

Casa del Lago Condominium Association

Owner's and Resident's Rules and Regulations

Revised - February 2024

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WELCOME TO CASA DEL LAGO CONDOMINIUM ASSOCIATION, INC.

These Rules and Regulations have been prepared by the Association Board of Directors to assist all residents to better understand our governing documents and to maintain a financially responsible community with congenial residents, and thus enable the condominium to exist and protect the value of each unit. The basis for this document may be found in the Declaration of Condominium, Article XII and Article XIV.

COMPLIANCE AND DEFAULT

These Rules and Regulations are an extension of, but do not supersede or replace, the Association's governing documents, Articles of Incorporation, the Declaration of Condominium or By-Laws. These other documents precede and overrule all rules, regulations and guidelines; however, they may contain some legal terminology and tend to be complex. Each owner/resident should read and understand each of these documents and this booklet. The rules, policies and procedures contained herein apply to all owners, residents, tenants and guests and are established for the good of the community.

Unit occupancy will not exceed four (4) persons. The development will consist of ninety-eight (98) units when complete. Each unit owner owns an undivided fractional interest in the common element and shall bear the proportion of common expenses. The monthly condo fee, paid by each unit owner, covers their share of the common expenses such as the maintenance and operation of the common grounds, the exterior and roof of each unit, insurance premiums (excluding owner's content insurance), accounting fees, attorney fees, management fees, electrical fees, reserves, and all other expenses of operating the Association. All common property, lake front area, dock, clubhouse, tennis court, shuffleboard and roads, (Palo Verde Dr., Del Lago Court and Del Casa Court) are owned by the Association. The Association's address is 2740 Palo Verde Dr. Avon Park, Fl. 33825.

ADMINISTRATION

The Association is governed by a Board of Directors consisting of five (5) elected unit-owners.,

There are seven (7) volunteer committee Chairs who handle various aspects of the Associations responsibilities. They are Recreation, Irrigation, Landscaping/Grounds, Architectural, Social Activities, Friendship, and Rules & Regulations.

The Board of Directors, acting on behalf of the membership is empowered to make the day-to-day decisions, based on their interpretations of the documents that govern and regulate our Association meetings. The Annual Membership Meeting is held at 7:00 p.m., on the first Thursday in December each year. The Board meets at 7:00 p.m. on the third Monday of each month, except June, July and August, unless a special meeting is called. Board meetings will be held monthly at a time designated by posting including the agenda five days prior to the meeting. All meetings are held at the Club House. A monthly meeting of the committee chairs with the Board will occur the first Wednesday of each month.

The agenda for the Membership and Board Meetings is posted on the Association's bulletin board, to the left of the mailboxes, at least five (5) days in advance of the meetings. You may request an item for the agenda by submitting a written request to the President. You may speak on any item on the agenda as it is considered.

Special Board meetings will be posted 48 hours in advance of that meeting except in an emergency. Special meetings described as emergency meetings do not require advance notice.

All Association members are encouraged to attend all meetings. Decisions are made at these meetings, and you are affected by these decisions. All meetings are held at the Clubhouse.

VOTING

Instructions for voting to change various governing documents or to conduct Association business can be found in the latest revision of Casa del Lago's Declaration of Condominium & By-Laws, and Chapter 718 of the Florida Statute, The Condominium Act.

METHODS OF VOTING

1. At an official meeting, (voters are present)
2. Voting by proxy, must be in writing and cast by another member who is present at the meeting. Proxy votes are not permitted for elections.
3. By petition, any action approved by the signature of members.
4. By absentee ballot, a written vote on items that are not further amended must be submitted in advance to the Association President or Secretary.

FINANCIAL

All condominium maintenance fees are due by the first day of each month for that month. If not paid on or before the tenth day of that month, fees are automatically designated late and shall be subject to a late fee of ten dollars (\$10.00) plus interest. For your convenience, you may deposit your payment in the mail slot, located inside the clubhouse entrance or you may mail it to the Association at 2740 Palo Verde Drive, Avon Park, Florida, 33825. The payment must be received by the Association before the end of the tenth day. There are no other grace periods allowed.

