

AUTUMN WOODS
COMMUNITY ASSOCIATION, INC.

2020

MASTER ASSOCIATION
RULES AND REGULATIONS
MANUAL

AUTUMN WOODS COMMUNITY ASSOCIATION, INC.

2020 RULES AND REGULATIONS MANUAL

Article 4, Section 4.3, 4.3.8 of the Autumn Woods Community Association, Inc. Declaration of Covenants Conditions and Restrictions states; ***The Master Association shall have the power to adopt, publish and enforce such Rules and Regulations as the Board deems Necessary.***

This 2020, Master Association Rules and Regulations Manual supersedes all references to Master Association Rules and Regulations denoted in the 2017 Rules and Regulations Manual, the 2012, 2011, 2008, and 2003 Homeowners' Manuals or any other prior reference.

This manual includes Rules and Regulations established by the Autumn Woods Community Association, Inc. (the Master Association) Board of Directors, as well as selected rules and regulations found in the Declarations of Covenants, Conditions and Restrictions of the Master Association and excludes many rules that were formerly included and specific to the Oak Hollow & Mahogany Run (OHMR) Neighborhood Association, the Maple Brooke (MB) Neighborhood Association and the Cedar Ridge (CR) Neighborhood Association. The rules and regulations in this manual will reference sections of the Declarations for the Master Associations where appropriate. For those rules specific to your neighborhood, please reference your neighborhood association's current rules and regulations.

All provisions contained in the Declarations for the Master and Neighborhood Associations shall govern, although they may not be referenced in this manual.

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RULES AND REGULATIONS
COMMUNITY FACILITIES AND COMMON AREAS

1. CLUBHOUSE

- a. The Clubhouse Social and Card Rooms are available for use by reservation only from 6:00 am until 11:00pm. Please check with the property manager for availability well in advance of your function. The clubhouse lanai, pool deck, pool and spa areas are not included in the reservation. The Social Room and Card Room may not be reserved for commercial or business activities. A completed application along with a \$300 security deposit is required to reserve a clubhouse room. After an application has been submitted, approved, and an owner's deposit received, the Property Manager will provide the room access code.
- b. Decorations may be attached with painters' tape only to room walls, ceilings or lighting fixtures and may not cause damage (i.e. pin holes, or tape lifting paint). Owners must clean the room, turn off fans, A/C and lights, lock the doors after an event and report any damage to the Property Manager. The cost of any additional cleaning or damage repairs will be deducted from the security deposit, and the remainder of the security deposit returned to the Owner. Your deposit will not be returned until a walk-through inspection has been completed by the manager after your event.

2. FITNESS CENTER

- a. The Fitness Center is not a supervised facility and anyone using the equipment does so at their own risk. By use of the facility, any user agrees to indemnify and hold harmless the Autumn Woods Community Association, Inc. (AWCA) as a result of said use.
- b. The Fitness Center is open to AWCA residents with a key, fob or key card for exercise only. Loitering or activities other than appropriate exercise are not allowed.
- c. Anyone using the gym equipment shall be proficient in the use of the specific equipment being used. Residents and guests (at least 14 years of age) may use the facility if an executed waiver and photo ID are on file.

- d. Proper covering attire to protect fellow participants and equipment shall include wearing a **SHIRT** and **Athletic Footwear** at all times in the fitness facility. Wet swimwear is not allowed.
- e. Exercise equipment should be wiped clean with disinfectant after each participant's use. If all exercise equipment is in use, individual time is limited to 30 minutes.
- f. If you are the last person to leave the facility please turn off the TV's, fans and lights.
- g. Do not drop dumbbells or slam weights. If you are being loud or disruptive you may be asked to leave the fitness center. Profanity is not permitted.
- h. Personal music devices with headphones are welcome. Boom boxes or other audible systems without headphones are not allowed.
- i. Service animals are the only pets permitted in clubhouse and exercise rooms.
- j. Violation of rules by residents or guests may result in suspended privileges or fines to the homeowner.

