed in the rear or side of the mobile home.
  - When not in use, clotheslines must be taken down and put inside.
  - No clothes shall be hung on unenclosed carports or patios.
  - No clothes shall be dried outside on Sunday.
7. Only electric meters can be attached to electric panels/poles.
  - No plantings or part of planting shall be within 4 feet of any electrical panel on the meter side or within 2 feet on the back side.
  - A permanently installed screen, such as lattice, must be at least 2 feet away from the meter side and 1 foot from the backside of any electric panel.
8. Propane tanks must be hidden from view by a permanently installed screening, such as lattice.
9. The member is responsible for both the electric lines from the weather head to the meter and the meter to the home.
  - The Corporation is responsible for the electrical poles and backboards.
10. Tended commercial propane fueled decorative fire tables are allowed when placed at least 5 feet from structures when in use.
  - Tended charcoal and propane cooking grills are allowed.
11. There shall be no hot tubs allowed on the exterior of the unit.
  - (The hot tub at Unit 535 is grandfathered in and will be anchored with ratchet tie-down straps and will be removed when owner sells the unit.)

## **VII. MOBILE HOME SITE (CONT)**

12. Mobile home sites not maintained to standards satisfactory to the Association will be maintained by the Association.
  - A minimum fee of \$50.00 will be charged to the member for each service performed.
13. No fences will be permitted other than decorative screening which must be approved by the Park Manager.
14. Any clogging of the sewer line from the mobile home to the main line is the responsibility of the resident, who must pay for its cleaning or repair.
15. Only water soluble (biodegradable) items are to be flushed to prevent damage to the Association's lift stations.
16. Any member intending to remove their mobile home from the Park must give the Corporation thirty (30) days' notice in writing.
  - Future plans for the vacant lot must be included.
17. All residents who will be away any time for more than 7 days must shut off water supply to the mobile home. (It is highly advised to turn off electrical hot water heater).  
All residents who will be away any time for more than 7 days during official hurricane season (June 1<sup>st</sup> to November 30<sup>th</sup>), must stow away all outdoor objects prior to leaving.
  - This includes, but is not limited to flower pots, grills, decorative statues, outdoor furniture, garbage cans, bicycles and rain barrels.
  - If not stored properly or anchored permanently, all such items will be removed.
  - If an expense is incurred it will be charged to the owner.
18. Items may not be displayed "For Sale" at the home site or common areas in the Park by residents; except for Park approved activities.
  - Sale items may be posted on the bulletin board in the clubhouse, providing the telephone numbers only or on the Golf Lakes Marketplace Facebook group.

## **VIII. THE MOBILE HOME**

1. No member and/or spouse may own more than one home at a time except:
  - A. When an owner has purchased a second home, the vacated unit must be on the market for sale.
    - The vacated unit can only be rented with annual board approval.
  - B. When two owners decide to marry/co-habitate and move into one home, they may retain ownership of their respective homes if the following conditions are met:
    - The two homes are titled separately and documentation must be placed in their files at the office.
    - This documentation could be a trust, will or prenuptial agreement.
    - When these conditions are met the vacated home can be sub-leased with board approval.
  - C. When a parent of an owner purchases a unit and requests the owner's name be on the title, this is allowed if upon the death of the parent(s), the owner's name is removed from the title or the unit is put on the market for sale within 90 days.

