



Country Club Village

Condominium Association, Inc

Rules Regulations & Policies

REVISED 03/28/2017 with addition of Forms and Policies

COUNTRY CLUB VILLAGE CONDOMINIUM ASSOCIATION INC.

RULES AND REGULATIONS FOR OWNERS AND RENTERS

ADOPTED 3/28/2017

The By-Laws of Country Club Village Condominium, Inc. (CCVC) require that the Board of Administration enforce the provisions of the Condominium Act, the Declaration of Condominium, Articles of Incorporation, the By-Laws and any reasonable Rules and Regulations for the use of the property within the Condominium Association. These Rules and Regulations may be enforced by legal means, if necessary, in accordance with the 2016 Florida Statutes detailed in Chapter 718. Your Board of Directors has adopted these Rules and Regulations effective May 1, 2017. They take precedence over and supersede all previous Rules and Regulations governing the CCVC.

The Rules and Regulations are a key element to ensuring a pleasant and harmonious living experience for all the residents. Although these rules may occasionally cause an individual hardship, they must be viewed in relation to the benefit of the entire Association. Any objections to these Rules and Regulations must be made in writing to the Board of Directors, signed and delivered to a Board Member either in person or via mail to the Association's Office. No verbal, email, or voicemail complaints will be entertained. The Board of Directors will address these objections at an upcoming Board meeting when it has been placed on the meeting agenda.

All complaints from owners (or their tenants) concerning any matter connected to the Association must be made in writing to the Board of Directors. Owners shall not directly reprimand any employee or contractor of the Association. They may express their concerns to the Board of Directors in writing. The complaint must be signed and delivered to a Board Member in person, via the USPS, or the mailbox outside the Association office.

When a rule has been violated or broken it will be investigated by the CCVC Manager for resolution. The CCVC Manager will contact the unit owner or renter concerning the infraction. It is hoped that the problem will be corrected at this point. Failure to comply will result in further steps as detailed below:
ENFORCEMENT POLICY (per Florida Statutes-Chapter 718)

Step 1 Notification of violation.

Step 2 Certified letter detailing violation and final notice of corrective action required.

Step 3 Levy fines up to \$100/day; Max \$1000 per violation.

Step 4 After the Board meeting in which a proposed fine was levied, a fourteen (14) day notice for a hearing before the Hearing Committee will be sent via certified mail to the resident being fined. If the Hearing Committee approves the proposed fine, it shall be levied.

Step 5 Contact the Association attorney for legal action regarding unpaid fines.

Thank you in advance for your cooperation from the Board of Directors.

COUNTRY CLUB VILLAGE CONDOMINIUMS, INC. (CCVC)

RULES-REGULATIONS-POLICIES

BUILDINGS, GROUND AND COMMON AREAS

1. No condominium owner shall allow anyone to mark, paint, drill or in any way deface exterior walls, pool equipment, shrubbery or grounds. There shall be no addition to common areas such as lighting equipment, antennas, perennial plants, pots, planters, trellises or any other item whatsoever without the express permission of the Board of Directors. Owners must conform to the appropriate paint standards and architectural standards as cited in the CCVC documents.
2. All exterior areas shall be kept in neat and orderly fashion. No articles belonging to owners, renters or guests (i.e. lawn furniture, tables, chairs, exercise equipment, etc.) shall be stored in common areas either temporarily or permanently. This includes the four utility closets located in each condominium building and two lower level areas under the stairs. Bicycles may be parked under steps while in residence. Walkways must remain unobstructed at all times.
3. No clothes, towels, swimming attire, rugs or any other item may be hung from railings, windows, or any other aperture of the buildings at any time. Clothes lines shall not be strung in any common area.
4. No cooking is permitted on parking pads, porches or patio areas using charcoal or gas grills. The CCVC provides and maintains a gas grill in the pool area for resident use. Posted grill use rules must be followed.
5. No soliciting of any kind is permitted within the CCVC premises.
6. Unit owners are responsible for notifying the Manager or Management Company of their arrival within 24 hours or 24 hours prior to their departure anticipated to be greater than 7 days in duration. This notification can be made in person to the Office, by email or in writing. In any case it must be documentable in the event of insurance claims. A check list guide for unit vacancy requirements is available from the Office or the Management Company. Unit owners must make renters or unit users aware of the unit vacancy requirements. Failure to comply with these requirements may result in damage and subsequent liability to the CCVC or other adjacent unit owners.