3. COMMUNITY POOL AND SPA AREAS

- a. There are NO lifeguards on duty at any community pool. Owners, renters and guests swim at their own risk. Only proficient and rule abiding swimmers can be unaccompanied.
- b. The pool and spa areas are open from dawn until dusk (just after the sun sets below the horizon). In general, this is 7:00am to 8:00pm during Daylight Savings Time and 7:00am to 6:00pm Eastern Standard Time. There is no night swimming. Night use of the pool areas are strictly prohibited by law.
- c. Suntan lotion should be washed off before entering the pool or spa.
- d. Hair that is shoulder length or longer should be braided or confined to a ponytail, bun or bathing cap.
- e. Any person who is incontinent or not fully potty trained must wear appropriate protective swim wear when entering the pool.
- f. If the pool needs to be closed due to a biological contamination created by a resident or guests, the owner may be charged for treatment related costs.
- g. Running, rough play, use of profanity, diving and excess splashing in or out of the pool or spa are strictly prohibited.
- h. Pool toys that interfere with the enjoyment of others are not allowed.
- i. Water Balloons are NOT allowed in the pool areas.
- j. Glass of any kind is prohibited in the pool area. Broken glass in the pool requires that the pool be closed and drained. Owner's found responsible for broken glass in the pool will be billed for any related costs.

- k. Smoking is prohibited in the clubhouse, fitness center, pool and spa areas.
- l. Alcohol is prohibited in the fitness center, pool and spa areas.
- m. Food is not allowed in the pool and spa areas.
- n. Pool and spa area umbrellas should be folded down after use.
- o. Bicycles, scooters, rollerblades, skateboards or wheeled transport of any kind (except for handicap conveyances) are not allowed inside the clubhouse, fitness center, on the pool and spa decks or within the breezeway area of the club house at any time.
- p. Service animals are allowed onto the pool and spa decks, but not into the pool, or spa.
- q. Violation of rules by residents or guests may result in suspended privileges or fines to the homeowner.

4. TOT LOT

The Tot Lot is intended for safe use by young children with appropriate supervision.

5. TENNIS, PICKLEBALL & BASKETBALL COURTS

Courts are available on a first come basis. Skates, bicycles, skateboards and scooters are not permitted on the courts at any time. Tennis and Basketball courts may not be used for commercial purposes, except residents may hire and receive personal training, or coaching to enhance their skills.

6. PRESERVES, COMMON AREAS AND LAKES

- a. Trees, shrubs and wildlife in common areas must be left undisturbed. Private property bordering common areas must not be trespassed upon.
- b. Open flames are not permitted anywhere at any time on Autumn Woods common property.
- c. Swimming, Wading, and Boating (including kayaks and canoes) are prohibited in all common area lakes. Fishing from common areas lake banks or your own lot shall be catch and release, unless an illegal exotic is caught, in which case it should be properly disposed of.
- d. Motorized vehicles are not allowed in the preserve area unless they are licensed vehicles in the performance of association maintenance, or security service in those areas.
- e. There is no dumping of brush or of any kind of refuse allowed in the preserve, common areas and lakes.

- f. Clearing of trees, brush, deadwood or foliage by cutting or herbicide in any Autumn Woods common areas, preserves, lake banks, or protected easements is not allowed, unless performed with community approval or by community hired maintenance personnel.