## VIII. THE MOBILE HOME (CONT)

- D. A current member (as defined in the prospectus) may purchase one additional unit to be renovated and placed back on the market for sale.
    - Under this rule there are conditions that must be met.
    - An agreement will be required prior to the purchase of an additional unit.
    - These conditions and agreement can be obtained from the Park manager.
  - E. A current member (as defined in the prospectus) may purchase one additional unit to install a model/spec unit to be placed on the market for sale and said unit cannot be rented. After one (1) year Board approval is required annually to rent.
2. Prior to the purchase of any new mobile home, the member shall submit to the manager and New Homes Placement Committee, an application and site plan of the proposed new home.
- A. Prior to approval of application and site plan, the lot must be staked out and measurements verified by the manager.
  - B. All replacement homes must be new-untitled homes.
  - C. Mobile homes within the park shall be a minimum of 12 x 50 actual box.
  - D. Homes must be single story and the maximum length shall not exceed sixty (60) feet.
  - E. The double wide is to be not less than 700 square feet actual box.
  - F. The maximum length, width, and optimum elevation on the lot will be determined upon examination of the site by the manager and the New Homes Placement Committee within county guidelines.
  - G. The manager must take action on the application within 5 days of its receipt.
  - H. Any approved application must be started within 365 days and completed within 90 days.
3. All unit lots on curbed streets and avenues have a variable easement from the edge of the concrete to the front or side lot line.
- A. Also, adjacent to the perimeter of lakes, canals, wall and fence are variable easements.
  - B. There are no easements along non-curbed streets or cul-de-sacs, except for a 5-foot easement around the pool parking lot.
    - No construction or improvements in an easement will be allowed.
    - No permanent concrete or fixtures will be allowed within the easement, except on pre-existing and new mobile home motor vehicle driveways.
4. To continue policies in place since the establishment of the Park, minimum setback regulations apply to all installations and construction on new and existing mobile homes.
- A. On all streets and avenues, the square of the mobile home and garage must be set back 15 feet from the front lot line if the mobile home is set either parallel to or perpendicular to the front lot line with the exception of the lots at the end of each cul-de-sac and the lots on the west side of 1<sup>st</sup> A St. E.
    - On all lots across the end of each cul-de-sac and on the west side of 1<sup>st</sup> A St. E., the square of the mobile home and garage must be set back a minimum of 15 feet from the front lot line.
    - However, an adjoining porch, open or enclosed, is permitted to be set back a minimum of 8 feet from the front lot line, provided it does not

## VIII. THE MOBILE HOME (CONT)

- exceed 75% of the length of the box on the above noted lots only.
- B. Carports, garages, sheds and add-ons must be set back 15 feet from the front lot when the mobile home is setting perpendicular to the street or avenue, except for lots on 8<sup>th</sup> Street E. (4922 thru 4940), lots on 50<sup>th</sup> Avenue E. (702 thru 714), lots on 49<sup>th</sup> D Avenue Dr. E. (702-703) and lots on 7<sup>th</sup> Street E. (4921 thru 4931) which are set back from 9.4 to 24.9 feet.
    - On these lots new homes should be located as closely as possible to line up with the adjacent properties.
  - C. Carports, awnings and ramadas must be set back 5 feet from the front lot line if the mobile home is setting parallel to the street or avenue.
  - D. A minimum set back of 5 feet is required from the sides and rear of all lot lines and the area not on street or avenue.
  - E. Awnings (if not combustible material), overhangs, shrubs, air conditioners, propane tanks and utility mountings, located a maximum of 24 inches from any building or as close as possible to any existing concrete slab, are permitted within the setback (front, rear and side).
    - Stoops no longer than four (4) feet deep, steps, planters and sidewalks are permitted within the front setback.
    - Other than air conditioner concrete slab (side and rear) no other concrete slabs or raised structures are to be placed in the 5-foot setback (side and rear).
    - No concrete sidewalk or walkways in the 5 foot setback, no stoops or porches allowed (side and rear).
    - Scattered stepping stones may be used as a walkway, stone, grass, mulch and gardens may be used.
    - Shell cannot be used at all.
  - F. All steps and stoops must be constructed from wood, poured concrete, concrete block, brick, flagstone or fiberglass material.
    - No metal steps or stoops will be allowed.
  - G. Any mobile home already set in the park, which deviates from the setback requirements, is grandfathered in.
5. Newly installed mobile homes must be set up to include the following appurtenances within 90 days from date of placement on lot; carport, or garage, aluminum or composite carport roof providing a minimum of 17 feet for vehicle parking, solid concrete drive with a minimum width of thirteen (13) feet, concrete footer around home to support skirting, concrete air conditioning pad, utility room (unless garage is provided), and decorative under-skirting on the box of the home consisting of durarock, brick, stone or equivalent material or vertical ventilated interlocking plastic (vinyl) panels. Lawn areas should be complete no longer than 30 days past the 90-day period.
- A. New homes are required to provide down spout drainage away from neighboring properties.
  - B. Sheds, utility rooms and garages do not require under-skirting.
  - C. Mobile home siding shall not be used as decorative under-skirting, except when a minimum of a 12-inch-high row of brick or other decorative masonry is provided along the bottom.
  - D. Vertical supports must be 2 feet or less apart.
  - E. Supports must be pre-approved by the New Home Placement Committee.
  - F. Any pavers or coverings added to the carport or driveway concrete