Fines may be imposed for violations of the Declaration of Condominium, By-Laws or Rules and Regulations. An eighteen percent (18%) annual interest rate will be assessed for late or non-payment of any assessment, fine or fee.

COMPLAINTS

Any complaints or questions for the Board, having to do with outside or common areas of the unit, must come directly from the unit owner. Therefore, anyone leasing a unit or guests having concerns or questions about the common elements, must contact the unit owner and have the owner contact a Board member.

This policy is designed to: (1) Ensure the owner is aware of any problem or complaint. (2) Avoid repetition of reported items. (3) Get permission from the owner to enter the unit, if necessary, and report back to the owner on the progress about resolving the problem or complaint.

Problems such as malfunctioning streetlights, termites, common area damage, irrigation problems, etc., should be reported to the appropriate Committee Chairperson. If you are unable to contact the chairperson, and feel the problem cannot wait, call one of the Board members.

Phone numbers of Chairpersons and Directors are posted on the Association bulletin board. Written complaints will be answered within thirty (30) days.

RECREATIONAL FACILITIES

The Recreational facilities are Clubhouse, Tennis Court, Swimming Pool, Shuffleboard and Lake/Dock Area. As a resident, your cooperation is essential in keeping these facilities in good condition. They are part of your home. All persons use these facilities at their own risk. All persons under age 16 must be accompanied by an adult unit resident.

These facilities are restricted to the use of residents and their accompanied guests only.

Non-resident owners do not have Recreational facility privileges. A single key for all facilities is provided at the time of residence purchase. THE ABOVE RULES APPLY TO ALL FIVE (5) RECREATIONAL FACILITIES.

The number of Residents should always exceed the number of invited Non-residents during any scheduled event (excludes overnight guests in your unit).

-CLUBHOUSE-

The entire building is a non-smoking area. No pets are allowed in the clubhouse. It may be used for private parties by application to the Recreation Committee Chair (RCC). Other use must be scheduled on the events calendar posted inside the clubhouse.

Residents scheduling use will be responsible for clean-up and damage repair. A clean-up fee of fifty dollars (\$50.00) will be assessed if the clubhouse is not cleaned immediately after use.

Clubhouse supplies may be used for Association functions only. No personal items may be stored in the clubhouse. If ice is used, please refill the trays. The telephone is for local calls and emergencies only. The First Aid Kit is above the kitchen sink. Please report missing elements to the Recreation Committee Chair. Upon leaving the clubhouse, turn off the lights, the air conditioner and lock the doors.

The Clubhouse is not for commercial use. Events designated for individual profit, such as Tupperware parties, will not be approved by the Recreation Committee Chairman.

-SWIMMING POOL-

Use of the pool is restricted to residents and accompanied guests only. All activities planned for groups must be scheduled and posted on the Clubhouse events calendar. All persons use the pool at their own risk. Proper bathing attire must be worn in the pool. Pool furniture may not be removed from the pool area. Babies are allowed in the pool only when wearing leak-proof diapers and swimwear.

No food is allowed within six (6) feet of the pool. Glass containers are not allowed in the pool area. Horseplay, cannon balling, diving, etc. are not permitted. No pets are allowed in the pool area. Please ensure that the pool and restroom areas are locked before leaving.

● **POOL HEATER POLICY**

The pool heater will be turned off when nighttime ambient air temperatures are forecast to drop below 50 degrees followed by daytime high ambient temperatures predicted to not reach 70 degrees. A minimum of five consecutive days above 70 degrees prior to turning the heater back on will be the criteria to protect the equipment from excessive stress trying to maintain an 86-degree water temperature and to conserve energy. The Recreational Facility Chair will turn the heater back on when appropriate criteria is met. No other member or guest is authorized to turn the heater back on or adjust the pool water temperature.

