

# MAPLE BROOKE NEIGHBORHOOD ASSOCIATION, INC.

## RULES & REGULATIONS

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The following are easy to read summaries of the official Rules and Regulations (R&R's) for Maple Brooke (MB or MBBOD—Maple Brooke Board of Directors), which are exceptions to the Autumn Woods Community Association Rules and Regulations, that have been approved by the Maple Brooke Board of Directors on April 20, 2011. Some of these differ from the Master Board R&R's as they are specific to the Maple Brooke Neighborhood Association through years of enforcement and tradition.

### ARC

The ARC Rules are extremely important to keep our Neighborhood consistent. No construction, site work, exterior alteration or modification, no addition of planters, sculptures, benches, tables furniture or “chotkis”, and no plantings or removal of plants, trees or shrubs shall take place without prior written approval by the Maple Brooke Board (MBBOD) and Collier County where required. An ARC request must be submitted to the Property Manager for the MBBOD's approval. Contact the Property Manager for the MB ARC form. The Owner will be informed if County approval is also required.

#### **Owner Landscaping Guidelines**

#### **Approved November 12, 2002 by the Maple Board of Directors, Updated 2011**

1. Plantings are allowed only within the original planting beds, except with written ARC approval of the MBBOD to extend existing planting beds or add new beds. Owners are responsible for replacement of any dead or diseased plants that have been planted themselves or by the Developer.
2. All plants and planting areas existing prior to development are the responsibility of the individual homeowner to replace and maintain.
3. No additional plantings are allowed which might result in additional cost to the Association, such as painting, pruning or lawn/bed care.
4. Annual flowers are allowed in existing plant beds without Board approval.
5. Shrubs, trees and perennials require written approval as to type, location, quantity and size, unless of types found in the original planting beds.
6. Vining plants must be grown on an approved trellis and not allowed to attach themselves to the building or roof. They may be removed for damage for exterior maintenance, such as power-washing and painting, without liability to the Association.
7. In no case will exotic or invasive plants or trees, including citrus trees, or those which may negatively affect the water table or the buildings or roofs, be acceptable or approved by the Board. If plants are on the County's list of banned or unapproved trees/plants, they will not be allowed by the MBBOD.
8. Any and all damage to grounds, lawns, landscaping or common areas caused by homeowner plantings shall be the sole responsibility of the homeowner.
9. Plantings in pots do not require Board approval, provided there are not more than 3-5 pots. Pots shall be natural in color or terracotta and not larger than 18” in diameter.

10. Modification or removal of any native plants, such as slash pine trees, native palms, live or laurel oak trees or palmettos shrubs, requires Board approval first, then County permit and approval.
11. The Association will trim palmettos or palms if they are intruding for ingress and egress and if palmettos are in contact of a structure. Unit owners may trim at their expense with Board approval.
12. Any replacement plantings, sod, palms, trees or shrubs installed by the Owner or the Association will be the responsibility of the Owner to water-in with their own water source until established. The Association will not re-plant a second time, but may require the owner to do so immediately at the Owner's cost and responsibility.

### **Other ARC Rules**

1. Statuary, Planters, Fountains, Benches and Birdbath/Feeders - All items must be in good taste and approved by MBBOD. The item may not be larger than 3 feet in height and 3 feet in width, and must be natural in color—not painted. Only one unit of each allowed per front of the property. Bird houses/feeders are allowed in back yards only. Birdbaths are not allowed on any Lot. Plastic boulders or plastic/fabric rocks are not permitted in the front yards.
2. Benches/Chairs - Benches and/or chairs are allowed on a unit Owner's property. They should be placed within a landscaping boundary or the front entry area, not more than 10 feet from the unit. Natural coloration is preferred. No plastic furniture is allowed in front of a unit, except on an individual day during daylight hours.
3. Solar Energy Devices - All such apparatus shall not be erected without prior written approval of the MBB.
4. Front Door Screen Enclosures - Screen enclosure specifications include:
  - a) The unit owner must submit an ARC request prior to installation.
  - b) The color of the screen must be black—the color of the enclosure bronze. White is also allowable for side enclosures only.
  - c) The aluminum structure must be plain with no decorative scrolling, etc.
  - d) The structure must be under truss or not to protrude beyond the outside wall or column of the house.
  - e) The enclosure must be approved before installation.
5. Clothes Hanging Devices - No clothes hanging devices are permitted on any Lot, Unit, or Common Areas, except devices which are limited to the lanais and are retractable when not in use.
6. Hurricane Shutters – All shutters require ARC approval by the MBB prior to installation.
  - a. Accordion and rolldown shutters must match color most compatible to the body color or trim color.
  - b. Permanently affixed tracks and header boxes must match the color of the structure to which they are attached.

- c. Approved galvanized steel, aluminum or clear panels may be installed at the beginning of hurricane season and removed at the end of hurricane season (June 1 – November 30).
7. Garages – All garages shall be maintained for storage of automobiles and no garage may be enclosed or otherwise used for habitation. Motorized roll-up screens for garages are not permitted.