## VIII. THE MOBILE HOME (CONT)

- must be with a material with hardness equivalent to concrete and must be permanently attached to the concrete surface.
  - G. Colors must be compatible with the home colors.
  - H. Fabric, vinyl or rubber pavers are not acceptable.
  - I. All new homes, when installed, must include in their plans a front yard light and an approved electrical meter pedestal, to be located a maximum of 24 inches from any building or as close as possible to any existing concrete slab, for use with the Co-Op supplied handhole.
  - J. Florida Statute 63-555.31 or any Manatee County Ordinance for public water mains shall be considered applicable to Golf Lakes Residents Association with the following additions and emphases.
    - Water shut off valve shall be accessible on the exterior of the home at or near the back of the home.
    - The water line must go directly from the street lateral to the house shut off valve without going under any permanent structure or pavement.
    - Upon acceptance of the house installations by Golf Lakes Residents Association, this water line up to and including the valve will become the responsibility of Golf Lakes Residents Association.
    - Use of ferrous materials is not permitted.
    - This ruling emphasizes the Statute that this water line (no matter what diameter) will be at a higher level than the sewer line, at least 3" away from the sewer, at a depth of the street lateral or at least 18" below ground level.
  - K. The manager and New Home Placement Committee must approve the design of all appurtenances and additions.
  - L. At the request of a member, the Corporation will stake the lot lines and set backs.
6. No construction by member of any new structure, or additions to existing structures or any painting, shall commence prior to member submitting drawings and specifications, including colors, (see #7) to the Park Manager and obtaining written approval to proceed with the construction.
- A. Existing structures must include a carport or garage with a minimum of 17 feet for vehicle parking and concrete drive with a minimum width of thirteen (13) feet.
  - B. The box of the mobile home must have decorative under-skirting consisting of durarock, brick, stone or equivalent material or vertical ventilated interlocking plastic (vinyl) panels or decorative blocks.
  - C. Mobile home siding shall not be used as decorative under-skirting, except when a minimum of a 12-inch-high row of brick or other decorative masonry is provided along the bottom.
  - D. Any mobile home already set in the park which deviates from this requirement is grandfathered in.
  - E. The manager and the New Home Placement Committee (only if the configuration of the home is changed) must approve the design of all changes to the appurtenances and additions on existing mobile homes.
7. Paint colors for the base modular unit and the under skirting shall be the same as the approved colors offered by the manufacturers for Golf Lakes.
- See color samples in the office.
  - Finish must be flat, satin or semi-gloss.