-TENNIS COURTS-

Residents may not have more than three (3) guests on the tennis court in one day, unless approved in advance, by the Recreational Chair (RCC). Tennis shoes must be worn. No chairs are allowed on the playing surface. If others are waiting, limit your court time to one (1) hour.

-SHUFFLEBOARD COURTS-

Equipment for play is stored in the closet adjacent to the men's restroom. The clubhouse key fits this lock. Instructions for care of the courts and equipment are posted inside the closet door. Children under ten (10) years of age are not permitted to play.

-DOCK AND LAKE AREA-

Use of the dock is restricted to residents and accompanied guests only. No boats may be moored beyond Pier post #16. Maximum boat length permitted is seventeen (17) feet. Fishing permits are required and may be obtained at the County Tax Collectors office. There is no permit required for county residents aged 65 or over. The clubhouse key also fits the dock gate. All vehicles excluding maintenance vehicles and golf carts, are not allowed on the grass in the dock area.

VEHICLES (Excluding golf carts used in maintenance work)

Casa del Lago is dedicated to preserving the clean appearance of our community. Driveways and parking areas are an important part of our landscape. Therefore, rules have been developed to keep these areas aesthetically pleasant.

All recreational vehicles, trailers, campers, commercial vehicles, etc. must be garaged overnight or stored off the premises. Non-commercial vehicles, in use daily, may be parked overnight on the unit owner's driveway without the specific written permission of the Board of Directors.

Those requiring driveway parking for vehicles or trailers for moving are granted a ninety-six (96) hour exclusion. Those requiring driveway parking for guest automobiles are granted a two (2) week exclusion.

No vehicle of any kind may be driven or parked on any lawn. Cost of repairing the irrigation system or landscape shall be the responsibility of the perpetrator. Unit owners hiring contractors to perform work, which requires driving over the grass, will be responsible for any cost to repair sprinklers or lawn damage.

GARBAGE SERVICE

Garbage and trash pick-up service are a county function. It appears on your tax bill and this service is provided by a Highlands County contracted service.

All **Household garbage** should be in your Highlands County furnished garbage container and placed at the foot of your driveway by 7am Friday. Collection date may be delayed for major holidays. When this occurs, placement will be delayed accordingly.

Bulk and Yard Waste will alternate every other week and must be placed outside the garbage container, at the foot of the driveway for pickup on your scheduled bulk or yard waste collection day. This schedule is set by and subject to change at the ruling of the Highlands County Commissioners.

For additional information on Highlands County garbage and trash pick-up services:

Website: highlandsfl.gov/departments/solid_waste/garbage_collection_curbside

Phone: 863-655-0005

PETS

Each unit may have one (1) dog and two (2) cats. No other pets shall be kept in any unit or common element. Pets must be on a leash while outside. Pets may not be staked, tied or fenced in any manner outside a unit or recreational facility. Pet droppings must be picked up immediately. Owners are responsible for controlling pet noise.

INSURANCE

Article IX of the Association's Declaration of Condominium addresses the insurance responsibilities of the Association and the unit owners. These should be read and understood to insure proper coverage. Discuss this with your agent if in doubt.

SECURITY

With the approval of the Board, a unit owner may install, on the **rear** of the unit, up to two (2) security lights of the following type: (1) Dusk to dawn lights, 100 watts maximum, and properly hooded, so it will not shine into a neighbor's rooms. (2) Motion sensing lights, 100 watts maximum, with adjustable sensitivity, so they do not indicate the presence of small animals but will sense a person. **Front** Courtyard lights are required to remain on all night, year around.

EMERGENCY ACTION

In case of an emergency, after first notifying the proper authorities (Call 911, Sheriff, fire, medical), please notify any Board member. A card file, which contains information on all residents, may be useful in case of emergencies, (phone numbers, next of kin, etc.). This file is maintained in the clubhouse, next to the telephone. If you have not filled out a card, please do. There are blank cards in the file box.

MAINTENANCE

The Declaration and By-Laws deal extensively with the maintenance responsibilities of the Association and of the unit owners.