### **Other Issues**

1. Rentals - All rentals of units shall be documented by written leases, and the owner shall deliver a copy of the application, lease, and a copy of the background check along with a \$100.00 administrative fee payable to Maple Brooke Neighborhood Association, Inc. and sent to the Property Manager of MB.
  - a. No unit may be used as a rooming house or rented for less than 90 days, nor rented for a term of more than three (3) leases within a twelve (12) month period. Be aware that you will have to collect the 9% Tourist tax for occupancies of six (6) months or less, as well as obtaining a sales tax license in order to submit this tax to the State and County.
2. Signs on Buildings -No sign or emblem of any kind may be kept or placed upon any Lot or mounted, painted or attached to any Unit, so as to be visible from public view.
3. Political Sign – One sign per Lot may be erected on a Lot advocating the election of a political candidate or the sponsorship of a political party. Signs shall not be erected more than ninety (90) days in advance of the election to which they pertain and must be removed within fifteen (15) days after election.
4. Security Sign – May be no larger than 1 foot square and in keeping with State Statutes must be placed within 10' of the front door.
5. Play Equipment - No trampolines, swing sets, rope swings hanging from trees, basketball hoops, hammocks or other recreational/play equipment are allowed on any lot overnight. All must be removed and stored in the garage after specific use.
6. Campers, Boats and Recreational Vehicles - No campers, boats, boat trailers, recreational vehicles, or other types of non-passenger vehicles, equipment, implements, or accessories may be kept on any Lot unless fully enclosed within the garage and said vehicles and/or accessories are in operable condition, except for cleaning or loading or unloading. Please contact Manager for permission.
  - a. No dismantling or assembling of motor vehicles or other machinery or equipment shall be permitted in any driveway or yard.
  - b. No commercial vehicles bearing commercial insignia or names shall be parked overnight on any Lot unless temporarily parked for service on that Lot.
7. Generator Use and Installation –
  - a. Portable Gas Generators will be permitted only during a power outage.
  - b. Permanently-installed Generators must be approved by the MBBOD prior to installation and shall be screened from view by means of approved landscape. All tanks must be below ground level as approved by the County.

8. Flag Poles – No in-ground flag pole is permitted on any Lot. The American flag is the only flag permitted that would be attached to the Unit, except in keeping with State Statute.
9. Pets - No animals shall be kept on any Lot, except for cats, dogs or other generally recognized household pets. Neither cats nor dogs may be allowed to roam freely at any time. No more than four (4) adult animals may be kept on a Lot—County laws allow only three (3) dogs at a time. Pit Bulls are not allowed.
  - a. All dogs and cats, when not within the Owners' Lot or Unit, must be on a leash or under Owner's voice command and not allowed to run free.
  - b. Pet owners are responsible for cleaning up and removing any solid waste made by their pets on their property, other owners' properties and/or the common areas.
  - c. Invisible fencing is not allowed within the confines of the Owner's Lot because MB's lots are commonly maintained.
10. Garbage and Recycling Bin - No such containers shall be stored on any Lot where visible from any street and must be stored in the Unit's garage to discourage rodent problems and not to become a nuisance to your neighbors, except solely on the day before designated for pickup and shall be removed from view before the following day.
  - a. No other trash, electronics, etc. shall be left on the curb except for your pickup day. Please call Waste Management or the designated County agent for special item pickup.
11. Trimmings – All cuttings shall not be left and must be bundled on the curbside except for the morning of your garbage pickup (Saturdays at present) or on the day when the landscape crew is on your street.
12. Parking - No vehicles, trailers or implements may be driven or parked in the common areas.
  - a. Parking on lawns is prohibited at all times. Homeowners will be charged for broken sprinkler heads.
  - b. There is no parking on the streets between midnight and 6:00 a.m., or across sidewalks at any time. Residents need to notify the Master Property Manager if they expect street parking to extend past midnight.
  - c. If additional parking is needed for overnight guests, homeowners must register with the Master Property Manager to use the Community Center parking lot for a specific number of days/nights.
  - d. No vehicle is allowed to be stored in the driveway or street at any time with a car cover.
13. Garage Sales – A Collier County permit must be obtained and an application given to the MB Property Manager to allow visitors into the Community. All garage sale items must be stored in the garage or unit in the evenings. Garage sales for any unit can be conducted every six months (twice a year for two days each occurrence) only.
14. Nuisances - No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance or which

may be unlawful to the Neighborhood. No laws may be broken, including County noise regulations. Please call the Sheriff's Dept. if needed.

15. Mailboxes – Mailboxes belong to the owner(s). The Owner must replace boxes that have been damaged or worn out with age with the same type, color and manufacturer as the original. Contact MB Manager for source.
16. Exterior Holiday Decorations - Lights and decorations may be erected on exterior of Units in commemoration of observed holidays provided that such lights or decorations do not disturb the peaceful enjoyment of adjacent Owners by illuminating bedrooms, creating noise or attracting sightseers. Lights and decorations must be removed within thirty (30) days after the holiday has ended. December 25th decorations or lights may not be displayed prior to November 15th of any year. For other holidays, decorations or lights may not be displayed more than two (2) weeks in advance or two (2) weeks after the holiday.
17. Television Receiving Devices – Satellite dishes are permitted, but require an ARC request to be approved by the MBBOD. Satellite receiver dishes in excess of 39" in diameter shall be prohibited on all Lots. Satellite dish must be removed when not in service.
18. Irrigation – If you are extending your lanai you must submit a proposal for only the Association's irrigation company to remove and replace irrigation pipes, etc.
19. Homeowners Insurance - The MBBOD has adopted an Amendment to the MB documents on July 23, 2007 and was recorded with the Collier County Clerk of Courts on July 31, 2007.
  - a. Please note MB villas are not condominiums, but single-family homes.
  - b. We ask for proof of insurance or self-insurance every renewal period. You are responsible for the exterior of your Unit in case of fire, flood or any other mishap.