## **VIII. THE MOBILE HOME (CONT)**

- A. Paint colors for trim, shutters and doors shall be selected from the approved color folder available in the Golf Lakes Office, in a flat, satin, or semi-gloss finish.
  - B. Awnings shall be painted white, an off white or a cream color and may have accent stripes of the approved trim colors not to exceed four (4) 3-inch stripes per awning. All paint finish shall be flat, satin or semi-gloss.
  - C. Canvas awnings or overhangs must be an approved trim color.
8. Any approved construction or remodeling (not included in item 5 above) must be started within 365 days and must be completed within 60 days.
    - All permits must be obtained before work begins.
    - Signs advertising the contractor's company may be posted before construction or remodeling begins and must be removed when the work is complete.
  9. Only emergency construction work allowed on Sunday.
    - No other construction work is to start before 7:30 am and end no later than 8:00 pm. Monday through Saturday.
  10. Home appliances, ranges, refrigerators, freezer, water heater, washer dryer is not permitted to be stored in the carport, patio or porch unless screened from view and approved by management.
  11. Members desiring to install a satellite dish must submit their requests to the manager for approval.
    - No dish greater than 32 inches in diameter will be approved.
  12. Mobile home tie-downs and blocking must comply with all applicable government laws, ordinances and regulations.
  13. Carports are approved to exit only from a mobile home to the street or cul-de-sac on which the home address is listed.
  14. Utility Rooms/Sheds must be of conventional construction and must meet all setback requirements and if at all possible, are to be extensions of existing structures.
    - Stand-alone sheds such as Rubbermaid or sheds made of vinyl, plastic or any flexible material are not to be used.
    - Any existing stand-alone sheds/storage units, shall be securely anchored to the ground, as approved by the manager.
    - However; when the property changes hands, the sheds/storage units made of vinyl, plastic, or any flexible material must be removed.

## **IX. REFUSE**

1. All grass clippings, shrubs, plant trimmings and clippings shall be placed in clear plastic bags.
  - Clear plastic bags may be purchased at the office.
  - Tree limbs, cut foliage, etc. must be tied in bundles no longer than 4 feet and placed beside the street for pickup.
2. Only household garbage and refuse, securely wrapped in plastic bags, will be collected on designated garbage collection days.
3. No refuse may be dumped in any area of the Park.
4. Special pick-ups for other than household garbage can be arranged by calling the office.

## **IX. REFUSE (CONT)**

- Residents will be charged a fee by the contractor for the pick-up and disposal.
  - The Association provides a free bulk trash pickup each year in March.
5. Hazardous waste should not be placed for pickup.
  6. Residents and guests are encouraged to recycle, basic recycling includes: cardboard (corrugated), newspaper, aluminum cans, plastic bottles, jugs, glass bottles and tin cans. Non-recyclable: Plastic bags, Styrofoam, shredded paper, broken glass, anything with food on it.

## **X. VEHICLES, TRAFFIC AND TRAILERS**

1. Speed limit for all vehicles is fifteen (15) miles per hour.
2. Universal remote usage, entering or exiting any gate is strictly prohibited.
3. Pedestrians, bicycles, golf carts, and motorized wheel chairs shall always have the right of way.
4. Vehicles that are not in operating condition, have tags that have not been renewed, or have no license tag displayed, may be towed at owner's expense.
5. Residents shall park their vehicles on their own driveway and shall not park on the street overnight.
  - A. If all available parking space is occupied on one's driveway, visitors and guests may park at the end of the cul-de-sac (provided there is one on their street) but shall not block adjacent driveways.
  - B. Vehicles, other than Golf Carts, shall not park on the grass or stone lawns; exceptions are for park activities or areas approved by the Park Manager.
6. No utility trailers, motor homes, campers, truck campers, converted buses, or originally manufactured vans equipped with water tank or supply hose or 110 electrical hookups or furnace or sewer hookups shall be permitted in the Park at a residence for more than eight (8) hours.
  - Such vehicles are never to be used for sleeping-over purposes in the Park.
7. Residents or visitors with utility trailers, motor homes, campers or travel trailers shall park the same in the designated area in the North parking lot (providing space is available) for no longer than seventy-two (72) hours within a ten-day period.
  - Owners must post the address and phone numbers (on the vehicle) of the resident using the North lot for parking.
  - Vehicles will be towed at the owner's expense.
8. No campers, travel trailers, or motor homes shall make use of the South parking lot at any time.
9. Any person who owns or operates a golf cart in Golf Lakes shall have liability insurance on said cart and shall assume all liability for driving it on Golf Lakes premises.
  - No person under the age of sixteen (16) shall operate a golf cart in or on the streets of the park.
10. No trucks owned or operated by residents of the Park may exceed one ton in capacity and must be a pickup style or type.
11. Canoes, kayaks, paddle boards, surf boards and jet skis are allowed if stored in an enclosed solid structure; e.g. under mobile home, in shed or garage.