7. PARKING

- a. Parking anywhere on common area lawns, sidewalks or on grounds other than the parking lot in Autumn Woods is prohibited.
- b. No vehicle, trailer, container or other object may obstruct clear passage of any sidewalk in Autumn Woods at any time.
- c. Vehicles (non-commercial cars, SUV's and trucks) may be parked on streets and common area parking lots. However, such vehicles may not be parked on streets and common area parking lots overnight (between the hours of 12:00 AM to 6:00 AM).
- d. A resident must notify the security office if they expect parking of guests' non-commercial vehicles on streets or common area parking lots to extend past midnight. If additional parking for overnight guests is required, a resident must obtain the Property Manager's authorization for their guests to park on common area parking lots for a specified, limited number of days.
- e. Boats, trailers, campers and RV's may be parked on a driveway for a maximum of up to 4 hours during a 7-day period for cleaning, loading and unloading. Boats, trailers, campers and RV's may not be parked on streets or common area parking lots.
- f. Vehicles, boats, trailers, campers and RV's may not be dismantled, repaired and assembled on a driveway or lot.
- g. The Property Manager has the authority to have cars, trucks, campers, boats, trailers and RV's towed from Autumn Woods Common Areas at the Owner's expense after a second parking violation notification.
- h. Commercial vehicles of companies servicing a unit or lot may be parked on driveways and streets only while performing the services. Such vehicles may not be parked on streets or common areas overnight.

8. GOLF CARTS AND OTHER MOTORIZED VEHICLES

- a. Autumn Woods Community Association allows golf carts to be driven on the roads in the community if the vehicle is **licensed**, registered by a government entity, **insured** and driven by a licensed (or learner's permit) driver. Golf carts are not allowed on

sidewalks or on any common area lawns at any time. All traffic signs, rules of the road and traffic laws must be obeyed at all times.

- b. Golf cart owners must, at a minimum, carry Personal Injury Protection (PIP) or no-fault insurance coverage on their vehicle. Autumn Woods further requires that Golf Cart owners carry Bodily Injury (BI), Uninsured Motorist (UM) and Medical Payment coverage specific to the vehicle. All insurance information should be available on the vehicle at all times.
- c. Powered vehicles capable of exceeding 5 miles per hour are prohibited from use in Autumn Woods unless they are licensed, registered, approved for street use and insured. Any licensed and registered motorcycle, motorized scooter, golf cart or ATV used in Autumn Woods may only be driven on approved roadways by a licensed or permitted driver.
- d. Exempted from this regulation are electric personal assistive mobility devices as defined under Florida Statute, Section 316.003(83), any other bona-fide "assistive technology devices" as defined in Florida Statute, Section 427.802(1), and any special mobile equipment as defined under Florida Statute, Section 316.003(48), provided that such equipment may not be operated in a manner that creates a traffic hazard, or which poses a threat of harm to the user of such equipment.

9. ROADWAYS

The maximum speed limit throughout the entirety of the roadways in Autumn Woods is

25 mile per hour.

10. PETS

- a. Dogs must be kept on leashes when not within the confines of an Owner's lot. Invisible fencing may be installed within the confines of the Owner's lot.
- b. An Owner is required by law to clean up after their pet and remove any solid waste made by their dogs on all property within Autumn Woods.
- c. Pets must be kept and cared for in strict accordance with applicable local laws and ordinances.
- d. Complaints about aggressive or abused pets should be directed to Collier County Domestic Animal Control (DAC). (239) 252-7387.

11. BLOCK PARTIES

Small neighborhood parties may be confined to individual, or connected private lots. Blocking streets or sidewalks is not permitted, due to potential safety concerns.

RULES AND REGULATIONS UNITS AND LOTS

1. SINGLE FAMILY RESIDENTIAL USE ONLY

A unit must be used and occupied for single-family residence purposes only.

2. UNIT RENTALS

The unit owner must provide the Master Association a copy of the lease agreement detailing the name of the owner, tenant, contact information for each party to the agreement, specific term of the agreement along with vehicle information identifying the make, model, color, year, and license numbers of the tenant's vehicle(s). No barcodes will be issued for rental cars or for those leasing in Autumn Woods for less than six months.

3. GARAGES

Motorized roll-up screens for a garage are not permitted. A garage may not be enclosed or otherwise used for habitation.

4. GARAGE SALES

Neighborhoods each have their own garage sale applications which may be downloaded from the website. Owners are required by law to acquire a garage sale permit from Collier County. Owners are allowed a maximum of one garage sale every six months. After the application is approved by the **Neighborhood** Manager, please return the approved application and permit to the gate house and provide a copy to Master Association Manager.