7. **Owners who lease, rent or loan units must coordinate such arrangements with the Management Company and provide the following information:**
 - a. The names of all authorized occupants of their unit.
 - b. Contact telephone number for occupants.
 - c. Make, model, color, and license number of their vehicles.
 - d. Beginning and termination dates of the lease, loan, or rental contract. It should be noted that per the Declaration of Condominium leases of less than 30 days are not recommended.
 - e. Owners are responsible for providing their tenants with a copy of the CCVC Rules, Regulations, and Policies and for insuring their tenant's compliance.
8. Insurance accountability for owners is highly recommended by the CCVC, but not required by Florida statutes. The owner's tenants and users should have some form of liability insurance, although not required by statute. In the case of a loss incurred by the CCVC as a result of a normally insured loss in an owners unit it should be noted that loss recovery will be initiated by the CCVC against the owner. The same is true for losses incurred by other owners as a result of an incident damaging their property.
9. No children under the age of sixteen (16) are allowed in common areas after dark unless accompanied by an adult.
10. Ball games (baseball, football, soccer, volleyball, tennis, basketball or other games) are not allowed in the common areas due to a lack of space.
11. Children under the age of eight (8) years must not be left unattended in any common area at any time.
12. Excessive noise from any unit or vehicle that interferes with any other resident's tranquility will not be tolerated. Violations of local noise ordinances will be enforced.

SALES, SIGNS, AND ADVERTISEMENTS

1. No garage sales, auction sales, or private sales meetings shall be conducted in or on CCVC property.
2. Owners, renters, guests, or unit user's vehicles are not permitted to display for sale signs or commercial advertising while in the confines of the CCVC.
3. Unit "For Sale" signs must be displayed in unit windows and not in common areas.
4. A bulletin board near the office provides space for flyers, event announcements, unit availability and vendor services.

VEHICLES

- 1. Condo parking spaces are to be used exclusively for automobiles and non-commercial vehicles. Spaces adjacent to individual condo units are for the exclusive use of those unit's residents. A maximum of two (2) vehicles per condo unit, including golf carts, are permitted as space allows. Numbered spots are for the exclusive use of the designated unit. All other conforming vehicles must be parked elsewhere in non-designated slots. No space shall be used for the parking or storage of any inoperable vehicle, boat, trailer, motor home, house trailer, or recreational vehicle. No double parking is allowed in any parking slot at any time. Oversized vehicles that do not fit into designated parking spots or are so large as to restrict access to adjacent vehicles must be parked elsewhere. Common area parking is available adjacent to condo units and should be used for excess vehicles and guests. Non-conforming vehicles are subject to towing at the owner's expense per the CCVC tow policy.**
- 2. No street or curb parking is allowed except for deliveries and in the case of grounds maintenance equipment or trade repair vehicles. No overnight parking of repair vehicles or their trailers is ever permitted. Violators will be towed at their owner's expense. Please notify vendors and tradesmen of this policy.**
- 3. No motorcycles, mopeds, motorized bicycles, racing cars or any other non-conforming motorized vehicles are allowed within the confines of the CCVC except as previously mentioned. Handicap conveyances are permitted.**
- 4. The maximum speed limit for all vehicles on CCVC streets is fifteen (15) miles per hour.**
- 5. No long term storage (In excess of 30 days) of vehicles, including golf carts, by absent owners will be allowed in common areas. Vehicles may be left in unit designated parking slots while absent.**
- 6. The operator of any motorized vehicle, excluding handicapped vehicles, must have a valid State issued license. This includes golf carts operated by children.**

POOL AND SPA

- 1. The pool area is open from dawn to dusk in accordance with local governmental regulations. Please read posted rules before use.**

2. Only CCVC residents and their accompanied guests may use the pool and spa. Renting owners convey their common area privileges to their renters for the duration of their stay
3. Swimming is at the risk of the bather. There is no lifeguard on duty. Please shower before entering the pool or spa to prevent transfer of tanning lotions as they cause scum build up on the tile and reduce filter media life.
4. Children under twelve (12) are not recommended to use the spa; see posted spa rules prior to use. All children shall be continuously monitored by an adult while in the pool or pool area.
5. For health reasons and to allow full use of the spa please limit your time to fifteen (15) minutes. Read all posted pool and spa rules and restrictions before entering the pool or spa.
6. Swimsuits are required. No cut-offs or street clothes are permitted. Infants or small children in diapers, not potty trained, must wear approved swim diapers in order to use the pool. These are rules regulated by the Polk County Board of Health.
7. Diving, jumping, running or horseplay will not be tolerated in the pool facilities.
8. The pool capacity is twenty seven (27) persons in the pool at one time. The spa limit is six (6) persons. Owners have priority for pool and spa use over guests in the event of overcrowding. Pool parties, which would restrict any owner's use of the pool area facilities, will not be allowed.
9. No drinks are allowed in the pool or spa. Beverages to be consumed in the pool seating areas must be in unbreakable containers (plastic, metal or paper). No glass containers are allowed in the pool area. This includes beer, wine and liquor bottles made of glass.
10. No food in glass (or any breakable media) containers is permitted in the pool deck area. Food may be consumed only in table areas.
11. No pets are allowed inside the gated pool area.
12. The entire pool area is a designated non-smoking zone.
13. Skateboards, in-line skates, roller skates, tricycles, bicycles, hover boards, pogo sticks, or powered toys are not permitted inside the pool area.
14. Pool furniture must remain in the pool deck area and tables in the seating area.
15. Battery operated electronic devices may be used in the pool area. Never use any electronic device while in the water or close proximity to the water. Sound emitting electronics may only be used with earphones.