## **XI. LAUNDRY**

1. A coin-operated laundry is available for use by the residents and guests only.
  - No dye is to be used in washing machines.
  - A parking space for loading/unloading only is provided in the parking lot.

## **XII. MEMORIAL/CELEBRATION OF LIFE SERVICES**

1. Memorial/Celebration of Life services for residents of Golf Lakes may be held in the clubhouse.
  - Only cremains in a sealed container may be present at the Memorial/Celebration of Life Service.
  - The family must arrange for cleaning up after the service.

## **XIII. CLUBHOUSE FACILITIES RULES**

### **A. GENERAL**

1. Members who have sold or are subleasing their homes cede their rights to the use of park facilities.
2. When using any facilities, guests, other than overnight guests, must be accompanied by a Golf Lakes resident.
3. All residents may use the clubhouse and other facilities available at no cost but are responsible for good housekeeping practices, securing the building(s) and turning off lights and air conditioners.
4. Permission for use of the clubhouse is as follows:
  - A. Priority shall be given to those who have been using certain areas at certain times in the past.
  - B. Any park wide or special activity shall have precedence over any weekly activity.
    - For the use of any rooms – Activities Committee;
    - To reserve the kitchen – Kitchen Committee;
    - To reserve the conference room – Park Office;
    - Library is an unscheduled room.
5. All chairs, tables, or any other equipment in the clubhouse are to remain in the clubhouse or on the immediate clubhouse grounds.
  - After use of any such equipment, the person making use thereof shall promptly restore and replace the same to the storage area.
  - At no time will any of the equipment be loaned to any resident of the Park.
6. Anyone in the clubhouse or recreation areas, must be wearing a shirt, except in the pool area.
7. A fob may be purchased by residents at the Golf Lakes office for the clubhouse, swimming pool and fitness center.

### **XIII. CLUBHOUSE FACILITIES RULES (CONT)**

#### **B. KITCHEN RULES**

1. Only individuals who are certified food handlers may work in the kitchen.
2. Any committee/club, whether serving food to residents or outsiders, using the kitchen is responsible for:
  - A. Getting and returning proper keys from the Kitchen Committee.
  - B. Cleaning the stoves and all appliances
  - C. Cleaning all counters.
  - D. Sweeping the floors.
  - E. Removing the garbage to outside containers and placing new bags in the containers.
  - F. Taking all recyclables to the recycle center.
  - G. Taking the towels home to wash and returning them promptly.
  - H. Turning off fans and lights and leaving the a/c on at 80 degrees.
3. Food and beverages, excluding condiments and butter, stored in the refrigerator must be dated and removed/thrown out within two (2) days.
4. Any committee/club with food in the freezer must remove their products at the end of the season.
5. Nothing is to be taken out of the kitchen for personal use without authorization from the Kitchen Committee, with the exception of ice.
6. Committees/clubs with a locked kitchen cabinet are responsible for checking their own cabinet and cleaning it at least every two (2) months.
7. Kitchen will be locked for no more than 5 days prior to any activity or dinner.
8. Contact person and phone number should be posted on kitchen door.
  - Forms available in the kitchen.

#### **C. SHUFFLE RULES**

1. There shall be no shuffleboard played after 10:00 p.m.
2. Guests under the age of 18 must be accompanied by an adult 18 years or older.
3. The shuffle discs and other equipment may not be loaned or taken to other facilities.
4. Golf Lakes' discs only may be used on courts.
5. Sweep and bead courts before using.
6. No open toe shoes on courts.
7. No food or drink on courts.
8. No walking on courts.
9. After use, the court(s) are to be swept and sweepings thrown away.
10. Equipment must be returned to the shed.