5. GENERATORS

Generators may only be operated during a power outage or for testing purposes.

A permanently installed generator must be installed on a concrete pad along the side or rear of a unit and must be screened from view by landscaping. The fuel tank for a permanently installed generator must be located below ground level. ARC-N Approval is required prior to installation, as well as applicable county permitting.

6. SIGNS AND FLAGS

Signs are not allowed anywhere on Autumn Woods common property. The one exception is directional "Open House" signs, one per Autumn Woods Boulevard intersection and one per property on Saturday's and Sundays. Signs or emblems may not be painted or attached to a unit. Only the following signs may be placed on a lot:

- a. **"For Sale" or "For Rent" signs** – One sign may be placed on a lot. The sign may be no larger than 36" wide x 24" tall and must be fastened with 2 stakes in the ground and extend not more than 3 feet above the ground. The sign and post must be painted cream- beige and its letters should be painted forest green.
- b. **Security and Dog Fence signs** – The signs may not exceed one square foot in area. (Applicable for OH/MR and MB only.)

- c. **Political signs** – Signs advocating the election of political candidates or the sponsorship of a political party, issues or proposals may be placed on a lot. The signs may not be erected more than 90 days in advance of the election to which they pertain and must be removed within 15 days after the election. A lot may have a maximum of two (2) political yard signs no larger than 18” high by 24” wide. If the home is flying a flag endorsing a political candidate which may be no larger than 4 ½ feet by 6 feet from a bracket affixed to the home, they may have only one political yard sign in addition to the flag. Political signs may not be placed on any common areas.
- d. **Flags** – Homes may fly one flag no larger than 4 ½ feet by 6 feet from a bracket affixed to the home. A freestanding flagpole no more than 20 feet high may fly the flag of the United States or the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. One flag endorsing a political candidate or party may be flown 90 days in advance of a general election to which they pertain and must be removed within 15 days after the election. The display of any other flag is prohibited.

Please refer to your individual neighborhood documents for additional rules and regulations regarding signs

8. EXTERIOR HOLIDAY DECORATIONS

Decorations, including lights, may be erected on a unit or lot for observed holidays, provided that such decorations do not disturb residents of nearby units by illuminating bedrooms, creating noise or attracting sightseers. Christmas decorations may not be erected prior to November 15th and must be removed within 30 days after the holiday. Other holidays, decorations and lights may not be erected more than 2 weeks in advance of the holiday and must be removed within 2 weeks after the holiday.

Please refer to your individual neighborhood for additional rules and regulations

9. POOLS AND SPAS

- a. Only in-ground pools are permitted.
- b. The construction of a pool or spa may not change the grade of a lot. The drainage system for a lot must be modified to accommodate water runoff from gutters and down spouts included in the pool / spa installation.
- c. The location of a pool / spa and deck must not intrude upon any easements indicated on the Map of Boundary Survey of a lot.
- e. In addition to ARC-N approval ARC-M approval including a **Drainage Plan** is required prior to construction. Due to increased storm water runoff and encroachment of pools constructed adjacent to community lakes, storm water collection and discharge via storm pipes to the lakes must follow detail standards available from the ARC-M.

10. MAILBOXES

A mailbox must be maintained in an area determined by the U.S. Postal Service. An Owner must replace a mail box that has been damaged with the same type and color as the original. The company that originally supplied mailboxes for Autumn Woods is Lykins Signtek (239-594-8494).

11. SHUTTERS

- a.** Clear plastic panel shutters and painted panels, accordion and roll-down shutters that are color compatible to the body color or window / door frame color of a unit may be installed, closed or lowered on a unit anytime during the hurricane season only (June 1st through November 30th). Roll-down shutters affixed to a lanai in the back of a unit that are color compatible with the body color or window / door frame color of a unit may be closed or lowered year around.