RECREATION BUILDING (COMMUNITY CLUBHOUSE)

- 1. The Clubhouse is for the exclusive use of CCVC resident owners, their renters and their guests. Reservations for the use of the Clubhouse by owners must be made in advance with the Management Company and are subject to approval by the Board of Directors. The Rules and Regulations document for use of the Clubhouse is available from the Management Company. Nonresident use, under the sponsorship of an owner, is subject to user fees and deposits and is limited in scope.**
- 2. At no time, other than during paid rentals, can an owner be restricted from using the facilities for internet connection or the lending library. Owner discretion during events is highly recommended.**
- 3. The Clubhouse is a designated non-smoking area. This includes restrooms, porticos and the pool area.**
- 4. The pool and pool area are not included during any Clubhouse event.**
- 5. Children under the age of sixteen (16) are not allowed in the Clubhouse unless accompanied by an adult.**
- 6. The restrooms and showers in the Clubhouse are for the use of persons using the clubhouse or the pool. These rooms are not to be used as supplementary facilities for any condominium or villa owner, renter or their guests at any time.**
- 7. Owners renting their units lose common area privileges for the duration of the rental. This includes pool and clubhouse use.**
- 8. Only items owned by the CCVC may be stored in the Clubhouse.**

PETS

- 1. All pets must be registered with the CCVC office with proof of inoculations as required by local ordinances. This proof must be provided annually. New owners must provide inoculation documents within 30 days of purchase. The Board of Directors highly recommends that owners who rent or lend their properties restrict pets whenever possible. Renters and guests are restricted by the list of unacceptable breeds. Non-conforming pets will have to be removed at the owner's expense per this policy. Failure to comply may result in fines.**

2. Pets, when outdoors, must be kept on a hand-held leash and kept under the control of the handler at all times. This is a Polk County Regulation and applies to all CCVC common areas, as well as adjacent areas that are part of the County.
3. Pet excrement must be cleaned up immediately and disposed of at home by the pet handler.
4. Barking dogs that disturb residents will not be allowed to remain on the premises.
5. Not more than two (2) domesticated pets may be kept in any condo or villa unit. No livestock or farm animals shall be raised, bred or kept in the CCVC. Domesticated pets are not to be bred in the CCVC.
6. Any CCVC owner with a concern or complaint regarding pets or pet regulations is requested to make such concerns or complaints available to the Board of Directors or the Management Company in writing. Only written concerns or complaints will be acted on by the Board of Directors.
7. A list of dogs deemed as potentially dangerous by the Insurance Institute shall be restricted from residences in the CCVC. These dog breeds are as follows:

a. Akita	j. Mastiff
b. American Staffordshire Terrier	k. Ovtcharka
c. Boxer	l. Presa Canario
d. Bull Terrier	m. Pit Bull
e. Bullmastiff	n. Rhodesian Ridgeback
f. Chow Chow	o. Rottweiler
g. Doberman Pincher	p. Neapolitan Mastiff
h. German Shepard	q. Wolf
i. Giant Schnauzer	r. Wolf Hybrid

This list is subject to revision and will include any dog that bites a CCVC resident.