#### **D. GOLF COURSE RULES**

1. Only Golf Lakes residents and their guests are permitted to play.
2. Guests under age 18 must be accompanied by an adult 18 years or older, and follow rules of play shown on scorecard.
3. The golf course is reserved Monday through Thursday as referenced.
4. Tees not to be used as a driving range when other golfers are present.
5. Repair all ball marks on greens.

### **XIII. CLUBHOUSE FACILITIES RULES (CONT)**

6. Repair all divots.
7. No golf carts allowed on Golf Lakes Executive Golf Course.
8. Residents will enforce the rules.
9. Flagrant abuse will result in loss of playing privileges.

#### **E. PICKLEBALL RULES**

1. The Golf Lakes Pickleball Club has reserved court times (See Schedule).
2. Sports shoes are required. No flip-flops.
3. Only pickleball paddles and balls are allowed.
4. Food is not permitted, drinking water only.
5. Roller blades, skates, skateboards and bikes are prohibited.
6. During open resident play, limit play to 30 minutes if others are waiting.
7. Courts are open from 7:30 a.m. to 10:00 p.m. due to the noise factor.
8. Guests under the age of 18 must be accompanied by an adult over 18.
9. Paddles and balls are available at the Fitness Center.
10. Use of courts is at your own risk. The Golf Lakes Residents Association and The Golf Lakes Pickleball Club assume no liability for injuries or accidents.

#### **F. POOL & SPA RULES/NOTICE**

There is no Lifeguard on duty... Use the Buddy System.

Pool hours: 7 a.m. – 10 p.m. Daily (except on cleaning days).

POOL CAPACITY: 40; SPA CAPACITY: 9; (max temp. 105)

**Guests using the pool/spa must be an overnight/in-house guest.**

**Other/day visitors must be accompanied by a resident.**

**Chairlift available 7:00 a.m. -7:00 p.m. Weight Limit:400 lbs.**

1. Parking for golf carts is allowed on the grass by the pool. No golf carts are allowed to park in the spaces designated for cars.
2. No one under the age of 12 is allowed in the spa.
3. Persons 12 to 17 allowed in the spa only under the supervision of an adult.
4. Shower before entering pool or spa. (STATE LAW)
5. Children must be toilet trained to be in pool.
  - a. No swim diapers allowed.
6. No animals in pool/spa or on pool deck.
7. Drinks in covered unbreakable containers allowed 4 ft. from pool/spa edge.
  - a. NO SMOKING in pool/spa or on the deck
8. No food or ALCOHOL BEVERAGES inside the pool area.
9. Swim suits required for pool and spa.
10. No diving or jumping in pool.
  - a. No diving or jumping off shoulders or throwing of another individual is allowed.
  - b. No running or horse play on the pool deck.
11. Anyone under the age of 18 must be accompanied by a person 18 years or older who is responsible for their safety.
12. No one with open sores or band-aids allowed.

### **XIII. CLUBHOUSE FACILITIES RULES (CONT)**

13. Body lotion must be washed off before entering and re-entering pool or spa. (Lotion creates a scum line and will clog the filter system).
  - a. Only suntan lotions allowed. (NO OILS)
  - b. A towel must be placed on lounge when using lotion.
14. No audio devices unless used with earphones.
  - a. Radios only permitted for exercise classes.
15. Only noodles and water weights are allowed. Lifesaving equipment may be used if fastened to the body.
16. Management can deny pool privileges if pool rules are violated.
17. Any person using the pool facilities shall obey the lawful rules (approved by the Board of Directors) pointed out by residents.

### **G. FITNESS CENTER RULES**

1. Everyone should consult a physician prior to using any Fitness Center equipment.
2. Only residents, employees and overnight/in-house guests, 18 years and older, are authorized the use of the Fitness Center equipment.
  - All other/day guests must be accompanied by a Golf Lakes resident.
3. If you are the last person to leave the Fitness Center, all lights and fans should be turned off.
4. Do not wear wet swim suits when using Fitness Center equipment.
5. Fitness Center equipment should be wiped with sanitary wipes and dried before and after each use.
6. Do not change plugs or attempt to fix any malfunctioning equipment.
  - Report any problems to the park office or to any member of the Fitness Center Committee as soon as possible.
7. Fitness Center or swimming pool users have priority use of Fitness Center showers.
8. Bicycles shall be parked in the provided bicycle rack.
9. If another person is waiting to use the equipment, usage is restricted to thirty (30) minutes.
10. Equipment or supplies may not be removed from the Fitness Center, except for pickleball paddles and balls.
11. Residents are responsible for ensuring that their guests comply with these rules.