- b.** Unpainted panel shutters and plywood covering may be installed only after a national weather service issues a hurricane warning for south or southwest Florida or for any part of the Florida Keys. Unpainted panel shutters and plywood covering must be removed within 5 days after the cancellation of the hurricane warning, or passing of the hurricane event, as applicable.

- c.** An Owner not in residence during the hurricane season must make arrangements to have others install / remove unpainted panel shutters and plywood covering in accordance with the hurricane warning/event requirement.

RULES AND REGULATIONS ARCHECTURAL CONTROL

APPROVAL GUIDELINES

1. An Owner that intends to construct an addition to a unit, to modify the appearance of a unit or lot, or to make a landscaping change must submit an Architectural Review Committee (ARC-N) Request for Modification Form to their **Neighborhood** property manager. An addition to a unit, a modification to the appearance of a unit or lot, or a landscaping change must be approved by the ARC-N (or by the Neighborhood Board of Directors) before the Owner may proceed with any modification.

2. Accessory Structures - The following structures are allowed in Autumn Woods: in-ground pools, pool cages, fences (with restrictions) and anchored playsets.

All accessory structures must meet the permit and set-back requirements of Collier County Ordinance 04-41, Section 10.02.06 (B).

A drainage plan must be submitted along with owner's ARC requests for any Accessory Structure in an Easement as described in #3 below.

Approved playsets may not be visible from the road and must be hidden from view by plantings that will grow high enough in one year to obscure the structure from view. Any planting may require additional ARC approval and may not be planted in a Lake Maintenance Easement.

The following structures are not allowed: Sheds, Cabins, Treehouses, Playhouses, Gazebo, Pergolas, Tents, Above Ground Pools, Detached Garages, Huts, Awnings, Canopies, Dog Houses, Cabanas, Storage Structures or any type of accessory structure.

3. Modifications to a unit or property that affects a Master Association Drainage Easement (DE), Lake Maintenance Easement (LME), Landscape Buffer Easement (LBE), Sidewalk, Access Roadway, or other common area/tract will need approval by the ARC-M (The Master Board, or designee) in addition to your ARC-N. Modification requests for changes that affect Drainage Easements (DE) or Lake Maintenance Easements (LME) must be accompanied by a drainage plan. Property owners are responsible to retain compliance of code minimum plantings in Landscape Buffer Easements (LBE) within their property.

Property modifications that affect common area sidewalks such as the installation of driveway pavers must be approved by the ARC-N, the ARC-M and accompanied by a signed legal agreement whereby the owners accept applicable liability and maintenance for the augmented area(s).

ARC-M may require a performance bond.

4. Any damage to a lake bank or drainage easement resulting from modifications will be repaired and billed to the owner (Sec 10 & 10.6 of the Master Declaration of Covenants).

5. Properties that are found to have completed work requiring ARC-N or ARC-M approval without approval shall not be granted any further approval for ARC requests until the original work has been removed or addressed to the satisfaction of the Master ARC.

All Lots and Units in Autumn Woods shall be subject to restrictive covenants that place reasonable limitations on use and occupancy and are intended to protect the health, safety and welfare of the residents of the properties and enhance and protect property values. Each Neighborhood Declaration (and each Supplemental Declaration annexing additional land into a neighborhood) shall set forth use restrictions applicable to the neighborhood.

The Master Association shall have the right, but not the obligation, to enforce such restrictive covenants in the absence of action by the neighborhood.

RULES AND REGULATIONS IRRIGATION AND DRAINAGE

1. IRRIGATION

Single Family homeowners are responsible for maintaining their lot's irrigation system in good operating condition with a functioning timer, rain sensing device and set to the Master Irrigation Schedule which is posted on the Autumn Woods Website. (Article 10 Section 10.22.2 of the Master Declaration)

All irrigation timers should be set to Eastern Standard Time at all times and left there throughout the year. The Master irrigation clocks are **NOT** adjusted for Daylight Savings Time.