8. DO NOT FEED STRAY ANIMALS, BIRDS OR ALLIGATORS.

THE BRIDGE

- 1. Anyone using the bridge is doing so at their own risk.**
- 2. Running, jumping or climbing on the bridge is strictly prohibited at all times.**
- 3. Any debris or refuse resulting from catching or feeding fish from the bridge must be cleaned up by the offender. Fishing is limited to catch and release. The edible quality of fish caught from these waters cannot be guaranteed. Fishing from any CCVC common area is restricted to owners, their renters and accompanied guests. No trespassing signs have been posted for all non-owners; if you encounter an outsider you can inform them of the private property status of the CCVC which is enforceable by the police.**
- 4. The bridge is for foot traffic only. No powered or wheeled items of any kind are to be used on the bridge. Please be cautious.**

TRASH AND RECYCLING

- 1. Household trash is to be placed in containers (garbage cans) provided under the stairs at either exterior end of each condo unit. The trash must be contained in plastic bags with drawstrings tied or with ties to prevent spillage of trash from the bags. Loose trash is not permitted due to animal attraction, infestations and odor potential. Be sure to close and latch gates after trash has been deposited. Trash may never be stored outside condo doors or in the open area at the bottom of the steps. Villa owners have covered roll off containers provided for their use by the trash hauler. Violators will be subject to fines. The scope of trash removal may change from time to time at the discretion of the trash collection company or the Board of Directors.**
- 2. Recycling services are not provided by the CCVC.**
- 3. Contractors should be advised that trash generated as consequence of their contracted work is their responsibility to remove from the job site and use of CCVC trash facilities is not permitted.**

Forms List:

- 1) Resident Information Form**
- 2) Unit Vacancy Notification**
- 3) Annual Close Up Checklist**
- 4) Ozonater Request Form (optional service)**
- 5) Tow Policy**
- 6) Clubhouse Rental Form**
- 7) Email Authorization (optional notifications)**
- 8) Frequently Called Numbers**

RESIDENT INFORMATION SHEET

UNIT # _____ **TERM OF OCCUPANCY** _____

OWNER _____ **OWNER PHONE#** _____

RENTER/USER NAMES _____

HOME ADDRESS _____

CITY _____ **STATE** _____

HOME PHONE _____ **CELLPHONE** _____

EMAIL _____ **PICTURE ID COPY PROVIDED Y/N** _____

ARRIVAL DATE _____ **DEPARTURE DATE** _____

#OCCUPANTS _____ **NAMES** _____

VEHICLE INFO: MAKE _____ **MODEL** _____ **LIC.#** _____

CERTIFICATION: I WILL OBEY ALL THE RULES AND REGULATIONS OF THE CCVC FOR THE DURATION OF MY STAY AND WILL INFORM ALL OTHER UNIT RESIDENTS OF THESE RULES AND REGULATIONS AND UNDERSTAND THAT VIOLATIONS COULD RESULT IN FINES BEING ASSESSED.

SIGNED _____

DATED _____

APPROVED BY _____

UNIT VACANCY NOTIFICATION

UNIT # OR ADDRESS _____

DATE UNIT WILL BECOME UNOCCUPIED _____

CLOSE UP CHECKLIST COMPLETED BY _____

AUTHORIZATION FOR UNIT INSPECTIONS*** _____

EMERGENCY CONTACT _____

EMERGENCY TELEPHONE NUMBER _____

***This authorizes the CCVC or their agent to enter the property for the purpose of inspection to ensure the safety of the unit and surrounding units and conformance to vacancy requirements. The owner or his designated agent (leasee, relative or friend) agrees to hold harmless the CCVC or its authorized agents in performance of these inspections. These inspections in no way diminish the owner (etal.) from the responsibility to perform the unit vacancy checklist items. Failure to comply will be construed as willful negligence on the part of the last resident and could result in legal action by the CCVC or any other harmed party as a result of this negligence.

ANNUAL CLOSEUP CHECKLIST

1. Turn off water (outside of unit).
2. Turn off hot water heater at breaker panel.
3. Set A/C unit to cool and set thermostat to approximately 82 degrees to control humidity.
4. If refrigerator is to be left on be sure that ice maker is set to off and that the electrical breaker remains on and all spoilable items have been removed.
5. If refrigerator is to be left off, make sure the door(s) are left open to prevent mold and all foodstuffs have been removed.
6. Unplug all electronics and cable connections for all TVs, cable boxes, and Wi-Fi devices to prevent damage from lightning strikes or power surges.
7. Insect bait traps are to be placed under the kitchen sink, behind or under the refrigerator, under each bathroom sink, and one in the laundry area.
8. Do not leave open sugar, flour or other like items in cabinets unless they are put into ziplock bags.
9. Check for fresh batteries in smoke detectors.
10. Check your fire extinguisher for proper charge or replace.
11. After final flush of each toilet, pour 1-2 cups of bleach into the bowl and then seal porcelain bowl with saran (cling) wrap covering. This will prevent formation of mold and mildew in the toilets.
12. Combustible fluids should never be stored in vacant units
13. Outside Utility closets should not have any personal items stored in them at any time.
14. Fill out Vacancy Form and leave at office.
15. Notify the Post Office of forwarding information for your mail.