### **H. FISHING RULES**

1. Fishing is permitted in all lakes for residents and their guests.
  - All guests under 18 years of age fishing in the lakes must be accompanied by an adult 18 years or older at all times.
  - Anyone fishing must meet state licensing requirements.

#### **XIV. SALES & RENTING**

1. "For Sale" or "For Rent" signs on homes only shall be limited to an attractive sign of not more than 144 square inches which may be placed inside the unit (one sign per unit).
  - No signs are permitted in the yard. Realtors and members are permitted to have an Open House after clearing the time and date with the Park Manager.
  - Open House and directional signs from the gates to the property are allowed only during the hours approved for the open house.
2. Homes may be rented to one or two persons clearing a credit check, background check, and meeting the age requirement, for a minimum of three (3) months.
  - A. The member must advise Park management of the renters' name and address and shall advise the renter to:
    - Check in with the Park office upon arrival.
    - Abide by all Park rules and regulations.

#### **XV. MISCELLANEOUS**

1. Golf Lakes' Logo is copywrited and permission must be obtained to reproduce for any reason.
2. Door to door commercial solicitation shall not be allowed in Golf Lakes.
3. All electric and telephone utilities are paid by the individual; water, sewer, garbage and basic cable/internet are paid to The Corporation as part of the quarterly maintenance fee or rent.
4. Mailboxes shall be furnished by the Corporation to residents.
  - Payment of a ten-dollar (\$10) fee is required for name plate.
5. Board members, employees, and approved contract labor are the only people covered by insurance and allowed inside the maintenance area wall.
6. No Park vehicles or tools shall be loaned.
7. Except for Park related work, such as Corporation water lines, employees are not permitted to work at any resident's home during working hours.
8. Residents are asked not to disturb employees unnecessarily during working hours.
  - Any personal business transacted between residents and employees must be during lunch hours or after normal working hours.
9. Residents who require a Park employee to return to the Park after normal working hours to get a key from the office (i.e., lockout) will be charged a reasonable fee.
10. Rules regarding the use of the golf course, pool, Fitness Center, shuffle, lawn bowling, pickleball and horseshoe courts are established by the various committees.
11. No employee or Director of the Golf Lakes Residents' Association, Inc. shall solicit or accept any gift or other consideration from any company, agency or institution with which the Association does or may do business.
12. If any provision of these rules and regulations is contrary to any law of any Jurisdiction in which the Park is located, it shall not apply or be enforced. However, the other provisions of these rules and regulations shall not be affected and shall continue in full force and effect.
13. The rules and regulations presented herein are adopted by the Board of Directors of the Golf Lakes Residents' Association, Inc. and supersede and replace all rules and regulations previously in effect.

## **XVI. COMPLIANCE AND DEFAULT**

1. The Corporation reserves the right to terminate the tenancy of any resident for disregard of Park rules and regulations in accordance with Florida Statutes 719.

## **XVII. DISCLAIMERS**

1. The Corporation shall not be responsible for loss or damage caused by accident, fire, theft, or act of God to any mobile home or personal property left by the residents or their guests within the Park boundaries.
2. The Corporation shall not be responsible for supplies or equipment sent to the clubhouse for private use by any member.
3. The Corporation shall not be responsible for damages caused by residents or their family and their guests.
4. The Corporation does not assume responsibility for delivery of any messages or for failure to report messages.
5. The Corporation shall not be liable for accident or injury to a person or property through the use of any Park facilities by residents or their guests.