To summarize: (1) The unit owner is responsible for everything inside the inside of the outer walls of the unit, plus the complete air conditioning system, the electrical system from the meter, the water system from the water supply shut off valve at the house and the interior of the courtyard. The garage door mechanical and electrical systems are also the responsibility of the unit owners. (2) The garage door is the responsibility of the Association. The Association is responsible for maintenance of the elements serving more than one-unit, external surfaces and all common areas. The Association is also responsible for the sewer line up to the clean-out. Refer to the Declaration and By-Laws for more specific details.

SOLICITING

Soliciting by anyone, including unit owners, is absolutely prohibited. This includes fund raising, sale of any products, charitable organizations, etc. Notify any Board member if you encounter any door-to-door solicitation.

PETITIONS

Petitions dealing with Association matters are permitted without Board approval.*

* Revised February 2024

ALTERATIONS

Common property is all the property outside the inside walls of each courtyard, and as the name implies, is not owned by one individual, but the Association as a whole. No unit owner or resident shall make any alteration to any portion of a unit maintained by the Association. Owners may not paint, decorate or change the appearance of the building exterior, walkways or driveways. The use of landscaping bricks, stones and borders around walkways, driveways or mulched areas is allowed, if not adjacent to lawn. A written request is required.

LANDSCAPING

Regulations covering courtyard trees and shrubs: A limit is placed on the size and type of shrubs and trees grown on unit owner's courtyards. The limit would decrease chances of the roots damaging courtyard floors and the branches shading neighboring courtyard areas. The Landscaping Committee is to be consulted before planting any trees or shrubs that may cause damage to any structure or could overhang on any neighboring courtyards.

No tree, shrub or flower, etc. may be planted, removed or replaced, except inside the courtyard or enclosed courtyard unless approved by the Board. Requests must be in writing and submitted to the Landscaping/Grounds Committee Chairperson. If the Board denies the request, and the unit owner wishes to pay the cost of removal or replacement, a written request to the Board must be made. If the Board approves the request, there may be certain conditions applied such as replacement time, type of plant, etc.

Remember, all owners own the fruit trees on Casa ground and the fruit becomes the property of all residents.

ORNAMENTS AND OTHER MAN-MADE OBJECTS

Ornaments, decorations and external lights are not permitted, except as temporarily installed for Christmas or other appropriate holidays. Manmade objects such as lawn ornaments or artificial vegetation are not permitted on common grounds or outside walls or gates. One portable United States flag may be displayed, in a respectful way, at any time. Any other flags may only be displayed in courtyards. Only one 'For Sale' realty or private sign is permitted per unit. They are to be placed in planted areas. Signs must look professional with any hand printing aesthetically acceptable. These rules also apply to 'Open House' signs. Small 'Security' signs are also acceptable and must be displayed in the planted area near the house. No other signs may be displayed on Casa del Lago common grounds without the approval of the Board of Directors. One exception is solar lights. They are acceptable on the Court streets walkways because no streetlights are on those streets.

ARCHITECTURAL

No unit owner/resident shall make any alteration to any portion of a unit maintained by the Association.

Owners may not paint, decorate or change the color or appearance of the building exterior, walkway or driveway. Walkways or driveways may not be painted, stained or treated. Rear patios may not be covered or altered without written permission from the Board of Directors. Front courtyards may not be covered, roofed or screened. Unit owners/residents are responsible for the maintenance and appearance of the patio and courtyard areas. Water hose hanger-reels are permitted inside the courtyard or mounted on the back wall of the owner's unit.

All architectural changes that affect the exterior appearance of any unit or common element (patio, courtyard, window, door, gutters, down spouts, etc.) must receive written permission from the Board of Directors. A request form should be submitted to the Architectural Committee Chair. Request Forms are included in the back of this booklet and are also available in the clubhouse.

Smoke Alarms & Charcoal Grills - The use of a Gas or Charcoal Grill is not permitted in the interior of any residence, including the garage. A working Smoke Alarm is required in the interior of each unit.

