

MAPLE BROOKE NEIGHBORHOOD ASSOCIATION, INC.
RULES & REGULATIONS
AMENDED 2.21.24

The following are 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. The ARC will annually review county and state regulations and AW planting list to stay in compliance.

ARC

The ARC Rules are used to keep our Neighborhood consistent. Any modifications that change the exterior building or landscape must be submitted to the Property Manager for review by the ARC Committee for the MBBODs consideration and approval.

Owner Landscaping Guidelines

- 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.

All plantings including flowers, shrubs, bushes, trees, etc. are allowed only within existing plant beds. Extending or adding new plant beds requires a written ARC request and ARC or Maple Brooke Board approval. Owners are responsible for the replacement of all dead or diseased plantings regardless of initial installer.

2. Annual flowers are allowed in existing plant beds without ARC review or Board approval.
3. Shrubs, plants, hard trees, palm trees and perennials require ARC approval, including type, location, quantity and size. Only plantings on the Autumn Woods Master Association approved plantings list are permitted. ARC and/or Maple Brooke Board approval is not required when replacing plantings with the exact same type.

Vining plantings must be grown on a trellis approved by the ARC and/or Maple Brooke Board. They cannot attach to villa buildings, garages, villa separation walls or roofs. Vining plants may be removed or trimmed at the Maple Brooke Boards discretion for any reason.

4. Plantings in pots do not require Board approval. No more than 5 pots, each with a maximum diameter of 18" or less, are allowed in the front yard.

The Maple Brooke Association may trim or remove any plant, shrub, tree, including oak and palm trees, or other landscape as necessary, due to ingress and egress obstruction or contact with villas. Owners may trim any plant shrub, tree or other landscape at their expense without Maple Brooke Board approval.

Any replacement plantings including shrubs, sod, trees and palms, regardless of installer, is the owner's responsibility to water-in with their own water source until the planting is established.

5. Trimmings — All cuttings shall not be left and must be bundled on the curbside except for the morning of your garbage pickup (Wednesdays at present) or on the day when the landscape crew is on your street.

Other ARC Rules

1. Statues, planters, fountains, benches/chairs, plastic boulders, birdbaths, and feeders must be in good taste and approved by the MBBOD.
 - a) An outdoor bird feeder or hanging bird feeder, should be at least 10-ft high and 4-ft from any trees.
2. Solar Energy Devices - All such apparatus shall not be installed without prior written approval of the MBBOD.
3. Front Door Screen Enclosures - Screen enclosure specifications include:
 - a) The unit owner must submit an ARC request prior to installation.
 - b) The structure must be under truss or not to protrude beyond the outside wall or column of the house.
4. 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.
5. Hurricane Shutters — All shutters require an ARC request and approval by the ARC and/or MBBOD prior to installation.
 - a) Accordion and rolldown shutters must match the color most compatible to the body 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).
- 6. 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.
- 7. Air conditioning units – window units cannot be permanent except for temporary emergency purposes.
- 8. Garbage and Recycling bins – 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, except solely on the day before designated pickup and shall be removed from view before the following day.

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, vehicle information identifying the make, model color, year 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 30 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 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 — Two signs 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. Signs can be no larger than 18” high by 24” wide. If the home is flying a flag endorsing a political candidate, the dimensions must be in accordance with section 8 Flags and Flag Poles, and only one political yard sign is allowed. The timeline for political flags is the same as for political signs.
- 4. Security Sign — May be no larger than 1 foot square.

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. Boats, trailers campers, and RV's may be parked on a driveway for a maximum of up to 12 hours during a 7-day period for cleaning, loading, and unloading.
 - 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 or for testing purposes.
 - 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 Collier County.
8. Flags and Flag Poles - No in-ground flagpole is permitted on any Lot. Flags may be the United States, the State of Florida, United States Army, Navy, Air Force, Marine Corp, Space Force, Coast Guard, POW-MIA, seasonal, promoting a holiday, a school, or a special event. Flags can be no larger than 4 ½ feet by 6 feet.
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 or other known vicious breeds are not allowed.
 - a. All dogs and cats, when not within the Owners' Lot or Unit, must be on a leash 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 Maple Brooke lots are commonly maintained.

- d. Complaints about aggressive or abused pets should be directed to Collier County Domestic Animal Control (DAC), (239) 252-7387.
10. Parking - No vehicles, trailers or implements may be driven or parked in the common areas without prior approval from the Autumn Woods Community Association Property Manager.
 - a. Parking on lawns is always prohibited. 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.
 - 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.
 11. Garage Sales — A Collier County permit must be obtained and an application given to the AWCA 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.
 12. 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.
 13. 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. The company that originally supplied mailboxes for Autumn Woods is Lykins Signtek (Phone: 239-594-8494; Web page: <https://www.lykins-signtek.com>). Contact MB Manager for other sources if necessary.
 14. Exterior Holiday Decorations - Lights and decorations may be erected on the 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 that creates a nuisance. Christmas lights and decorations must be removed within thirty (30) days after the holiday has ended. Christmas 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. No more than one grouping of decorations in the grass area of a Unit, any additional decorations need to be in a planting area or on/in bushes and trees.

15. 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.
16. 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.
17. Homeowners Insurance – It is recommended that each owner maintain insurance including windstorm and casualty loss.
 - a. Please note MB villas are not condominiums, but single-family homes.
18. Roof Replacement and Tile Selection – Maple Brooke ARC approval is required and the entire roof of the building must be replaced.
19. Driveway Replacement – Maple Brooke ARC approval is required. Only concrete or pavers are allowed. Shared driveways must be replaced entirely between buildings. If pavers are selected for driveway replacement, they must carry through a sidewalk to the street gutter.