2. WET-CHECKS

Wet-Checks are available by request every Thursday and the first Saturday of the month and are operational from 8:00am to Noon on these days. To request that the master irrigation be activated for your property on either of these days, please email the Property Manager at least 24 hours prior.

Wet checks are not an additional watering day.

3. SOD AND LANDSCAPING INSTALLATIONS

Additional irrigation for landscaping or sod installations will not be provided between October 1st and June 30th. Homeowners requiring extra water for sod installation or plantings between July 1st and September 30th will need to submit a written request to the Property Manager at least one week in advance of their installation. Additional Irrigation will be available for 1½ hours a day and for 4 consecutive days. The owner will be advised of the additional irrigation times and will be responsible for setting their irrigation clock to the assigned times.

4. DRAINAGE

Nothing other than storm water or irrigation water may be discharged directly into any lake in Autumn Woods. Water may not be withdrawn from any body of water in Autumn Woods and no wells shall be permitted. (Article 5, Section 5.10 AWCA Declaration)

RULES AND REGULATIONS
PROPERTY ACCESS FOR RESIDENTS, GUESTS AND VENDORS

1. GATE ACCESS

Visitors, vendors and guests may be granted access to the property by an Autumn Woods resident submitting a ***signed*** Permanent Guest List to the gatehouse with the person(s) or company named on the form. Residents may also call the automated access system at (239) 594-3151 and leave a message with the time and name of an expected visitor.

2. VENDOR HOURS

Vendor hours are 7:00 am to 6:00 pm Monday through Friday and 8:00 am to 6:00 pm on Saturdays. No vendor work is permitted on Sundays and Holidays except emergency repairs.

3. BAR CODES

Vehicle Barcodes are available to be purchased from the manager's office. New residents must provide either proof of purchase or a copy of their lease agreement to purchase vehicle bar codes. Bar codes will not be affixed to rental cars and no bar codes will be issued for tenants leasing an Autumn Woods property for less than six months. Barcodes will be affixed to vehicles by the property manager after verifying the information on the application.

4. PHOTOGRAPHY

Autumn Woods Community Association Common Property is a privately owned property. Any person planning to film or take pictures for commercial purposes to publish on a website, in a print publication, or on any other type of materials with the intent to distribute, must get a signed release form from the property manager that grants permission to publish any likeness of Autumn Woods' buildings, signs, streets, or common areas in your video or photographs.

RULES AND REGULATIONS NOTES

1. **Article 5, Section 5.9, 5.9.2**

The right of the Master Association to suspend the rights and easements of enjoyment of any member or any tenants of any member for any period during which any assessments remain unpaid, and for any period, not to exceed 60 days, for any infraction of its published Rules and Regulations.

2. **Article 6, Section 6.15 DAMAGE TO COMMON PROPERTY BY OWNERS**

Any maintenance, repairs or replacements within the common property arising out of or caused by the willful or negligent act of an owner, their family, guests or invitees shall be done at said Owner's expense or a special assessment therefore shall be made against owner's lot or unit.

3. **Article 10, Section 10.16 NON-DISTURBANCE**

It is the lot owner's responsibility not to remove native vegetation that is established in the detention ponds (lakes), jurisdictional wetlands (the preserves), designated mitigation areas or designated conservation easements abutting their property. "Removal" includes dredging, application of herbicides, or cutting.

4. **Florida Statute 720.305 Obligations of members; levy of fines and suspension of use rights.**

Associations may levy fines, not to exceed \$100 per violation against any member, tenant, guest or invitee to comply with any provision of the Declaration, By-Laws or reasonable Rules of the Association. A fine may be levied by the Board for each day a violation continues, with a single 14 day notice and opportunity for hearing up to \$1,000.

5. If ambiguities or conflicts exist between the AWCA 2020 Rules and Regulations and the Autumn Woods Community Association, Inc. Declaration of Covenants, Conditions and Restrictions the Declaration will prevail.

6. **In certain instances, a waiver or modification to some rules may be granted by a vote of the board after their review.**