OZONATER PLACEMENT REQUEST FORM

The CCVC owns an ozone generating machine that is designed to remove stale odors in the air and kill small bugs when placed in a unit. Our maintenance staff can place this device in your unit upon written request to the Manager who will schedule your unit within a reasonable time frame prior to your return or after your departure from your unit. Each placement will be billed at a charge of \$50.00.

UNIT #

RETURN DATE TREATMENT REQUEST

DEPARTURE DATE TREATMENT REQUEST

SIGNATURE***

DATE

*** Your signature authorizes entry by CCVC staff for the placement and removal of the treatment device (ozonater). In addition it releases the CCVC or its staff from any damage resulting from the device placement. The unit owner's electricity will be used to power the device.

TOW POLICY

Vehicles not conforming to the parking regulations cited in the Rules-Regulations- Policies will be towed at the owner's expense. This policy was approved and adopted by the Board of Directors at the February 24, 2017 meeting.

**COUNTRY CLUB VILLAGE CONDOMINIUM ASSOCIATION, INC.
EMAIL AUTHORIZATION**

Owner(s),

In an effort to establish multiple forms of communication with you, below you will find an email authorization form giving Country Club Village Condominium Association, Inc. c/o Stambaugh, Inc. permission to send information via electronic means. It is a way of not only saving money in postage but also providing instantaneous delivery of valuable and time sensitive information. The authorization will remain into effect until canceled by either party.

NOTE: It is strongly advised that you add our email: stambaughinc@verizon.net to your address book to prevent non delivery of the message.

Please detach form and send to:
Country Club Village Condominium Association, Inc.
c/o Stambaugh, Inc.
500 Orchid Springs Drive
Winter Haven, FL 33884

I _____, hereby authorize Country Club Village Condominium Association, Inc. c/o Stambaugh, Inc. to send all notices allowed by the Association Documents and Florida State Statutes via electronic means.

Owner Name (Printed): _____

Lot Address: _____

Primary Email: _____

Secondary Email (if applicable): _____

Primary Email Confirmation: _____

Secondary Email Confirmation (if applicable): _____

Signature: _____

Date: _____

Frequently Called Numbers

Emergency - 911

<u>Animal Control</u>	<u>863-499-2600</u>
<u>Baynard Plumbing</u>	<u>863-676-2116</u>
<u>CCVC Office</u>	<u>863-676-9288</u>
<u>CCVC Fax</u>	<u>863-676-0568</u>
<u>Comcast (Cable TV)</u>	<u>888-831-2481</u>
<u>Direct TV</u>	<u>800-201-2724</u>
<u>Division of Motor Vehicle</u>	<u>863-534-4711</u>
<u>Duke Energy (Customer Service)</u>	<u>1-877-372-8477</u>
<u>(Power Outage)</u>	<u>800-228-8485</u>
<u>ICE BERG (A/C & Heating repairs)</u>	<u>863-439-6531</u>
<u>Gas - Central Florida Gas</u>	<u>863-293-2125</u>
<u>Golfview Fire Station</u>	<u>863-678-4017</u>
<u>Lake Wales Country Club</u>	<u>863-676-2422</u>
<u>Club Pro Shop</u>	<u>Ext. 227</u>
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<u>Lake Wales Country Club Tennis</u>	<u>863-676-2887</u>
<u>Lake Wales Public Library</u>	<u>863-678-4004</u>
<u>Lake Wales Police Dept. (non-emergency)</u>	<u>863-678-4223</u>
<u>Lake Wales Fire Dept. (non-emergency)</u>	<u>863-678-4203</u>
<u>Lake Wales Medical Center</u>	<u>863-676-1433</u>
<u>Lake Wales Post Office</u>	<u>863-676-7008</u>
<u>Lakeland "The Ledger"</u>	<u>888-431-7323</u>
<u>Polk County Animal services</u>	<u>888-275-8941</u>
<u>Ridge Energy</u>	<u>863-676-2665</u>
<u>Sheriff- Ridge District Office</u>	<u>863-678-4170</u>
<u>Southern Electric Co.</u>	<u>863-439-7068</u>
<u>SPI/Scianimanco Painting (Vito & Tony)</u>	<u>863-528-1425</u>
<u>Verizon (Telephone residential)</u>	<u>800-483-4000</u>
<u>USA Today (Newspaper)</u>	<u>1-800-USA-0001</u>
<u>Utilities (After 5 PM, Holidays & Weekends)</u>	<u>863-678-4182</u>
<u>Water - City Of Lake Wales</u>	<u>863-678-4196</u>