Antennae- Some types of antennae are permitted when approved by the Board. These are: satellite dishes with a maximum diameter of eighteen (18) inches (*Size standards may change due to digital signals*) and a UHF/VHF antenna, which is not more than twenty-one (21) inches in any dimension and placed no more than thirty-six (36) inches above the gable ends of the building. *Please discuss with Architectural Chair before planning any installation.*

STORM SHUTTER SPECIFICATIONS

A. Permanently installed shutters.

Board approval is required to be sure they meet our specifications.

These are either the roll-up type or the shutter type and are both permanently installed and mount on the outside of the house whether in the protective state or the storage state.

Requirements:

1. Both are to be professionally installed by a licensed contractor to insure they will not become flying projectiles.
2. For the roll-up type the color must match the building or the windows. For the shutter type they must match the building.

B. Temporarily installed shutters.

These are the plywood sheet type or the plank type, which are mounted across the window and fastened to the building with concrete attaching screws or similar hardware.

Requirements:

1. These are to be mounted by a licensed contractor to ensure their ability to stay in place.
2. These do not need to be matched in color however they must be of approved materials to be acceptable in appearance.
3. Upon removal the holes made in the building walls must be sealed to prevent insect entry and to conceal the alterations.

C. Duration of protective application:

Shutters can be in the protective mode for only three (3) days prior to storm arrival, as predicted by the national weather service, and must be in the storage stage within four (4) days after the storm has passed.

D. Window reinforcing applications such as shatterproof glass or reinforcing plastic film will be acceptable if the application does not noticeably alter the outside appearance of the building.

E. Awning types are not acceptable as they are not adequately secure in their storage state.

F. As further development appears on the horizon these specifications will be modified.

Casa Del Lago Condominium Association Declaration of Condominium

Article VIII. Alterations and Additions

G. Storm Shutters

Board may adopt storm shutter specifications for each unit, which shall include color, style, and other factors deemed relevant by the Board.

All specifications adopted by the Board shall comply with the applicable building codes.

The Board shall not refuse to approve the installation or replacement of storm shutters conforming to the adopted specifications.

The period of use of the storm shutters shall be subject to regulation by the Board.

Legal References and Requirements.

1. F.S.718.113(5)
 - a. Installation of hurricane shutters is the right of every unit owner, and the Board is required to provide appropriate specifications to govern their installation and appearance.

 - b. The Board is required to adopt specifications to govern the installation hurricane shutters by a unit owner including their color, style, and other factors, which the Board deems relevant. All specification must comply with applicable building codes. The Board may not refuse to approve the installation or replacement of any shutter conforming to the Board Specifications.

2. F.S.718.115
 - a. Installation, replacement and maintenance of hurricane shutters in accordance with specifications approved by the Board is not considered to be a material alteration or a substantial, addition under the Condominium Act.

 - b. The Condominium Act specifically authorizes the installation and upkeep of hurricane shutters by a unit owner without a vote by the association membership and any provision requiring a vote by the membership is pre-empted by the law.

OCCUPANCY BY OTHERS

Units may not be used for any business or commercial purposes. Owners have the right to rent or lease their unit if it is first approved by the Board. Units may be rented only twice during a twelve-month period. An exception is made in the case of lease purchase agreements. A prospective resident may not occupy a unit prior to approval by the Board. One week (1) advance notice is required. A copy of the application for this request is included in the back of this booklet, to the renter, lessee or guest.

Renters, lessees and their guests are expected to read, understand and abide by the rules and regulations of the Association and are entitled to use all recreational facilities. Guests must be accompanied by a unit resident. Owners have the ultimate responsibility, financial and otherwise, for the actions of their tenants and guests regarding the use of the Association's property.

SELLING

Selling your unit requires two (2) forms be filled in and submitted to the Board of Directors. They are Approval for Sale and Property Closing Information forms and are included in the back of this booklet and available in the clubhouse.

NUISANCES

No resident shall maintain an unsafe, unsanitary, unclean or disorderly condition or a nuisance anywhere in the community. No immoral, offensive or unlawful acts are permitted.

Motorcycles are permitted if street legal. All vehicles with combustion engines must be equipped with functional mufflers. Gas or electric powered skateboards, scooters, go-carts or any other such units that are not street legal are prohibited. Night bicycling is permitted with the use of appropriate safety lights and reflectors.

The speed limit throughout the community is 20 MPH. For the safety of all, PLEASE OBEY THE SPEED LIMIT.

Yard or garage sales are prohibited, except for one (1) moving or estate sale. Prior permission for such a sale must be obtained from the Board of Directors. A yard or garage sale, sponsored by the Casa Association, is permitted and the proceeds from this sale go to the Association. Yard or garage sales are STRICTLY NOT permitted.

Noise levels must be subdued so that others will not be disturbed. Quiet hours are from 11:00 p.m. until 7:00 a.m., during which time all noise, such as, radios, television, stereo equipment, musical instruments, etc., will be so reduced that it will not disturb their neighbors.

FORMS

There are currently six (6) approval forms required by the Association for various purposes. Copies of each form are included in the back of this booklet and are also available on the table outside the Association Office in the clubhouse.

Two (2) forms are for selling a home. The first is the **Approval for Sale** form. This must be completed and approved by the Board, prior to the unit being listed or a "For Sale" sign being displayed. The second is for **Property Closing Information** and is completed at the time of closing. It includes certification that the buyer has received the By-laws and the Rules and Regulations of Casa del Lago.

The third form: **Application to Rent/Lease** - Required before a unit may be rented or leased. Submit this form to the Board for approval.

The fourth form: **Temporary Resident Registration Form** - This form is required for someone occupying your unit (not a renter) during your absence.

The fifth form: **Architectural Inside/Outside Additions/Alterations & Modifications** - Required before any changes can be made to your unit. Submit to the Architectural Chair for review and approval by the Board.

The sixth form: **Request for New or Replacement of trees, shrubs or flowers by the Unit Owner** - It must be submitted to the Landscape Chair for review and Board approval.

ACTIVITIES

There are many activities held in the community and elsewhere. They will be posted on the Association and/or clubhouse bulletin boards. They include crafts, card games, shuffleboard, golf, tennis, potluck dinners, breakfasts, trips, etc.

BULLETIN BOARDS

Two bulletin boards are located to the left of the mailboxes. The Official Casa Association bulletin board is the one on the right closest to the mailboxes. It is for Association business and announcements only. No personal sales or promotional materials are permitted. The bulletin board to the left is for residents use only. No commercial advertising is permitted. Another bulletin board is located just inside the clubhouse entrance which is for the general use of the residents.

USEFUL TELEPHONE NUMBERS

Electric Power	800-700-8744	Duke Energy
Water/Sewer	863-452-4433	City of Avon Park
Trash	863-655-0005	Highlands County
Sheriff	863-402-7200	Non-emergency OR 911 Emergency

AMENDING THE RULES & REGULATIONS

The Board of Directors is responsible for the promulgation and amending of the Rules and Regulations. Unit owner's proposals to amend should be submitted in writing to the Rules & Regulations Committee Chair for consideration.

The Rules and Regulations Committee will send the proposal, along with its comments, to the Board of Directors within 30 days of receipt.

The Board of Directors can elect to reject or accept a proposal within two scheduled Board meetings. If rejected, the matter is closed by the Board, unless appealed. Appeals regarding the Board's decisions are covered in the By-laws, Article X, "Appeals."

If the proposal is accepted by the Board, a favorable vote of unit owners is required to change the rule. This vote requires a quorum (majority of owners) which includes proxies.

ELECTRONIC COMMUNICATIONS

When registering information with the Casa Del Lago Condominium Association, you will be asked to provide an email address. You may decide if you want an official communication, social activities communication or both. Your email will be used by the

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President of the Board of Directors and or his/her delegate. No one else may use your email address without your permission. Anyone doing so is in violation of the rules and regulations and are subject to a fine. If you do not have an email address, you will receive your communications in paper. These communications may be slow in reaching you.